POLICY STATEMENT
The American Board of Pediatrics (ABP) Foundation funds a variety of projects, ranging from research and evaluation to convenings and task forces. Most of these projects incorporate dissemination of the results of the project, either through publications in journals, presentations at national or scientific meetings or reports/other materials that may be web and/or paper-based.

The following policy is intended to ensure proper acknowledgement and disclaimers with respect to ABP Foundation-funded projects; encourage publications, presentations, and other materials that meet high standards; and to avoid potential misunderstandings or conflicts.

ACKNOWLEDGEMENT OF FUNDING
Any paper, presentation, or other published materials (e.g., website, informational handout) resulting from an ABP foundation funded project, should acknowledge any funding or data received from the ABP Foundation using the language provided below with any necessary modification or elaboration.

"This project [publication, presentation] was supported in part or in full by the American Board of Pediatrics Foundation."

ENDORSEMENT OF A PUBLICATION
Some ABP Foundation-funded projects may seek endorsement of a publication by the ABP Foundation Board of Directors. In general, if an initiative is seeking endorsement from the ABP Foundation Board of Directors, it will also seek endorsement from the ABP Board of Directors. For papers seeking endorsement, materials should be submitted for review by the relevant Board(s) of Directors prior to submission for peer-review. If endorsed, the following endorsement statement or a modified version as suggested by the journal should be included:

“This publication has been endorsed by the (list appropriate bodies at the ABP or ABP Foundation).”

DISCLAIMER FOR PAPERS OF SCIENTIFIC PRESENTATIONS
For papers or scientific presentations, the following disclaimer should be included unless the paper or presentation has been endorsed by the ABP and/or ABP Foundation Board of Directors:

“The content is solely the responsibility of the authors and does not necessarily represent the official views of the American Board of Pediatrics, Inc. or the American Board of Pediatrics Foundation.”

DISSIMINATION OF PROJEKT-RELATED ACTIVITIES
During the duration of project and for five years post-project completion, project leads are required to inform the ABP Foundation of all published works. Copies of all manuscripts, scientific abstracts, and presentations (this does not include Grand Rounds and other educational presentations), or formal reports resulting from projects funded by the ABP Foundation or using ABP data should be submitted to abpfoundation@abpeds.org.
ABP Corporate Policy
Communication about ABPF Funded Projects

The ABP Communications Department is interested in supporting dissemination of papers, presentations, and other products, within the context of other demands on the Department’s time. During the course of all dissemination activities, the project lead must maintain dialogue with the appropriate contact at the ABP Foundation regarding the timing and possible ramifications of any products (e.g., manuscripts, presentations). The ABP Foundation will coordinate with ABP Communications Department as specified in the project’s Memorandum of Understanding, contract, or its equivalent.

RECOMMENDED PROCEDURES FOR PROJECTS THAT INVOLVE MANUSCRIPTS OF SCIENTIFIC PRESENTATIONS

Planned oversight of the preparation, submission, and finalization of publications, presentations, and reports ensures that products meet ABP standards and minimizes the risk of misunderstandings. At the beginning of any new project from which manuscripts or scientific presentations may arise, we recommend development of a dissemination plan.

For larger projects, we recommend consideration of a named Dissemination Workgroup. The purpose of having a named Dissemination Workgroup is not to curtail dissemination, but to coordinate efforts and prevent conflict among project members. Members of the workgroup would:

- Be responsible for recommending or modifying policies regarding publications and presentations for that specific project
- Provide oversight for each abstract, presentation, publication, interview, or press release by the project team
- Set priorities among dissemination products; for research/evaluation, this includes planning and coordinating analyses among the collaborating investigators
- Arbitrate disagreements over authorship, research analyses, or related areas

Authorship should follow published guidelines specified by the AMA Manual of Style (http://www.amamanualofstyle.com), International Committee of Medical Journal Editors (ICMJE, www.icmje.org), the international Committee on Publication Ethics (COPE, http://publicationethics.org/resources), or other similar national or international standards appropriate for the scientific discipline.

Accepting lead or co-authorship of a paper implies a responsibility as well as a privilege. Authors of manuscripts should adhere to the highest research and ethical standards. They should avoid the use of "least publishable units" or duplicate studies.

Each author listed on a publication should be prepared to defend its contents publicly. If a potential co-author has reservations concerning a publication, s/he should decline co-authorship.

