



Growing up healthy: Obesity prevention tailored to critical transition periods in the early life-course (GrowH!)

PUBLICATION RULES

Annex IV of the Consortium Agreement, version dated 12 August 2021

1 Scope and purpose

The GrowH! publication policy shall encourage scientific publications and ensure the legitimate interests of all GrowH! participants. These rules shall express the intention that each participant/ researcher in the GrowH! studies can contribute and has access to publications emerging from these studies on an equal basis.

The policy covers scientific publications using data or knowledge obtained mainly within the Consortium activities of the GrowH! studies. These include

1. Written, audio-visual or oral/poster presentations and lectures at congresses, symposia and workshops
2. Original contributions, reports, reviews, editorials, commentaries, and letters in scientific journals
3. Books, book chapters, reports, manuals, guidelines, and electronic material available to the public.

The GrowH! Consortium endorses the principles of Open Science and thus strives for open access of its scientific publications as much as possible.

The Coordinator and the Steering Group (SG) support and encourage the Parties to disseminate as much as possible the results obtained within the GrowH! study. The SG will be in touch with the Parties' representatives to ensure a fair process during approval of publication/ presentation proposals, see also Appendix II of the Publication Rules.

In the case of publications/ presentations including data/ results of both the IDEFICS and I.Family studies, the respective proposals will be submitted for approval to the I.Family Steering Committee (SC). The IDEFICS SC will be informed of each combined proposal being submitted. The documentation of the publication process will be made available to both consortia.

In the case of publications/ presentations including data/ results of the ABCD-Study, the relevant procedures of the ABCD-Study will be followed and the appropriate bodies of the ABCD-Consortium will be asked for permission.

2 Acknowledgements

The list of authors must end with the term "on behalf of the GrowH! Consortium" if they are in English language. If the journal deems the inclusion of the term "on behalf of..." in the authors list unacceptable, authors may explore other options, for example adding this phrase as a non-numbered footnote to the end of the authors list; and to inform the Consortium. In case that the journal does not accept this, the phrase has to be included in the acknowledgement as follows:

"This work was done as part of the GrowH! study and is published on behalf of its Consortium (<http://www.growh.eu>)".

Each publication must include the following acknowledgement:

“The GrowH! project is funded by the Joint Programming Initiative “A Healthy Diet for a Healthy Life” (JPI HDHL), a research and innovation initiative of EU member states and associated countries. The funding agencies supporting this work are (in alphabetical order of participating countries): Belgium: Research Foundation – Flanders (FWO); Germany: Federal Ministry of Education and Research (BMBF); Spain: Spanish State Research Agency (AEI); The Netherlands: The Netherlands Organisation for Health Research and Development (ZonMw).”

For those publications that also include data from studies other than GrowH!, the publication / data access rules of these studies apply accordingly and respective procedures have to be followed. In the case of the IDEFICS and I.Family studies, the following text should be added:

“The data have been made available for this publication by the IDEFICS (<http://www.idefics.eu>) and I.Family studies (<http://www.ifamilystudy.eu/>). The IDEFICS Study was funded by the European Community within the Sixth RTD Framework Programme Contract No. 016181 (FOOD). The I.Family Study was funded by the European Community within the Seventh RTD Framework Programme Contract No. 266044.”

In the case of the ABCD-Study, the following text should be added:

“The data have been made available for this publication by the ABCD study (<https://www.amc.nl/web/abcd-studie-2.htm>). The ABCD study has been financially supported by the Netherlands Organization for Health Research and Development (ZonMw), The Hague, the Amsterdam University Medical Center, the Dutch Heart Foundation and Sarphati Amsterdam.

The authors thank the participating children and their parents, and all other persons who contributed to the ABCD study: obstetric care providers, primary schools, students, and youth health care centers in Amsterdam, The Netherlands.”

The acknowledgement may be further extended e.g. if additional financial support is obtained by third parties.

