

# Co-Author Notification Recommended Best Practices

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Research publications are the result of a collaborative process. The responsibility of the primary/first author is not only to lead the delegating of the manuscript writing process but also to keep all co-authors in the loop on the status of the manuscript, including submission, acceptance, and publication. Corresponding authors should keep in mind the following best practices:

## Determining Authorship

As part of the Center for Surgery and Public Health's (CSPH) mission to advance the science of surgery through research that informs policy and program development for safe, high quality, and equitable, patient-centered care, CSPH is committed to fair and equitable determination of authorship and opportunities for authorship. Authorship must give an honest accounting of the contributions of all members of the research team and reflect our integrity as a research center. Please refer to the [CSPH authorship guidelines](#) as informed by the [International Committee of Medical Journal Editors](#) when determining your preliminary list of authorship preferably before project start.

## Manuscript Preparation and Submission

When circulating manuscripts for review, it should be as close to finished as you can get it; Senior author should edit/comment before circulating to others; Do not send around a manuscript without an abstract and potential author list (author order may be alphabetical at early stage). Include all tables and attachments.

Before submitting a manuscript for publication at a peer-reviewed journal, one should have discussed, provided opportunity for input, and received confirmation from all co-authors regarding 1) the final draft of the manuscript, 2) target journal selection, and 2) the timing of the submission. A final version of the manuscript should be sent to all co-authors for their records along with confirmation details of the submission. Do not forget to acknowledge CSPH and the funding source.

## Revise and Resubmit Process

If the journal requests response to review and edits, inform co-authors of the request and circulate the draft response to review for co-author input and approval prior to resubmitting, ensuring adequate time for co-authors to respond (ideally 5-10 work days). As above, a final version of the re-submitted manuscript should be sent to all co-authors for their records along with confirmation details of the submission.

## Rejection

If your manuscript is rejected, promptly inform co-authors, including any known reasons for the rejection, and plans for resubmission including journal targets.

## Acceptance

When your manuscript is accepted, promptly inform co-authors, and include the "in press" citation (complete authorship list in standard Harvard CV format, title, journal, acceptance date), and the anticipated publication date if known. When available, provide a copy of the manuscript final proof. Consider your dissemination strategy and discuss with co-authors. This includes the creation of dissemination supporting materials (e.g., visual abstract, infographic) and whether you will be pursuing additional media support from CSPH and Brigham and Women's Hospital. Please send this content along with 3-5

key messages from the manuscript to the CSPH communications specialist. If your article is selected, BWH Office of Strategic Communication requires at least 2 weeks' notice to develop a press release or research brief.

### Notice of Publication

When your article is published online or in print, share the following with your co-authors and communications specialist: 1) a copy of the word document or PDF of the accepted manuscript and 2) an updated citation.

The timeline between acceptance and online publication is often short. Please continue to follow-up with the publishing journal for definitive information regarding embargo/publications dates so that you, your co-authors, and supporting communications teams can optimally support your publication's dissemination.

#### Co-Author Communication Essentials:

- A final version of the manuscript should be sent to all co-authors for their records along with confirmation details of the submission prior to the initial submission and before each subsequent resubmission and review.
- After receiving notification of manuscript acceptance from the journal,
  - 1) Inform co-authors and include an "in press" citation (complete authorship list in standard Harvard CV format, title, journal, acceptance date), and the anticipated publication date
  - 2) Notify the CSPH communication specialist of the need for additional dissemination supporting materials (e.g., visual abstract, infographic) as well as sharing the citation, anticipated publication date, 3-5 key messages describing the impact of your study.
- After publication provide co-authors with 1) an updated citation

