

IID2 Study Executive Committee

Publication Strategy

Introduction

The purpose of this document is to describe the publication strategy of the IID2 study team to which all members of the study group should abide. The duration of the IID2 study is from April 2006 – May 2010. The final report will be submitted to the Food Standards Agency in May 2010. The Study Executive Committee will sit until May 2010.

There are six elements that make up the strategy for publications:

- Press Communication
- Corporate Identity
- Presentations at Meetings
- Publication in Journals
- Website
- Final report

Press Communication

All the organisations involved in this consortium encourage the communication of research findings to the general public in an easily accessible manner and, where appropriate by agreement with the Food Standards Agency, results will be disseminated through the public relations officers of these organisations.

The University of Manchester has responsibility to ensure that all press releases are approved by the FSA prior to release.

An overall press release on the IID2 study prepared by Sarah O'Brien and approved by the FSA will be provided to all contractors of the IID2 study for use by their press relations officers in the event of any sudden media interest such as a large outbreak.

Should a situation arise where the general press release is inappropriate then the collaborative partner in cooperation with the University of Manchester (Sarah O'Brien) will draft an appropriate response. This will then be forwarded to the FSA for approval prior to release. The normal turnaround time for any press statement is 12 hours

Corporate Identity

It is important that the IID2 study has its own corporate identity and that this is used by all collaborators.

A study logo has been approved by the Study Executive Committee. Different image files have been generated to ensure optimal quality across a range of

media e.g. website, letter-heading, PowerPoint. Members of the consortium should ensure that the appropriate logo is used on all documents relating to the IID2 study.

A PowerPoint template, in keeping with the logo design and corporate identity has been generated. Members of the consortium should ensure that this PowerPoint template is used for all presentations relating to the IID2 study. A separate template for use in poster presentations has been generated and should be used for all presentations relating to the IID2 study. This may be adapted in size to suit the poster dimensions required for the particular conference.

These templates are available on the IID2 study website-Intranet.

The Study Executive committee recognises that whilst an IID2 corporate image is necessary members will also need to use the logo of their individual institutions.

- The collaborators institution logo should be placed in the bottom right-hand corner of the title slide on any PowerPoint presentations.
- For poster presentations the IID2 logo and the individual institution logo should be placed on either side of the banner heading.

Presentation at meetings (Oral and Poster)

An up-to-date list of meetings where presentations have been made will be maintained and copies of the presentations stored by the project manager. These will also be available from the IID2 Study website-Intranet and will therefore be available to all members of the study team for use when giving IID2 related presentations.

All presentations should use the IID2 approved templates. On the title slide beneath the name of the presenting author the statement “on behalf of the IID2 Study Executive Committee” should be used.

For posters, beneath the title the authors should be listed and the statement “on behalf of the IID2 Executive Committee should be used.

All presentations should acknowledge funding from the Food Standards Agency (Project Code: B18021) and the Department of Health.

Interim results will only be presented following approval by a small authorisation team including Paul Cook and Sarah O’Brien who have final responsibility for agreeing what interim results are published. Recourse to a third party (an internationally recognised external expert) will be made in the event of any disagreement.

The collaborative partner should prepare a draft of the document containing the interim results and provide this to Sarah O’Brien for consideration by the authorisation team.

Conference abstracts suggesting the presentation of interim results should be approved by the authorisation team prior to submission.

Publication in Journals

The collaborative partner(s) should approach the authorisation team with a short overview of the paper to be prepared and any interim results to be presented. They should also provide the date by which they hope to submit and should this be accepted an estimated time line for publication.

Following authorisation to an agreed timeline, the authors will provide a final draft of the paper for approval by the authorisation team prior to submission for peer-review.

If authors fail to submit to the agreed timeline then, whilst the Executive Committee continues to sit, they have the final responsibility for re-assigning authorship.