The acknowledgement may be reduced to the following short phrases on slides, transparencies, power-point or similar presentations:

“Funded by the Joint Programming Initiative “A Healthy Diet for a Healthy Life” (JPI HDHL) with contributions from the corresponding national funding agencies of all countries participating in GrowH!.”

Co-authors should notify the first author if they received other funding that contributed to the research reported in the paper. For example, where specific national funding has enabled a portion of the research that is being reported, this would be appropriately included in acknowledgements, e.g. scholarships of externally funded PhD students and postdocs.

In case that additional funding sources have to be acknowledged, the GrowH! grant has to be listed first.

Publications in languages other than English also have to acknowledge that the work was accomplished in the framework of the GrowH! studies by using suitable translations of the phrases given above.

In order to ensure that important correspondence concerning proposals of publications has reached the recipient, emails should always be sent with the request “please confirm receipt of this email and its attachment(s)”.

3 Pre-publication procedures

Any member of the GrowH! Consortium can propose a GrowH! publication through the Party’s scientific representative (Principal Investigator) to the SG. Any person who is not a member of the GrowH! Consortium can submit a publication proposal (PP) through and with the support of a GrowH! PI.

The representative shall propose a preliminary list of potential authors who have the necessary expertise and who are prepared to devote the required effort for a successful and timely completion of the proposed manuscript. The final list of authors may be worked out in an open-ended process (see Section 5 of this ANNEX IV).

The PP must be submitted using a standard form that includes the subject of the proposed publication (title), a brief description (outline including the main objectives, data to be used and statistical analysis plan), publication channel (e.g. target journal or book), schedule, suggested authors (list of names, institution's acronym and proposed order), and name of proposer/ address for correspondence. The PP shall be submitted to the Coordinator and the SG via the Project Office (PO, growh@leibniz-bips.de) using the most recent version of the PP form (Annex II).

In accordance with the Consortium Agreement, Section 5.2, if none of the Parties' representatives or the SG objects to the publication within twenty-five (25) days, from the date after receiving the request, i.e. after its announcement and receipt by email and its posting on the GrowH! communication platform, consent shall be deemed to be given.

Any objection to a PP has to be sent to the proposer, the SG and the Coordinator and shall include,

- a) a request for modifications concerning scientific issues, concerning authorship or concerning information contained in the proposed publication, specifically if it is likely to impair the industrial and commercial use of Background; or
- b) a request that the publication shall be postponed if information contained in the proposed publication is the subject matter of intellectual property protection; or
- c) a request that the main objectives of the publication shall be specified or modified to avoid conflict with the list of planned publications.

In accordance with the Consortium Agreement, Section 5.2, if a dispute regarding a publication cannot be settled amicably within two (2) months following the initial request, the Coordinator shall attempt to decide the issue, in accordance with the Vancouver Rules. All objections to proposed publications should be resolved within a period of three (3) months following the first request.

After approval / rejection by the SG the Project Office will inform the proposer of the decision. In case of a positive decision, the Project Office will add the proposal to the list of planned publications on the internal GrowH! communication platform. Approvals will be valid for twelve months. The SG will monitor the progress of the manuscript development. If no noticeable progress is made within twelve months, the SG can decide whether the approval for the proposal will be withdrawn and the entry in the documentation and the internal platform will be deleted. An extension of the expiration date of publication proposals may be granted by the SG upon request by the responsible author.

The number of approved publication proposals by the same first author is limited to two (2) excluding papers that have been submitted to journals, accepted for publication or are already published, that is, proposals which appear as J-S (Submitted to journal), J-A (Approved by Journal), or P (Published) on the documentation of the publication approval process at the GrowH! communication platform.

4 Simplified pre-publication procedures

4.1 Oral/poster presentations

Abstracts intended for oral/poster presentation have to be sent to the Coordinator, the SG and all co-authors before submission including occasion and date of the presentation. Oral/poster presentations require the approval by all co-authors and the simple majority of the SG. Failure to reply within one week will be taken as consent.

