



Belgian Cancer Registry



**Publication Policy –
Paediatrics Late Effects Project**



This document summarises the Publication Policy agreed by all partners in the PLE project.

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General aspects

The Paediatric Late Effects (PLE) project is a joint effort between the Belgian Society of Paediatric Haematology and Oncology (BSPHO) and the Belgian Cancer Registry (BCR).

- Studies about general aspects and overall outcome of the project will be written by the PLE Working Group. For this type of publication, the first author will be designated by the PLE Working Group. For the constitution of the PLE working group see [Appendix 1](#).
- All reports or studies about the PLE project will have to be approved by the PLE working group.
- The policy of the PLE working group will be to stimulate publications about the PLE project.
- Each center is allowed to use their own data and to publish about it. The PLE working group should be informed about it.
- In the other cases (additional publications of subgroup data of sub-projects) an application of intent (Aoi) has to be submitted to the PLE Working Group. They will evaluate the application ([Appendix 2](#)).
- Some aspects of the project may be used as part of a research project or in the context of a PhD thesis after approval of the application by the PLE Working Group.

Policy 1 - Funding Acknowledgement

All publications, press releases, conference presentations, etc. emerging from the project will acknowledge funding. The funding listed here below will be evolving during the course of the project. Authors should contact the BSPHO office in order to complete the funding acknowledgments.

- Kom op Tegen Kanker (2014-2017)
- Stichting tegen Kanker (2019-2020)
- Kinderkankerfonds (2021-2025)
- KickCancer (2021-2023)

Examples:

“The project has received funding from Kom op Tegen Kanker for the setup of the online project registration module and registration document.”

“Specific registration of Hodgkin Lymphoma patients was funded by Stichting tegen Kanker.”

Policy 2 - Authorship

1. Credits

Authorship credit should be based on:

- 1) Substantial contribution to conception and design or data acquisition or data analysis and interpretation
- 2) Drafting the manuscript or critical revision of the manuscript for scientific and factual content
- 3) Final approval of the version to be published

Authors should meet conditions 1, 2 and 3.

2. Multidisciplinary group

When a large, multi-center group has conducted the work, only those group members that fulfill all above requirements should be listed as (co-)authors. The first and last authors are responsible for the coordination, data analysis, final approval of the manuscript, submission to a journal and corresponding with the editor of the journal. These authors should form a core writing group in collaboration with the main investigator from each participating institution to ensure all relevant people are included. If the journal in question does not allow all group members to be listed as co-authors, other group members outside the core writing group, will then be listed in the Acknowledgments section and/or will be mentioned by means of the group's name in the author byline (e.g. ... author 1, author 2; on behalf of PLE Working Group). The latter could be beneficial in case of shared publications with external partners.

If the group is larger than can be accepted by the journal, an option is to add authors in a "on behalf the PLE Working Group" list ([Appendix 1](#)).

3. Application of Intent

Before drafting the paper, an Application of Intent (AoI) should be completed ([Appendix 2](#)). The responsible authors should identify all co-authors, propose a listing sequence and ask the co-authors whether they would like to participate. The co-authors should agree that they are willing to participate and are able to fulfil all conditions for authorship (1-3, above).

4. Author's position

- Person who writes the paper is first author. If applicable, related PI is last author.
- 2nd and 3rd position will be decided according to input and contribution for that specific paper.
- Shared 1st or last (senior) authorship is allowed.

The authors' list on a manuscript submitted for publication (incl. abstracts submitted for selection of oral presentations or posters) should end with: "on behalf of PLE Working Group". In case of a full paper, the names of all institutions (with names of collaborating colleagues that registered their patients in parentheses) should be mentioned and enumerated (in alphabetical order) in the acknowledgements section.

5. Group authorship

Group authorship may be appropriate for some publications, such as main reports. This will apply when the intellectual work underpinning a publication 'has been carried out by a group, and no one person can be identified as having substantially greater responsibility for its contents than others'.

In such cases, the authorship will be presented by the collective title - the PLE Working Group - and the article should carry a footnote of the names of the people (and their institutions) represented by the corporate title. In some situations, one or more authors may take responsibility for drafting the paper but all group members qualify as authors; in this case, this should be recognised using the byline 'Jane Doe, (...), and the PLE Working Group'. Members of the group should be listed ([Appendix 1](#)) in the acknowledgement.

6. PLE project

On each publication, the PLE project should be mentioned and can be referred to as “The Paediatric Late Effects (PLE) project is a joint effort between the Belgian Society of Paediatric Haematology and Oncology (BSPHO) and the Belgian Cancer Registry (BCR)”. BCR is entitled to at least one co-authorship position on papers resulting from the project.