The authorisation team have final responsibility for agreeing to any publications. Recourse to a third party (an internationally recognised external expert) will be made in the event of any disagreement.

Acknowledgments

All publications should acknowledge funding from the Food Standards Agency (Project Code: B18021) and the Department of Health.

All publications should acknowledge the contribution made by GPs, practice nurses and the wider study team.

A register of planned publications will be maintained on the Intranet of IID2 website (www.iid2.org.uk/intranet/publicationregister) and will include the working title, authors, summary of the paper and planned submission date.

Authorship

All members of the study consortium will be offered the opportunity to contribute to papers and authorship will be dependent upon contribution.

Individual authors followed by the group e.g. Hughes C, Gillespie IA, O'Brien SJ and the Breakdowns in Food Safety Group (the group members will all be listed in the manuscript).

In this way the authors primarily responsible for the manuscript are easily identified. Furthermore, the fact that the paper is the product of a wider collaboration is also apparent. Articles are easily identifiable by searching on authors.

Spin-off Projects

If a spin-off project to the main IID2 study is accepted by the Executive Committee then it is essential that the researchers of the study comply with the terms and conditions of collaboration including results which have implications for the IID2 study will not be published or presented prior to the publication of the IID2 final report. The IID2 Study Executive Committee should be acknowledged in publications.

Website

A study website (www.iid2.org.uk) has been developed and will be maintained for the duration of the study. The website is made up of two separate areas; a password protected secure area (intranet) and an open access area in the public domain (internet).

Internet

The website contains information for the general public in an easily accessible format. The areas covered include

- a. Overview of the project
- b. Details of the collaborators including a short biographical paragraph on each and a link to their own institutions.
- c. Press releases
- d. Brief information sheets on relevant microorganisms
- e. Register of meetings where presentations have been made
- f. References to any journal publications
- g. Meeting summaries of the Executive Committee meetings once prepared will be sent to Paul Cook for approval prior to posting on the internet (final documents only in PDF format will be published to the study website).
- h. Final copies of participant information sheets

Final copies of additional documentation will be made available in response to direct requests under the Freedom of Information Act.

Intranet

The secure intranet area contains documents including

- a. Final copies of study protocols (in PDF format)
- b. Register of meetings where presentations have been made and copies of slides used which may be downloaded for use in presentations
- c. Publication register
- d. Updated copies of the project plan and risk register
- e. Confirmed minutes of Study Executive Committee and all sub-group meetings (in PDF format).
- f. Copies of Interim and summary reports to the FSA (in PDF format).

Interim Reports to the FSA

Throughout the study a number of summary and interim reports on both the overall project progress and of different areas of the study are required. Interim reports must be submitted using the FSA interim report forms. Team leaders of each sub-group will prepare draft reports as required in order to meet the FSA milestones and deliverables.

Members of the sub-group will approve the interim report and this will be forwarded to the project manager, who will submit the final version of the interim report to the FSA.

Final Report

The results of the study will be presented to the Food Standards Agency in a final report. The report will be presented to the FSA in May 2010, to give time for amendments to be made before the end of the study.

A drafting committee for the final report will include Sarah O'Brien, the chair and/or team leader of each sub-group and others co-opted by the group.

The final report should be presented to the authorisation team who have final responsibility for agreeing to any publications. Recourse to a third party (an internationally recognised external expert) will be made in the event of any disagreement.

Approval Process

The Food Standard Agency's permission is required before any publication, presentation or publicity of the project's work.

All publications require approval from a small authorisation committee prior to release. This committee will include Paul Cook (Chair of the Executive committee and representing the FSA) and Sarah O'Brien (Chief Investigator).

Publications should be submitted via email to Sarah O'Brien (sarah.o'brien@manchester.ac.uk) and copied to the project manager (Kathryn.A.Jackson@manchester.ac.uk) for referral to the authorisation team.

Approval will be within three weeks or in the event of absence or leave at a time to be negotiated with the corresponding author.