After acceptance, presenters will immediately send the abstract to the Project Office. Slides/ posters have to be sent within 14 days after their presentation to the Project Office and the co-authors. After receipt, the Project Office will post the abstract and the slides/poster on the internal communication platform of the corresponding study. The title page of the presentation should contain its title, all authors, occasion and date as well as the acknowledgement. It is recommended to use the uniform presentation layout provided as template on the internal communication platform.

If GrowH! is just a part of a presentation and not the main focus of it, it should be acknowledged on the slide set and in the abstract with full title, Coordinator, funding source and website (www.growh.eu).

4.2 Invited presentations

In addition to the above, no person invited to speak about the GrowH! study should do so without prior approval of the SG. If an abstract is required, the person invited has to obey the rules for oral/poster presentations.

4.3 Editorials and commentaries

If a Party or member of the GrowH! Consortium is invited to write an editorial or commentary he/ she should follow the pre-publication procedures described in Section 3 of this ANNEX IV.

4.4 Other publications

Any other scientific publications have to follow the rules described in Sections 3 and 5 of this ANNEX IV (pre-publication procedures and authorship).

5 Authorship of scientific publications

Authorship should follow the Vancouver rules (www.icmje.org), i.e. authorship credit should be based on

1. substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
2. drafting the article or revising it critically for important intellectual content; and
3. final approval of the version to be published.

All authors should meet conditions 1., 2., and 3. Acquisition of funding, collection of data, or general supervision of the research group, alone, does not justify authorship. In addition, being lead/ co-lead of the Work Package being touched by the topic of the publication, or having been involved partially in the development of the instruments of the study, does not justify automatic inclusion as co-author of a paper. All persons designated as authors should qualify for authorship, and all those who qualify should be listed.

Each paper has to be circulated to all co-authors by the first author. The first author has the right to remove a co-author from the author list if he/she has not responded for more than 9 weeks since the circulation of the first draft, and at least six weeks have passed since a reminder has been sent. The first reminder should be sent three (3) weeks after the circulation of the first draft.

No Party that is obviously involved in activities related to a given publication shall be excluded from participation in that specific publication. Work Package Parties have first priority to publish results obtained from the work carried out within their Work Packages. As much as possible, Parties members of the Consortium should be given an opportunity to participate in the writing groups. The order of the authors should reflect contribution. Those who contributed most will be listed first. The others may be listed in alphabetical order; it is recommended to alternate the order (ascendant A-Z, or descendent Z-A). PIs are encouraged to nominate junior scientists from their group who have been involved in the work to actively contribute to a proposed manuscript. The Coordinator or his representative has to get the opportunity to participate in all collaborative publications. In publications derived from deliverables, he has to be listed in the senior author position (i.e., last named author). In specific cases where the concept of a “senior author” is not accepted (e.g., consumer research journals), the Coordinator should be included in the alphabetical sequence. Shared first/ last authorships are possible.

A priori, no firm limitations of the number of authors per Party are given. However, as a default one name per Party listed as author or co-author is recommended. Where Parties have made an important contribution in terms of data or scientific input two author names may be appropriate; this will be proposed by the leading Party, who will communicate this when submitting a publication proposal for approval. The PI submitting the proposal may nominate a total of up to three joint authors from his/her institution including her/himself without further justification. The coordinating group (BIPS) may nominate up to three co-authors if it is not the leading Party and up to four if it has the lead.

However, exceptions from these defaults may be accepted if there is sufficient justification. Possible examples where an additional co-author may be justified include a statistician, a member of IT team, a PhD supervisor according to the Vancouver author guidelines. Justifications for these exceptions must be included on the pub-

lication proposal and will be reviewed on a case-by-case basis by the SG. In the case that knowledge generated by the IDEFICS / I.Family Studies and or ABCD-Study forms an essential part of a given GrowH! publication, Parties providing such knowledge have to be considered for single co-authorship. The final list and order of authors – as proposed by the leading Party – will be approved by the SG to safeguard that justice is being done to all Parties (see pre-publication procedures, Section 3 and 4 of this ANNEX IV, above)).

