The Global nLPHL One Working Group
Publication Policy

Adopted for pilot by the GLOW Executive Committee on April 15, 2024

PROCESS INFORMATION

This policy applies to **all project requests** for or on behalf of GLOW with or without GLOW data. All principal investigators, on behalf of the project team, are required to follow the applicable process.

EC GLOW Executive Committee
NODAL HodgkiN LymphOma DAta CoLlaboration
PRC GLOW Project Review Committee (EC co-chairs, statistician, and/or additional disease expert)
PRO GLOW Patient-Reported Outcomes
PT Project Team
P&TB GLOW Pathology & Translational Biology Committee

PROCESS AND TIMELINES

- The first author or a designated author will route the project request form, abstract, poster and/or manuscript to the PRC and EC through Monica Palese (**monica_palese@urmc.rochester.edu**).
- The PRC will review each project request; if PRC members are the lead on the project team, they will recuse themselves from review of that project.
- Review timelines
  - Project applications
    - The PRC aims to review project applications within 14 business days.
    - The EC will be given 14 business days to provide additional advice and/or project stipulations.
  - Abstracts and posters will be reviewed by the PRC in 7 business days.
  - Manuscripts will be reviewed in 14 business days.
- GLOW projects utilizing data stored in NODAL must first route their project requests through the GLOW PRC for approval before routing through NODAL.

AUTHORSHIP REQUIREMENTS

- Nominated individuals MUST be actively and intellectually involved in the project to be a co-author.
- Whenever possible, all authors will be identified before the project begins and, when applicable, before data are provided. Authorship will be determined by the primary investigators on the project request, in alignment with these rules. Primary investigators will seek agreement from the project team on the author list and any changes thereto, discussion is encouraged. If resolution of authorship disputes by the project team is not possible, GLOW Senior Advisors will serve as adjudicators.
- The EC will ensure compliance with authorship requirements specified in any data contributor agreement.
- Co-authorship will only be warranted for collaborators who meet the ICMJE recommendations for authorship (www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html)
- EC Co-Chairs, Committee Chair(s), and EC members are not automatically co-authors; they will be co-authors only if they have been actively and intellectually involved in the project.
- Prominent authorship reflects work effort. The project team is advised to consider second authorship for statisticians if the project involves significant statistical analyses.
- To support GLOW training goals, (full) professors are asked to consider co-senior authorship or not being senior author.
- GLOW encourages the inclusion of early career investigators (fellow or within 5 years of faculty appointment) on GLOW project teams.

GLOW ACKNOWLEDGEMENT PARAGRAPH

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TRACKING

The EC will maintain a list of planned and completed projects and manuscripts.

PROJECT APPLICATIONS

The project application process is a checkpoint before project teams invest significant time in projects to
(1) ensure alignment with the GLOW mission, vision, and objectives
(2) avoid redundant projects
(3) ensure scientific and statistical rigor
(4) verify that projects include proper representation to facilitate cooperative research

	GLOW Consensus Projects	GLOW Biology Research	GLOW Trials & Research (non-biology)
Uses GLOW Data or Samples	No	Yes	Yes
Feasibility Assessment	No	P&TB Chair(s) to ensure samples are in GLOW tissue bank	PRC to ensure data are in GLOW retrospective or in SJCRH PRO database
Identifying Authors & Author Order	There is no preset limit for number of authors ▪ PT manages author list ▪ EC may identify additional authors to ensure multi-disciplinary & geographic representation to reflect consensus	▪ PT manages author list ▪ Call for volunteers ▪ EC may request additional author(s) or change in author order	▪ PT manages author list ▪ Call for volunteers ▪ EC may request additional author(s) or change in author order
Identifying Statistician(s)	No data in use	When projects involve statistical analyses ▪ PT indicates preferred statistician ▪ EC may recommend changes ▪ A lead statistician will be identified	Required ▪ PT indicates preferred statistician ▪ EC may recommend changes ▪ A lead statistician will be identified
Identifying Priority Journal(s)	▪ PT ▪ PRC and/or EC may request a change	▪ PT ▪ PRC and/or EC may request a change	▪ PT ▪ PRC and/or EC may request a change
Final Project Approval	▪ PRC ▪ EC	▪ P&TB Chair(s) ▪ PRC ▪ EC	▪ Relevant GLOW committee chair(s) ▪ PRC ▪ EC

GENERAL REQUIREMENTS & INFORMATION

- All GLOW projects require a project application.
- Project review outcomes:
  - APPROVED
  - APPROVED with advice for consideration
  - RESUBMISSION REQUESTED with revisions
  - REJECTED

ABSTRACT, POSTERS, & MANUSCRIPT REVIEW PROCESS

The purpose of the abstract, posters, and manuscript review process is intended to
(1) verify that scholarly output aligns with the GLOW mission, vision, and objectives
(2) verify that abstracts, posters, and manuscripts include proper representation and acknowledgements
(3) ensure high-quality, high-impact scholarly output.

	GLOW Consensus Projects	GLOW Biology Research	GLOW Trials & Research (non-biology)
Abstracts & Posters Review Required	Yes	Yes	Yes
Manuscript Review Required	Yes	Yes	Yes
Review by PRC	❑ Consensus statements reflect GLOW consensus and not just expert opinions of the work group authors ❑ Consensus statements reflect consistency with previous GLOW science or explain evolution from prior understanding ❑ Proper acknowledgments are included	❑ The research reflects the scientific rigor of GLOW ❑ Results reflect consistency with previous GLOW science or explain evolution from prior understanding ❑ Proper acknowledgments are included ❑ Authorship list appropriately reflects authors' and statisticians' roles	❑ The research reflects the scientific rigor of GLOW ❑ Results reflect consistency with previous GLOW science or explain evolution from prior understanding ❑ Proper acknowledgments are included ❑ Authorship list appropriately reflects authors' and statisticians' roles

GENERAL REQUIREMENTS & INFORMATION

- All GLOW abstracts, posters, and manuscripts must include GLOW in the title.
- All GLOW abstracts, posters, and manuscripts must include the GLOW acknowledgements paragraph.
  - Projects including NODAL data must also include NODAL acknowledgements paragraph.
- Abstract, poster, and manuscript review outcomes:
  - APPROVED
  - APPROVED with advice for consideration
  - RE-REVIEW REQUESTED addressing reviewer comments