Policy 3 Process

Implementation of the Publication Policy will be overseen by the PLE Working Group. The Publication Policy will be a topic at the plenary meetings (or by teleconference, as required) to discuss approval of the Aol’s.

A database of all Aols, including their status (e.g. proposed, approved, drafted, submitted, published) will be maintained by BCR.

Any partner can prepare a publication or press release relating to scientific results but should inform the PLE Working Group in advance by submitting an Aol ([Appendix 2](#)) by emailing to the project mailing list. The Aol should indicate the scope of the planned publication, the intended venue and the other partners involved/authoring (if any).

Aols can be submitted at any time, but should at least be submitted 45 days before planned submission date.

1. The Aol should be completed by the lead author and circulated to the group.
2. Draft versions of manuscripts should be circulated to a core group of authors (to be agreed upon submission of the Aol). The updated version addressing the comments of the internal peer review should be sent to the core group for approval.
3. The final version of the manuscript should be circulated to all authors listed in the Aol at least 3 weeks before submission by the lead author. The deadline for feedback will be included in the circulation email, with a follow-up reminder sent one week before submission.
4. If a co-author does not agree with the results and/or conclusions of the final version of the paper, there will be discussion to attempt to reach agreement. Ultimately, if no consensus can be reached, the co-author is free to remove his/her name.

All problems related to the presentation or publication of the results of studies, performed in the context of PLE, must be presented to the PLE Working Group. The Working Group will always try to solve/prevent problems.

Policy 4 - Additional publications of subgroup data of sub-projects

After the final analysis, each participating group is allowed to use the dataset of patients that this specific group recruited.

An Application of Intent (AoI) has to be submitted to the PLE working group. They will evaluate the application ([Appendix 2](#)) and BCR will check the feasibility and quality of the data ([Appendix 3](#)). The PLE Working Group should be informed on each separate analysis/project.

The first author should be of the group performing the analysis and the list and ranking of the co-authors should be approved by the PLE Working Group. For abstract submissions, the text of all abstracts concerning a study/report will be submitted to the co-authors and members of the PLE Working Group for approval at the latest 1 week before submission.

Policy 5 – Lay summary

The lead author will prepare a brief lay summary of publications once they are accepted. This lay summary should be sent to PaedLateEffects@kankerregister.org for distribution to the whole PLE Working Group. Members of the PLE Working Group can distribute the lay summary within their own network. The lay summary can be published on the BCR/BSPHO website.

Approved by the PLE Working Group on 18/02/2022



Appendix 1 - Members of the PLE working group

The PLE working group consists out of a representative of each participating paediatric hospital, the Belgian Cancer Registry and involved specialists such as radiation oncologists.

List of the participating paediatric haemato-oncology centers:

Huderf

UZ Leuven

UZ Antwerpen

UZ Gent

UZ Brussel

CHU Liège

Cliniques Universitaires Saint-Luc (CUSL-UCLouvain)

CHC MontLégia



Appendix 2– Application of Intent (Aoi)

This application form is to be used to propose submission of publications related to results obtained during the PLE project or to propose additional projects/studies using (subgroup) PLE data. The application has to be sent to PaedLateEffects@kankerregister.org and will be presented to the PLE Working Group for approval.

A. For publication

1. Date of Application	e.g. 01 Mar 2021
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2. Proposed title	e.g. Set-up of a BCR PLE database to study late effects in adult survivors of childhood and adolescent cancer in Belgium
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3. Authors	
3.1 Lead author name (Partner)	e.g. XX
3.2 Additional authors (Partners)	e.g. XX, AA, BB, CC

4. Publication	
Proposed Journal (Impact Factor)	e.g. xx
Summary of publication	e.g. Publication to describe the background and methodology of the database.....
Planned Submission Timelines	e.g. First draft of paper June 2021 Revised draft for submission Oct 2021 Submission Nov 2021

B. For additional study using (subgroup) PLE data

1. Date of Application	
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2. Proposed title	
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3. Identification applicant	
3.1 Applicant	Name: Institution and department: Tel: Email:
3.2 Promotor/Principal Investigator	Name: Institution and department: Tel: Email:
3.2 Researchers of the project (students, analysts, research collaborators)	Names: Institutions and departments:



4. Project proposition

4.1 Hypothesis/Scientific question (max. 5 lines).

4.2 Describe the studied population and which data variables/material is needed (max. 10 lines).

4.3 Describe the methodology/strategy that will be used (max. 5 lines).

4.4 Describe how the data will be analysed (max. 5 lines).

4.5 Specific contribution needed from the Belgian Cancer Registry (eg statistical support, analytical support)?



Appendix 3 – Flowchart PLE data

