

Purpose

- Create an overview of Rapsodi publications
- Ensure that the main research questions in the project are covered without overlap
- Prevent one paper (unintentionally) from jeopardizing another
- Examine any possible inconsistencies in data and messages before publication
- Encourage the production of lay summaries of all Rapsodi publications to optimize dissemination to patients, the public and policy-makers

How does it work?

The main author will be responsible for drafting the manuscript according to the applicable timelines and submit it to all co-authors and the Scientific committee for approval.

A Lay Abstract is highly appreciated to allow disseminating your papers as widely as possible. This will help us to post the lay-abstract on the Rapsodi public website site and ensure that non-scientific readers as well as readers from other medical or scientific branches can understand what your papers are referring to. Since patient involvement is an important part of Rapsodi, patient input is being requested in reviewing your lay abstracts

The Process

1. An initial [Smartsheet](#) will be created to list all proposals and publications in Rapsodi.
2. Please contact the Rapsodi coordinator to add new proposals and/or papers.
3. An initial call with each author will ensure that the worksheet is filled in accurately. The following points will be explored:
 - a. Define the principle (last) author for the paper as a whole
 - b. Define a first author, who is doing most of the writing
 - c. Establish the timelines for the draft, review, coauthor, stats and scientific committee review, overall publication submission.
4. The author can attach the draft paper so that it can be reviewed to check for overlap with other planned publications.
5. Principle authors/co-authors have to review and approve, if this is not done in the specified time period then they cannot be included as an author.
6. For abstracts/publications that use clinical data, approval for the use of that data needs to be acquired by the clinical centre principle investigator, with recognition of the contributors of data included in the abstract.
7. All publications that use data need to have a Data Analysis Plan (DAP).

8. All planned papers are to be approved by the Scientific Committee. The Scientific Committee reserves the right to propose and decide on the use of data in different publications, in accordance with our strategy to achieve maximum scientific impact.
9. Publication requirements by scientific journals (e.g. conflict of interest statements and copyright forms) will be dealt with by the first author.
10. Some publications will have their own procedures that need to be followed and processed before publication. The same principle as in the approval of the publication will be observed where deadlines are missed.
11. The lay abstract should be sent to the Rapsodi coordinator once any manuscript has been accepted for publication and a publication date communicated.
12. Principle authors are to notify the Rapsodi coordinator of the dissemination restrictions of their submitted work.
13. Principal authors also need to notify the Rapsodi coordinator on the acceptance for publication of the paper/abstract for further dissemination purposes.
14. The paper can only be submitted after completing the Approval Process (see below)

NOTE: For information on authorship, please see the Rapsodi Authorship Policy document.

Data Analysis Plan

Please be aware that a data analysis plan (DAP) should be prepared, in advance of data analysis, for every publication that contains data. The purpose is to avoid data overlap and to prevent one paper from (unintentionally) jeopardising another

You will be asked to make use of the Rapsodi template (Proposal for research using patient data from RAPSODI), for the sake of consistency, accessibility and brevity. Once the template has been completed, it should be submitted to the Scientific Committee via the Rapsodi coordinator, for review and approval.

Required Text

Authorship list:

At the end of the authorship list, after the final author's name, the following has to be added (which sometimes may require an extra author's position):

On behalf of the Rapsodi consortium

Acknowledgement of our funders:

The text in italics below is required for all Rapsodi publications, and note the requirement to include the Rapsodi logos and the website address is to be included in your document (the location may depend on the nature of your publication).

'The Rapsodi consortium receives funding from the ZonMW and from (insert pharma partners).'

Logos to include

- Please include the logos as well as the website URL (Contact the RAPSODI coordinator for the logo)

Timelines

- Abstracts submissions to be communicated to the RAPSODI coordinator by the time of submission in order to keep track
- 30 days' notice is to be given for any manuscript, including publication via any website
- The scientific committee aims to reply ASAP with a 14-days period as the maximum response time for manuscripts. For abstracts this is a 5 days response time.
- Scientific committee members and authors/contributors of foreground will be asked to respond only if they do not agree, to enable a faster response time. If there is no negative reaction, the chair of SC will endorse submission towards the corresponding principle author.

Responses to COI and co-author requests – 3 week limit of responses

It is in general very challenging to collect all the signatures required from co-authors when submitting a paper to a scientific journal. A 3 week period would be allowed for co-authors to respond with their signature or COI. After 3 weeks the lead author will be entitled to remove non-responding co-authors from the paper submission.

The RAPSODI coordinator will keep a file with updated information about RAPSODI member (complete name, titles, addresses, email addresses).