

## Abstract Reference Sheet

### Publication Team

Consult with your ITN Clinical Operations Manager to arrange to set up a meeting of the Publications Team for your study:

- Within two weeks before or after the initial internal release of primary study data and/or analyses
- Within two weeks before or after the initial internal release of new interim data and/or analyses
- Periodically, as required, to review publications plans and timelines

The purpose of these meetings are to develop/maintain publications timelines, plan individual publications (contents, authorship, etc) and to ensure adequate ITN resources are available to support these goals.

### ITN Acknowledgements

In cases where group authorship is used (as per Section 9.1.2), no additional acknowledgement of the ITN is required.

Where group authorship is not used, primary and secondary abstracts are to include the following acknowledgement in the body of the abstract:

*“This research was performed as a study of the Immune Tolerance Network.”*

Tertiary and ancillary abstracts are to include the following acknowledgement in the body of the abstract:

*“This research was performed with the support of the Immune Tolerance Network.”*

### Authorship

See Authorship Reference sheet or refer to Section 9 of the ITN Publications Policy.

### Documentation

A copy of the ITN Publications Policy, as well as related forms and documentation can be found at <http://www.immunetolerance.org/PublicationsPolicy/>

## Abstract Review Process

- 1) Submit a copy of the abstract, together with the meeting name, dates and submission deadline to [pbernstein@immunetolerance.org](mailto:pbernstein@immunetolerance.org) to request ITN review. Generally, review will be complete within 3 business days.
  - a. If a CTA (or CTAs) has been signed with a corporate partner(s) that includes a publications clause, an “Abstract Approval Form” must be completed, signed and returned to the ITN by each partner prior to receiving ITN approval. If you are unsure whether CTAs exist, contact [pbernstein@immunetolerance.org](mailto:pbernstein@immunetolerance.org) for clarification.
- 2) When you receive ITN reviews, make changes as appropriate according to ITN suggestions and required changes. If no required changes were indicated, ITN approval is implicit. If required changes were indicated, a revised version of the abstract incorporating these changes must be submitted to the ITN for review prior to receiving ITN approval. If you object to required changes indicated, consult the ITN publications policy Section 6.2.1.1.
- 3) Once ITN approval has been granted and the abstract as been submitted to meeting organizers, a complete copy of the final submission is to be sent to the ITN for record keeping purposes.
- 4) Notify the ITN of the acceptance of the abstract, indicating the type of presentation (ie. platform session, poster, etc), date and session number.
- 5) ITN review of meeting materials (including slides, overheard, electronic presentations, handouts, posters, etc) is required *only* when materials include previously undisclosed results from ITN studies. Final materials to be presented at the meeting must be submitted to the ITN 7 business days prior to meeting start date. ITN review will generally take 3-4 business days.
- 6) When you receive ITN reviews, make changes as appropriate according to ITN suggestions and required changes. If no required changes were indicated, ITN approval is implicit. If required changes were indicated, a revised version of the materials incorporating these changes must be submitted to the ITN for fast review prior to receiving ITN approval. If you object to required changes indicated, consult the ITN publications policy Section 6.2.1.1.
- 7) Notify the ITN of any media requests for interviews or requests by meeting organizers to promote the presented results to the media, to ensure that they are in keeping with ITN policy on Press Releases.