

Guidance 12

ITCC/PaCCSC/CST Publication Planning	
Project task	Writing task
Project planning	<ul style="list-style-type: none"> Lead by the Coordinating Principal Investigator (CPI) and inclusive of protocol investigator team Identify potential papers and record in the Planned Publications Master List for the study, including agreed order of journals to be targeted Commence the Dissemination Plan (<i>refer</i> SOP 6.15.1 Dissemination of Study Results)
Project ethics and funding submission	<ul style="list-style-type: none"> Literature search Literature review Reference collection
Project start	<ul style="list-style-type: none"> Establish authorship teams Investigator team or CPI to ratify authorship protocol Include draft manuscript title, Executive Author and authorship team in the Planned Publication Master List
Start of data collection Database development	<ul style="list-style-type: none"> Draft <i>Background/Introduction</i> section
Within 8 weeks of commencing data collection	<ul style="list-style-type: none"> Re-draft <i>Background/Introduction</i> section
Midway through data collection	<ul style="list-style-type: none"> Draft <i>Methods</i> section
Start of data analysis	<ul style="list-style-type: none"> Review literature search Update <i>Background/Introduction</i> section Finalise <i>Methods</i> section
Preliminary reporting to teams	<ul style="list-style-type: none"> Presentation of the results and their interpretation to the participating sites in confidence. (<i>Note:</i> The authorship team should determine if confidentiality agreements are necessary prior to presentation; <i>refer</i> SOP 4.2 Confidentiality.) Draft and circulate <i>Results</i> section to authorship team Decide Journal
4 weeks post results	<ul style="list-style-type: none"> Draft <i>Discussion</i> section Draft paper circulated to authorship team The draft paper may also be circulated to the relevant Scientific Advisory Committee, or other key stakeholder body if determined necessary by the authorship team
8 weeks post results	<ul style="list-style-type: none"> Final paper signed and submitted
Dissemination	<ul style="list-style-type: none"> Formal dissemination processes as recorded in the Dissemination Plan commence immediately following announcement of publication. (<i>Note:</i> Some presentation of the results may have already occurred following study closure.)