

A. Publications

One parameter of SCGE success will be the number and quality of its publications and presentations. The purpose of this document is to define the role of the SCGE Outreach Subcommittee and establish a framework for SCGE manuscripts that facilitates the submission of Concept Sheets for consortium and collaborative manuscripts. The SCGE Outreach Subcommittee will oversee the activities set out herein on behalf of the SCGE Steering Committee, and report to it. Changes to the policy described herein, which are expected from time to time, must be approved by the SCGE Steering Committee. The publication policy applies to publications for which the work supporting that publication is the product of NIH SCGE funding.

A.1. Scope of Outreach Subcommittee Oversight

- A. To review and make recommendations on Concept Sheets for SCGE consortium and collaborative manuscripts (See Section A.2. for definitions).
- B. To maintain confidentiality prior to intellectual property filings and/or publication. Information related to manuscript preparation and submission will not be shared outside of the SCGE Consortium. It is the primary responsibility of SCGE Consortium Investigators to take appropriate steps to protect any intellectual property rights to their work and to follow any relevant rules of their institution and of the NIH.
- C. To advise the SCGE Dissemination and Coordinating Center (DCC) in management and population of the database of concepts, presentations, abstracts and publications submitted, finished and in process.
- D. To provide timely input to the SCGE DCC of all SCGE consortium presentations, abstracts, preprints (if applicable), and publications, including consortium, collaborative, and individual project publications. The SCGE DCC is responsible for tracking of activities and materials, including manuscript submissions of consortium and collaborative manuscripts, acceptance of all NIH SCGE-funded publications, and SCGE presentations.
- E. To ensure accurate, uniform, timely, and high-quality reporting of SCGE activities and results, including publications, presentations, and abstracts of work supported by NIH SCGE funding.

A.2. SCGE Consortium Manuscript Types

- A. Consortium – represent major, cross-project/center publications (e.g., marker paper, SCGE data trends analysis).
- B. Collaborative – represent cross-project/center publications involving a small number of SCGE projects/centers (e.g., experimental protocol development, new methods, research outcomes, review/commentary articles). Policies below describing manuscript proposals and their pre-submission review by the consortium (e.g. see section A.3.1 below) **do not** apply to this category.

- C. Individual project/center – represent publications of new methods, protocols, research outcomes, or reviews/commentaries driven by a single project/center. Policies below describing manuscript proposals and their pre-submission review by the consortium (e.g. see section A.3.1. below) **do not** apply to this category; publications or research results from individual projects/centers will be at the discretion of the PIs, as is generally the case for NIH-funded research.

A.3. SCGE Manuscript Guidelines (Consortium, Collaborative and Individual project/center)

- A. It is encouraged although not mandated that manuscripts be shared with the public via an appropriate public preprint server (e.g., *bioRxiv*, *arXiv*, *ChemRxiv*) prior to or concurrent with the time of submission to a journal. Authors are requested to notify the DCC of any SCGE *bioRxiv* postings so that such manuscripts can be included in the SCGE *bioRxiv* channel.
- B. All SCGE manuscripts should acknowledge the SCGE Consortium. The Acknowledgements should include a statement such as “This work was supported by the National Institutes of Health (NIH) Common Fund Program, Somatic Cell Genome Editing, through an award administered by the [Institute, Center or Office name] [(Institute, Center or Office abbreviation)] [(grant number)]; PIs: [PI names].” Manuscripts acknowledging SCGE funding should be a direct outcome of the supported work.
- C. If there is an NIH co-author, the NIH co-author must seek appropriate NIH approval.
- D. It is expected that the DCC will be informed of all SCGE manuscript acceptances and provide the expected publication date.

A.3.1 SCGE Consortium Manuscript Guidelines (e.g., Marker Paper):

The SCGE Consortium, led by the Steering Committee, will develop a manuscript (or multiple manuscripts) that will describe, define and introduce the SCGE Consortium, or components of the Consortium, to the medical and scientific community.

