

# Open Commons Consortium Publication Policies

October 10, 2019

Draft 2.6

1. **Publication Strategy:** Each Open Commons Consortium (OCC) Working Group should determine a publication strategy as early as possible after the start of the Working Group. For some Working Groups, particularly larger groups, this may include the formation of a Publications Committee that will propose a list of projected publications. For smaller Working Groups, the Working Group may itself serve in this role. If a Publication Committee is formed, the full Working Group should review and approve the proposed list of publications. Often, additional publication opportunities arise after the approval of this list of initial publications and during the execution of the Project.
2. **Writing Subcommittee:** Based on the list of proposed publications, Writing Subcommittees can be formed to work on specific publications.
3. **Authorship:** Each Writing Subcommittee will propose how authorship will be managed on their respective publication. This proposal should be approved by the Publications Committee and Working Group. Decisions include:
  - Who is the senior author? – This is typically the Project PI, Project Lead, or Working Group Chair. Sometimes publications allow two senior authors.
  - Who is the first author? – This is typically the individual who did the majority of the work on the publication. Some publications allow two “first authors”.
  - How should the remaining authors be listed?
    - In alphabetical order? In order of contribution? Or a combination of both?
    - Writing Subcommittees should consider Working Group turnover. Working Group members that actively participated earlier in the life of the Project may no longer be Working Group members due to job changes (internal reassignment within a company, or movement to another company that is not participating in the project). Should these team members be referenced individually or as part of the “Project Team” reference.
    - Different authorship rules may apply for different types of publications and may be journal dependent. Author limitations may impact number of authors able to

participate.

- Acknowledgements? The Writing Subcommittee should consider how attributions and acknowledgments will be handled.
  - What are the timelines? The Writing Subcommittee should discuss expectations with regard to time frames for publication, turnaround time of draft versions, team review of documents, etc. The lead author(s) primarily responsible for writing a manuscript should agree to responsibly manage timelines.
4. **Publication Contributions:** Writing Teams should discuss the distribution of workload and contribution for each author. Journals typically require a description of each author's contribution in an authorship form or in the acknowledgement section. OCC publications will generally follow the publication guidelines set by the International Committee of Medical Journal Editors, adjusted as necessary to follow individual journal standards ([http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html)). In general, OCC publications should be inclusive and include any individuals who made contributions to the project or manuscript, even if the contributions are not necessarily significant. Thresholds for the significance of the contribution should be applied uniformly to all the individuals in the Working Group.
5. **Publication Process:** In general, the Writing Subcommittee in coordination with the Publication Committee, will maintain an online spreadsheet of the authors, their contact information, their contribution(s) to the project and publication, their conflict of interests (if any), their initial approval of the manuscript, their final approval of the manuscript, and any similar items required by the Writing Subcommittee or the publisher of the publication.
- Authors will be given a reasonable amount of time, as determined by the Writing Subcommittee to fill in the spreadsheet, to approve the manuscript, and to update the spreadsheet as required by the publication process. If authors are not responsive as required, they may be dropped from the publication. In particular, if any authors do not approve the manuscript or supply the information required by the publication within the time period determined by the Writing Subcommittee, they will be dropped from the list of authors.
  - In general, unless the Writing Subcommittee or publication prohibits it, versions of the manuscripts will be placed in public preprint repository, such as bioRxiv.org, arXiv.org, or similar repository.

6. **Final Publication Approval:** Final approval of publications should proceed in the following order:

- Writing Subcommittee
- Publication Committee, if applicable
- Working Group

If revisions are minor, then the Writing Subcommittee may approve them. If revisions are major, then the approval process just described should be used.

7. **Open Data, Open Access and Open Source Software:** In general, OCC working groups support open science by:

- In general, OCC Working Group will make the data associated with their project, including both open access and controlled access data, publicly available using a data commons, data repository or similar resource accepted by the research community that the working group is supporting. In general, data should be released to the public as soon as possible, but with a data embargo lasting no later than six months after the project is concluded.
- Some data is sensitive and, even though publicly available, is only available to the public after appropriate data use agreements are executed, with the understanding that the data will only be used in IT environments with the required security and privacy safeguard to protect controlled access data.
- When data is exceptionally sensitive, then instead of releasing the data to the public, the data may only be available via specialized environments, gateways, or via other mechanisms designed to protect especially sensitive data in accordance to applicable federal and state laws including contractual obligations.
- In general, OCC Working Groups will place preprints of their research paper in research archives or repositories and publish their research in open access journals and publications.
- In general, OCC Working Groups will license their software using open source software licenses and distribute their open source software using applications designed for this purpose.