The order of authors should reflect their respective contributions to that article: an exception may be the last (“senior”) author position in articles submitted to medical journals, which may represent the overseeing author for the project and/or article. When there is no distinction that can be made in the order of contribution, alphabetical order can be used.
Sample processes for manuscript preparation, including a manuscript proposal form, are included in the Appendices.

**ADDITIONAL REVIEW OF MANUSCRIPTS OR SCIENTIFIC PRESENTATIONS**

All manuscripts or scientific presentations from ABP Foundation-funded projects should be reviewed by at least one member of the ABP senior leadership team before submission.

If the manuscript or scientific presentation includes ABP data, an ABP senior staff member or his/her designee with specific knowledge of the data should review the planned data analysis, results, and interpretation. If the ABP staff member meets official standards for authorship as laid out for that journal or field, he/she should be included as an author.

For research projects funded by the ABP Foundation, all papers should be reviewed by a member of the Research Advisory Committee or its equivalent (e.g., scientific advisory panel) prior to submission.

For those studies conducted by the ABP and not funded by the ABP Foundation, the ABP offers the opportunity for additional feedback on a manuscript prior to submission by a member of the senior leadership team, a member of the Research Advisory Committee, or its equivalent.

Authors should communicate to their ABP contact in advance, the schedule for preparation, review, and finalization of all papers and presentations so the appropriate reviewer can reserve time for review within the given schedule. A review should, where possible, occur within 2 weeks following a request.

In general, it is recommended that procedures for abstracts and scientific presentations follow a similar approach.

**ADDITIONAL POLICIES AND/OR GUIDELINES**

- Privacy Policy
- Parameters for Research and other Empirical Investigations Policy

*Policy Adopted Date: 11/16*

*Last Non-Contextual Revised: 08/18*

*Last Revision Approved by the Board of Directors/Executive Committee:*
APPENDIX A. SAMPLE PROTOCOL FOR PREPARATION OF A MANUSCRIPT OR SCIENTIFIC ABSTRACT/PRESENTATION

If a project team chooses to utilize a Dissemination Workgroup, it is recommended that the development of manuscripts or scientific presentations follow a process similar to the process specified below.

When an individual chooses to lead a manuscript or scientific abstract or presentation, a proposal form is completed and turned into the Dissemination Workgroup for review. Each individual that is part of the project team should be given the opportunity to participate and to become an active member in the further planning, analyses, and/or writing processes.

- Author(s) of the proposal should invite all interested representatives from the project team to participate.
- The lead author(s) completes and submits the Manuscript/Presentation Proposal Form.
- A member of the Dissemination Workgroup reviews the proposal within 14 days.
- If no comments are received from a workgroup member within 14 days, it will be assumed that s/he has no comments.
- Author(s) prepare(s) draft manuscript/presentation.
- Submission of draft manuscript/presentation to Dissemination Workgroup for review (to be completed within 14 days).
- Internal reviews by ABP staff and/or the Research Advisory Committee or its equivalent are completed (see policy under “Additional Review”).
- Authors finalize manuscript/presentation with notification to Dissemination Workgroup as to how they responded to the internal review.
- If seeking endorsement by one or both of the Boards of Directors, the manuscript should be shared with board members for their review prior to submission.
- Submission to journal or other outlet.
- Revision, with review by Dissemination group, ABP staff, and Research Advisory Committee as indicated, and resubmission until acceptance.
- If the lead author has not moved the proposed manuscript forward within a 12-month period, the Dissemination Workgroup will consider the identification of a substitute lead author.
### APPENDIX B: SAMPLE MANUSCRIPT/SCIENTIFIC PRESENTATION PROPOSAL FORM

<table>
<thead>
<tr>
<th>Working Title</th>
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<tbody>
<tr>
<td>Lead(s) and Contact Information</td>
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<tr>
<td>Other Collaborators (e.g., ABP senior leadership, content experts)</td>
</tr>
<tr>
<td>Research Plan (e.g., how the proposed module aligns with the mission, values, and guiding principles of the ABP)</td>
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<tr>
<td>Dissemination Plan (presentations/publications)</td>
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<tr>
<td>Timeline</td>
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<tr>
<td>When Review of Proposal Is Needed</td>
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<tr>
<td>For Internal Use Only: Date Received</td>
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