Section 10 of this ANNEX IV regulates further responsibilities for leading authors.

6 Reference style of GrowH! publications

In order to assure accurate listing of GrowH! publications in citation indices publications must be cited in the following format. All members of the Consortium should encourage colleagues who quote GrowH! accordingly.

Examples of citations according to these publication rules:

Altenburg T, Altgeld T, De Henauw S, Haiens J, Moreno L, Pigeot I, Vandevijvere S, Vrijkotte T,

1. Vancouver style (may vary with journal):

Ahrens W, Altenburg T, Altgeld T, De Henauw S, Haiens J, Moreno L, Pigeot I, Vandevijvere S, Vrijkotte T on behalf of the *GrowH!* Consortium. Publication title. *International Journal of High Impact* 2021; **1**: 1001-8.

2. Harvard style (may vary with journal):

Ahrens W, Altenburg T, Altgeld T, De Henauw S, Haiens J, Moreno L, Pigeot I, Vandevijvere S, Vrijkotte T on behalf of the *GrowH!* Consortium (2021). Publication title. *International Journal of High Impact*, **1**, 1001-8.

7 Collaboration with external researchers / groups

Researchers not being member of the GrowH! Consortium may apply for access to data for analysis and publication. Such proposals have to be submitted to the SG. The SG will decide after having the approval of the Parties' representatives involved in the corresponding Work Packages. Such publications have to follow the authorship rules described above and have to include the following statement:

"The data have been made available for this publication by the GrowH! Consortium. The GrowH!-project is funded by the Joint Programming Initiative "A Healthy Diet for a Healthy Life" (JPI HDHL), a research and innovation initiative of EU member states and associated countries. The funding agencies supporting this work are (in alphabetical order of participating countries): Belgium: Research Foundation – Flanders (FWO); Germany: Federal Ministry of Education and Research (BMBF); Spain: Spanish State Research Agency (AEI); The Netherlands: The Netherlands Organisation for Health Research and Development (ZonMw)."

8 PhD projects and master / bachelor theses

PhD projects and master/ bachelor theses using data or Foreground of GrowH! need approval by the SG for access to such data/ Foreground. A corresponding proposal must be submitted, describing the scope of the thesis and including a preliminary list of planned articles. However, approval of the overall PhD / master/ bachelor research does **not** involve approval of those publications. It is therefore crucial that each planned article using GrowH! data be submitted to the SG as a separate publication proposal, in line with the rules set out in the present document.

9 Special responsibilities throughout the publication process

The Principal Investigator (PI) of the institution leading a publication is, together with the first author and regardless of whether the PI is acting as a co-author of the paper, responsible for ensuring adherence to the GrowH! publication rules.

The authors should agree among themselves as to who will be responsible for submitting the paper to the agreed journal, for dealing with reviewers/editorial comments, for checking the proofs, and for correspondence. The decision on responsibility should be communicated to the SG and the Coordinator. If not otherwise

specified, the first author will be considered the responsible person. The last author position should be reserved for a senior scientist, usually an experienced researcher at PhD level or higher, who directs and supervises the publication and takes special responsibility for scientific accuracy, valid methodology, analyses and conclusions. In particular, he/she should act as a consultant of the responsible first author to ensure that manuscripts meet the quality standards usually expected by international peer-reviewed journals before circulation of the manuscript to the co-authors.

Anything other than minor corrections arising from the editorial-review process should be discussed with the other authors. Whoever is responsible for the proofs must inform the SG immediately upon receipt of the proofs if there is any problem with the journal carrying out the GrowH! publication policy on authorship, acknowledgement and citations, so that they can agree how to take the matter up with the journal editor. Whenever the review process raises any issue that gets in conflict with internal aspects of the GrowH! study, the SG must be involved in the review process and will have the final decision.