1. Authors (First, Middle and Senior) will be determined by common agreement based upon the type, scope and site of project (see concept sheet below). The first author(s) will take primary responsibility for the manuscript. Given the nature of the SCGE Consortium’s collaborative work, shared first or last authors should be considered as an option.
2. The SCGE Consortium will be acknowledged at the end of the author list, as “Members of SCGE”.
3. Generally, it is expected that authors would make contributions to any or all of the following, including but not limited to the conception, design, acquisition and analysis of data, drafting of the manuscript, and editing and revision of the manuscript.

4. The Outreach Subcommittee will take a role in resolving all authorship disagreements for SCGE Consortium manuscripts on behalf of the SCGE Steering Committee and report to the Steering Committee any resolution or recommendations for resolution.

A.3.1.1 Consortium Manuscript Proposal–Submission of Concept Sheet

- A. To initiate the process that will lead to a SCGE consortium publication, the proposed lead (first) author submits a completed Manuscript Concept Sheet (see section A.3.1.1.C) to the DCC, which time-stamps the Concept Sheet and sends it to the Outreach Subcommittee for review. The Outreach Subcommittee makes a recommendation to the SCGE Steering Committee whether to accept the Concept. A voting member of the Steering Committee must endorse the Concept. If more than one person submits the same or similar topic, the Outreach Subcommittee will help decide who will assume the project lead. Other groups or investigators can contribute to the Concept Sheet, but the original submitter of the sheet will take the lead. Please note that the Concept Sheet has an **expiration date of 6 months** but can be extended for an additional 6 months if needed upon submission of an updated Concept Sheet.
- B. It is expected that the approval process will not take more than four weeks.
- C. Manuscript Concept Sheet (Google doc available here https://docs.google.com/document/d/1nJZEbKk1sy15Bgxh_Gh-eGZj2eiHvlaVYeEh3YxeGmk/edit?usp=sharing)

Concept submission date	
Manuscript title (tentative)	
First author (tentative)	
Senior Author (tentative)	
SCGE Project Sites	
Overall outline	
Tentative Journal	
Target date for journal submission	

A.3.2 SCGE Collaborative Project Manuscript Guidelines

Cross-project/center manuscript development does not require submission, review, and approval by the SCGE Steering Committee of a Manuscript Concept Sheet, although it is encouraged that a Manuscript Concept Sheet is made available to members of the SCGE consortium to encourage collaboration.

- A. Authors (First, Middle and Senior) and order will be determined by PI/MPs involved in the SCGE project(s). Generally, the first author will take primary responsibility for the manuscript. Given the nature of the SCGE Consortium's collaborative work, shared first or last authors should be considered as an option.
- B. Generally, it is expected that authors would make contributions to any or all of the following, including but not limited to the conception, design, acquisition and analysis of data, drafting of the manuscript, and editing and revision of the manuscript.

A.4. Abstracts and Presentations:

- A. Abstract submissions for consortium-wide activities require submission to the Outreach Subcommittee for review and recommendation to the SCGE Steering Committee. Abstract submissions for Collaborative projects are encouraged to submit the abstract to the Outreach Subcommittee for review and reporting to the SCGE Steering Committee prior to submission. Abstracts prepared by Individual projects/centers will not require review by the Outreach Subcommittee.
- B. All authors on abstracts and presentations must be made aware and confirm their authorship prior to submission or presentation.
- C. Abstracts and presentations should mention SCGE NIH SCGE Common Fund support as well as the appropriate SCGE grant number(s).
- D. To assist the SCGE DCC in tracking SCGE Consortium member presentations, information (presenter, project PI(s), title, conference, location, date) for all invited and oral/poster presentations submitted to conferences should be submitted to the SCGE Outreach Subcommittee. The SCGE Outreach Subcommittee will share conference participation and abstract citations with the SCGE DCC. Please submit to scge@mcw.edu
- E. If there is an NIH co-author, the NIH co-author must seek the appropriate NIH approval.