



## **Nursing Center Research Network**

### **MANUSCRIPT AND PRESENTATION GUIDELINES**

**The following guidelines are meant to provide criteria within which to work together in submitting publications and presentations that involve experiences and data from the NCRN. It is our intent to disseminate our experiences and findings as widely as possible. MNRS and APA guidelines for scholarly publications have been used in shaping this document. The network has discussed at length issues and concerns of multiple authorship in a partnership such as this.**

#### **Overall practices:**

We are guided by shared values and principles in this network. Yet, whenever working together in a partnership such as this, issues of ownership, whether that be data or knowledge or authorship are likely to occur. This document addresses these issues and suggests a format for both presentations and manuscripts that need to be generated out of this experience. Works included in this guideline are: manuscripts, chapters, books, posters, and presentations, and other non-traditional forms of dissemination such as internet journals and web page publications, for example.

1. It is expected that any paper or presentation reflecting the overall network will include at least one author from each member institution. This does mean that every author will contribute in some manner to the paper/presentation and will be able to defend its content.
2. Authorship and ordering: First author resides with the individual who does the majority of the manuscript. Substantive contribution generally means assuming responsibility for two or more of the following areas:
  - a. conception and design;
  - b. execution of the study;
  - c. analysis and interpretation of data;
  - d. preparation and revision of the manuscript

Authorship after first author can be determined by those involved in the writing, but generally level of involvement determines the order of authors. In any case, all authors should review the paper/presentation before it goes out.

Order of authorship should be determined early on in the paper/presentation development by the group and should be openly discussed at consortium meetings. Order of authorship may be reassessed by the group working on the paper or the network if contributions change. This includes first author.

It was agreed that persons wanting to take initiative in developing manuscripts do so, but that they bring these ideas to the team for discussion before beginning work. A Manuscript form should be completed for all papers and presentations with the title, first author and other authors involved. This can be shared at network meetings easily if it is attached to the agenda or circulate at the meeting.

3. When papers/presentations are more site network specific, it is expected that the author will share their intent and abstract with the network, and in this case give acknowledgement to the network and funding agency(ies).
4. Every paper/presentation must have a standard acknowledgement of the funder(s) in its acknowledgements section whether it is a network paper or a specific site paper if it in any way represents the funding proposal/period. In addition, all network papers will acknowledge the network with standard language:

*This research (or project or paper) was supported by the grant from the \_\_\_\_\_.*

5. It is possible that some members of the network might work on a component that does not entail the entire network, but instead some subgroup. These situations will need to be worked out as they become evident. It may be that acknowledgement of the funder(s) and acknowledgement of network members not involved in this specific work will be sufficient, but each one should be brought to the network for discussion and decision.
6. Discussion of papers/presentations will be on the agenda of each network meeting and it is expected that ideas will be shared at that time, before papers are written.
7. As individuals team up to prepare manuscripts, it is important to keep each writing team to approximately four to five persons (one from each partner). It is in these small writing teams that authorship is determined.

## **Instrument Development**

It is possible that there will be some instrument development in studies. All instruments developed for the purpose of the network belong to the network.

## **Data Ownership and Management**

Data ownership: Data from each site during the time of the project is network data. The following principles guide actions related to data custodianship and access:

1. All members of the network have access to data, as agreed upon at the outset of the project.

2. All members of the network assume responsibility for safe guarding the data's confidentiality and integrity.
3. When news of results is to be shared with the news media, it is suggested that this be done following the completion of the peer review process for manuscript or presentation or through approval of the project director.

<sup>1</sup>MNRS (1996). Guidelines for scientific integrity. Midwest Nursing Research Society.

<sup>2</sup>APA (1996). Publication Manual of the American Psychological Association (4<sup>th</sup> edition). Washington, DC: APA.



Date: \_\_\_\_\_

**Nursing Centers Research Network**  
*MANUSCRIPT in PROCESS*

First Author: \_\_\_\_\_

Other Authors (in order): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title of paper: \_\_\_\_\_  
\_\_\_\_\_

Brief description of  
Paper/presentation: \_\_\_\_\_  
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Date expected to be completed: \_\_\_\_\_

Conference where it will be presented: \_\_\_\_\_  
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Journal where submitted: \_\_\_\_\_  
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