If the manuscript has been accepted for publication, its reference will be published on the GrowH homepage by the Project Office. The responsible author has to provide the final reprint to the Project Office. The manuscript has to be made available to the GrowH! Consortium, preferably in a pdf version if legal requirements are met. In the case that a paper is rejected, the responsible author will inform the Coordinator. If it is planned to re-submit a rejected manuscript to another journal, this is also reported to the Coordinator. If the original scope and content of the manuscript is changed considerably, the responsible author will submit an updated publication proposal to the SG for approval.

10 Reporting obligations by lead authors and presenters

As soon as the author has submitted an article to a journal, he/she will report this by e-mail to growh@leibniz-bips.de. The author will also provide a document with following information (English):

- a) Full title
- b) List of authors
- c) Original abstract
- d) Name of journal

The author will inform the Coordinator of each change of the status of the publication:

- 1) if rejected or approved by the journal
- 2) in case of rejection, if submission to another journal is done
- 3) if the article has been published (also electronic publication ahead of print)

For proposed presentations, the authors will inform the coordinator when the presentation:

- 1) has been rejected or approved by the event
- 2) in case of rejection, if submission to another event is done
- 3) has taken place, in which case the author will provide the presented slides or poster.

After having received the information of the new status of a publication or a presentation, the Project Office will update the corresponding entry in the documentation and the GrowH! website. When a new document is provided (approved abstract, final manuscript, etc.) the previous document linked to the entry will be replaced.

The final version of a submitted publication manuscript will be marked with the watermark "CONFIDENTIAL" and it will be made available to the members of the Consortium through the internal platform only as PDF file.

11 Press releases

11.1 Scope and purpose

The rules for GrowH! press release shall encourage press releases following scientific publications and ensure the legitimate interests of all GrowH! Parties. These rules shall express the intention that each GrowH! Consortium member has access to press releases emerging from GrowH! activities on an equal basis.

The press release rules apply to dissemination of scientific results using data or knowledge obtained mainly within the Consortium activities of GrowH! through press releases. These include official statements that give information to newspapers, magazines, television/news programs, radio stations, social media and websites.

11.2 Approval of press releases

It is recommended that press releases are drafted in agreement with the leader(s) of the relevant WP(s). Press releases must be approved by the Coordinator before their publication. The PI of the group leading a press release is to provide the draft directly to the Coordinator (copying the Project Office: growh@leibniz-bips.de) together with the completed press release form (see Appendix III) and allow 1 week time for their check. This period can be shortened in case a press release must be published urgently. This may be agreed orally via telephone, but requires written confirmation to the Project Office for documentation.

In case that the press release addresses overarching issues relevant for a major part of the Project, such release is deemed to be approved by the entire SG. The draft will be forwarded to the SG via the Project Office.

Press releases with international character will be translated by partners in charge of dissemination activities for their publication in all GrowH! countries. Translated versions will be forwarded to the Project Office for making them available at the website together with the original English version.

11.3 Form for submission and documentation

The completed press release form includes the press release as published and information regarding title, the responsible PI, the originally submitted draft, target group, dissemination channel, reach, date of publication and the press release as published. It also indicates who gave approval.

The completed form will be made available at the GrowH! website (area "News") as soon as the files are provided, for informing all partners.

The Project Office will document of all press releases as part of the Project's dissemination activities.

11.4 Acknowledgement

All press releases shall include a statement that the work has been done within the framework of GrowH! as follows:

"This work has been done within the GrowH!-project funded by the Joint Programming Initiative (JPI) a Healthy Diet for a Healthy Life (www.growH.eu)."

Press releases in languages other than English also have to acknowledge that the work was accomplished in the framework of the GrowH! by using suitable translations of the phrase given above.

