

Manuscript 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

All primary and secondary manuscripts must contain the following sentence within the acknowledgements section:

“This research was performed as a project of the Immune Tolerance Network (NIH Contract #N01 AI15416), an international clinical research consortium headquartered at the University of California San Francisco and supported by the National Institute of Allergy and Infectious Diseases and the Juvenile Diabetes Research Foundation.”

All tertiary and ancillary manuscripts must contain the following sentence within the acknowledgements section:

“This research was performed with the support of the Immune Tolerance Network (NIH Contract #N01 AI15416), an international clinical research consortium headquartered at the University of California San Francisco and supported by the National Institute of Allergy and Infectious Diseases and the Juvenile Diabetes Research Foundation.”

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/>

Manuscript Review Process

ITN review takes place once a complete, mature, journal-ready draft has been written and agreed upon by all listed authors. *If you are unsure whether ITN review is required, contact pbernstein@immunetolerance.org for clarification.*

- 1) Submit a copy of the manuscript, complete with all tables, figures and supplementary information, as well as the name of the journal to which submission is planned to pbernstein@immunetolerance.org to request ITN review. Generally, review will be complete within 5 business days.
 - a. Fill in the Manuscript Information section of the ITN “Author Agreement Form” and have each listed author complete, sign and return a copy to the ITN. Note that ITN approval cannot be granted until forms have been received from all authors.
 - b. If a CTA (or CTAs) has been signed with a corporate partner(s) that includes a publications clause, a “Publication 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 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 manuscript 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 5.2.1.1.
- 3) Once ITN approval has been granted and manuscript has been submitted to journal, a complete copy of the final submission, including manuscript text and associated tables, figures, and cover letters is to be sent to the ITN for record keeping purposes.
- 4) Upon receiving journal reviews, communicate the results to the ITN, including copies of editor’s comments.
 - a. If major revisions (changes in the data presented, modification of the conclusions of the manuscript) are requested by the journal or are made by authors to attempt submission in a different journal, a supplementary ITN review is required prior to resubmission.
- 5) Once resubmitted to the journal, send a complete copy of the submitted revised manuscript, including manuscript text and associated tables, figures, and cover letters is to be sent to the ITN for record keeping purposes.
- 6) Notify the ITN of the acceptance of the manuscript.
- 7) As per NIH Open Access Policy, the Corresponding Author must submit the approved manuscript to the PubMed Central digital archive upon acceptance for publication.
- 8) Notify the ITN of the pending publication date/issue of the manuscript.
- 9) Forward proofs of the manuscript to the ITN for filing.