11.5 Specific rules for press releases

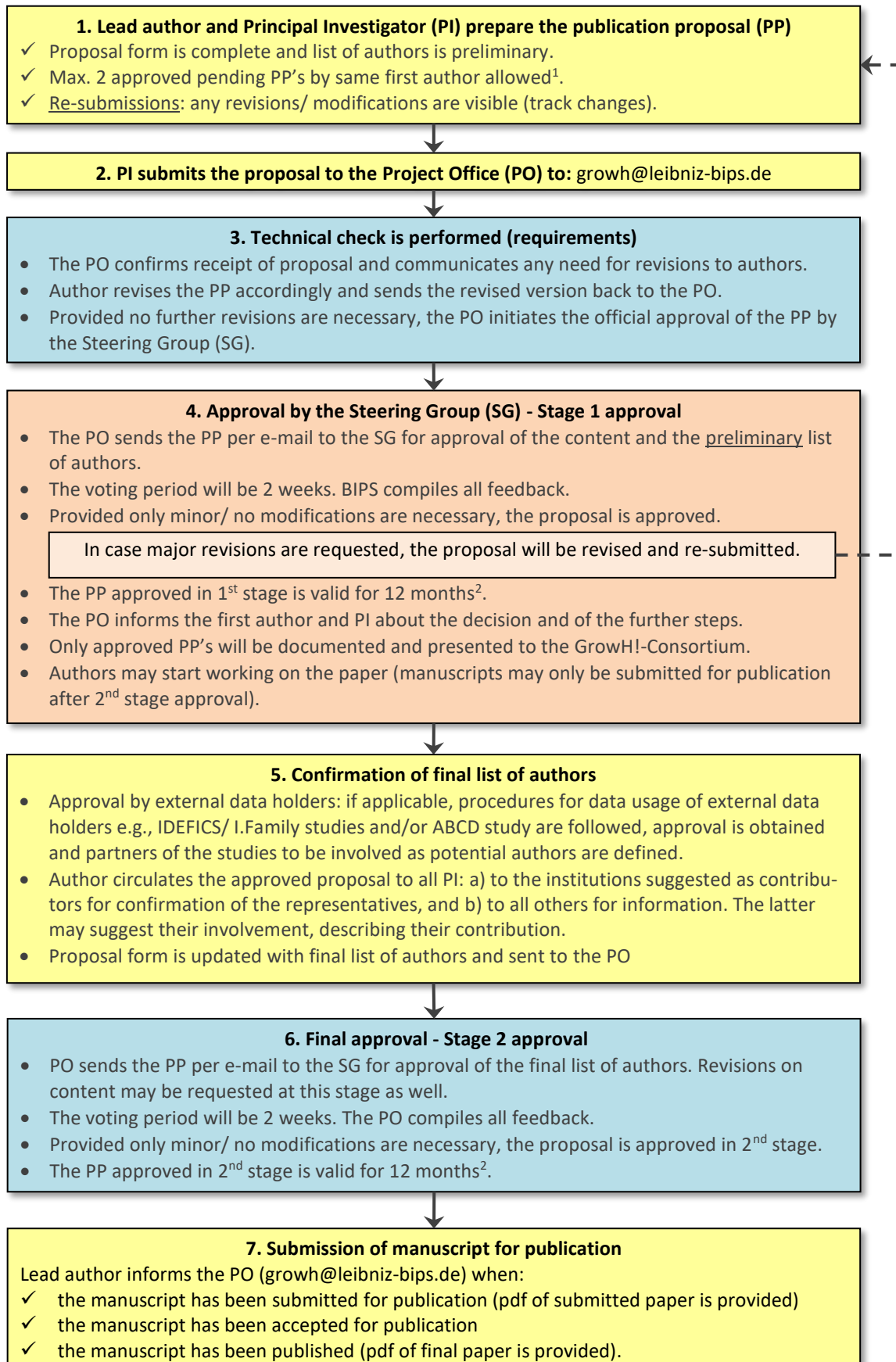
Only results from scientific (online) publications should be disseminated through press releases. It is not allowed to use unpublished data or knowledge in press releases.

The GrowH! SG shall be informed of press releases by completing the press release form. The responsible PI as indicated on the press release form shall be responsible

- for submitting the press release to the dissemination channel;
- for checking the proofs;
- for taking care of questions following the press release.

12 Validity period

The publication rules will be valid for 10 (ten) years beyond the formal termination of the Project.

APPENDIX I. Process of approval of GrowH! publication proposals - Guide for authors


¹ Manuscripts are no longer considered "pending" once they are published or submitted for publication.

² If no noticeable progress is made within twelve months, the SG can decide whether the approval for the proposal will be withdrawn and the entry in the publication list will be deleted. An extension of the expiration date of publication proposals may be granted by the SG upon request of the leading author.

APPENDIX II. Form for submission of GrowH! publication proposals

GrowH! Publication proposal (Ver. 01/04/2021)			
RECORD CARD [To be filled in by management team at BIPS]			
Approval		Date (dd/mm/yyyy)	Voting result including remarks
<input type="checkbox"/>	1 st stage		
<input type="checkbox"/>	2 nd stage		
<input type="checkbox"/>	Revisions		
<input type="checkbox"/>	Extensions		
Further PP's from the author currently in process (excluding those submitted to journal or in press)			
Title		Current status	Date
1.			
2.			
1. Technical details			
Institution:		Date:	dd/mm/yyyy
Lead author:		Name and e-mail	
Type of paper:		e.g. original article, systematic review, secondary data analysis etc.	
		If deliverable, please add number, title and due month:	
Is the paper part of a thesis?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Suggested publication channel (journal [title], book, website):			
3. Working title			
4. Suggested authors (incl. institute acronym)			
a) Lead author:			
b) Co-authors:			
c) Last author:			
On behalf of the GrowH! consortium			
5. External groups to be involved, if any (specify name, institution and position):			
6. Background (relevant literature, rationale)			
7. Aims and research hypotheses			
8. Statistical analyses			
Data source(s):			
Methods (statistical analysis plan)			
a. Data sources			
<input type="checkbox"/> GrowH! <input type="checkbox"/> IDEFICS <input type="checkbox"/> I.Family <input type="checkbox"/> ABCD <input type="checkbox"/> Other: _____			
Describe the data sets to be analysed:			

b. Analysis group (outline inclusion and exclusion criteria)	
<ul style="list-style-type: none"> • Inclusion criteria: • Exclusion criteria: • Tentative ample size: 	
c. Study measures needed (definitions, derivations, or categorizations of study measures including variable names)	
<ul style="list-style-type: none"> • Primary outcome: • Secondary outcome: • Exposure: • Covariates (e.g. confounder): 	
d. Subgroup analyses (if assumed that the main effect varies by subgroups of participants)	
e. Handling of missing data (e.g. complete case analysis, multiple imputation,...)	
f. Statistical analysis (statistical methods, control of confounding)	
<ul style="list-style-type: none"> • Descriptive analysis (e.g. mean, SD, ...): • Basic analysis model including adjustment variables (e.g. ANOVA, logistic regression, mixed model) • Significance level (please consider multiple testing problems): • Analysis software (SAS, SPSS, etc.): 	
9. Related publication proposals, previous project publications (if any):	
10. Author confirmations	
<input type="checkbox"/> I, the lead author, have read the GrowH! publication rules and will follow them when preparing the final manuscript for its submission to a journal and until its publication.	<input type="checkbox"/> The PI of submitting institution has checked and approved the present version of this PP before its submission for approval.

APPENDIX III. Process for submission of GrowH! press releases

GrowH! Press release form	
Title:	
Responsible PI details	Name:
	Acronym:
	Country:
	E-mail:
Contact person(s), if other than lead author (e-mail):	
Press release (draft by submission)	
Target group: <i>Scientific community, industry, civil society, policy makers, media, other</i>	
Dissemination channel: <i>Newspaper, magazine, television, radio station, website (provide link), other</i>	
Reach of dissemination channel: <i>International, national, regional</i>	
Approved by Coordinator:	
Date of approval:	
Date of publication:	
Press release as published (file can be attached):	