

## **Curing Coma Campaign Publication and Authorship Guideline**

### **1. Objectives**

The objective of this guideline is to ensure that scientific publications and statements of the Curing Coma Campaign (CCC) are aligned with the highest publishing standards.

Specifically, the guidelines aim to:

- a. Facilitate production of high-quality scientific publications by members of the CCC.
- b. Ensure that those who carry out the work and writing receive credit in a way that is commensurate with their contributions on the specific manuscript.
- c. Recognize that the CCC is a large collaborative body whose success as a whole and on many individual projects is related to work across the CCC, for which broad recognition is appropriate
- d. Encourage transparency, inclusiveness and diversity in authorship.

### **2. The CCC Publications Oversight Committee (CCC-POC)**

The members of the CCC-POC are appointed by the CCC Executive Committee (CCC-EC) for a period of 2 years. Members and co-chairs are elected by the CCC-EC for a limited time in order to ensure rotation of the committee members and to increase member diversity and transparency. As of March 2022, the CCC-POC consists of Soojin Park and Daniel Kondziella (Co-chairs), and Lori Shutter, Robert D. Stevens and Joseph T. Giacino (Committee members). Appointment of the next CCC-POC is due in February 2024. Preferentially, as a means to ensure continuity, two of the Committee members will become the new Co-chairs at the end of the 2 years. If this is not possible, the new Co-chairs and Committee members will be recruited from the wider CCC community and endorsed by the CCC-EC. As more manuscripts are being submitted it is expected that the workload of the CCC-POC will increase. To ensure quick turn-around times of manuscripts, recruitment of additional members from the CCC Scientific Advisory Council (CCC-SAC) will be possible on a case-by-case basis after consulting the CCC-EC committee.

### **3. Types of manuscripts**

All scientific communications, including full-length articles, proceedings and white papers, abstracts, oral presentations at conferences and congresses, and posters, are encompassed by the term “manuscript.” This guideline addresses two major types of manuscripts: primary and secondary.

#### **a. Primary manuscripts**

Primary manuscripts are those that arise directly from work conducted by and led through the CCC. Primary manuscripts may come from the work of specific working groups and modules within the CCC or other groups. The process described below will be followed for development of CCC Primary Manuscripts.

#### **b. Secondary manuscripts**

Secondary manuscripts are those in which one or more members of the CCC participate individually or as a collaborative group (endorsed by the CCC Scientific Steering Committee [CCC-SSC]) in a project led by another group. Secondary manuscripts are work products whose conception occurred outside or independently of the CCC, but where the CCC had a role in execution, analysis, or reporting. Authorship will be determined by the principal organization

performing the work, with whom the CCC is collaborating. An attribution “**the Curing Coma Campaign and its contributing members**” will be required and follow the below process.

#### **4. Review and approval of manuscripts**

The purpose of the review process is to ensure that the format of the manuscript is appropriate according to the criteria outlined below; the content of the paper will not be reviewed.

All planned manuscripts arising from CCC efforts and collaborations will be submitted to the CCC-POC initially as a proposal in order to allow the authors to state their intentions a priori and attest to it. The CCC-POC will ensure the study/manuscript is not duplicative and is feasible given the data source. To allow for flexibility, the initial proposal can be submitted early in the planning phase. The main objectives of the proposal review are to ensure that there is no redundancy with previously-published papers or works in-progress. A key requirement for the initial proposal is to encourage the lead authors to consider a broad and diverse group of authors in terms of age, gender and ethnicity. The corresponding author is required to provide a signed check list (**Checklist**, see below) for which they take responsibility.

- a. Proposals submitted to the CCC-POC should include the manuscript type designation (listed above in **Types of Manuscripts** as primary or secondary), list of authors and their qualifications for authorship (including an effort towards inclusivity and diversity/transparency), and a statement that no others deserving authorship have knowingly been omitted.
- b. Prior to journal submission, the manuscript should be checked by the CCC-POC:
  - I. Does the final manuscript match the aims and methods described in the proposal?
  - II. Were intentions related to authorship made at the time of the paper proposal carried forward in manuscript formation? Adjudication or review may be requested by the CCC-EC with the Scientific Steering Committee (SSC), SAC, working group, or module leaders in order to clarify authorship contributions. The CCC-POC acknowledges that authorship intentions can change based for example on contributions made in the writing/rewriting process. The overall intent is to be inclusive, not exclusive, with authorship.
  - III. Is it still consistent with and relevant to the CCC mission or are there obvious deviations?

#### **5. Diversity with respect to ethnicity, age, and gender**

The CCC-POC encourages more junior members to serve leadership roles and encourages ethnic and gender diversity in the CCC authorship. Transparency in authorship is recommended, with author self-identification included in the manuscript.

#### **6. Authorship rules**

Named authors should follow logical criteria for authorship consistent with the International Committee of Medical Journal Editors (ICMJE) guidelines and the Vancouver criteria. All investigators who make a creative, substantive contribution to the research should be listed as authors. This includes those who creatively participated in the concept, design, obtained funding, conduct, analysis and/or drafting of the manuscript. Those who do not fulfill these criteria but have made a relevant contribution to the project such as oversight responsibilities should be recognized in the acknowledgement section.

The first author for publications should be the individual who was most fully responsible for the concept, design, funding, conduct, analysis and drafting of the manuscript. The last author should be the senior member who contributed the most to the items listed above. The order of the remaining authors should

follow from their relative contribution to the manuscript and be determined by the first and senior authors who also decide about the corresponding authorship.

All above-the-line authors should receive a copy of the manuscript in a timely fashion and be offered the option to request that their name be listed, moved in order, or remove themselves from authorship. All complaints should be conveyed to the CCC-POC by the first author and corresponding authors with a recommendation for resolution. The CCC-POC, together with the CCC-EC, has the final word on documentation of CCC involvement and form of acknowledgement.

Primary Authorship, denoted as those on the first line(s) of the authorship attribution in a journal and in indexing services, will be based on appropriate effort as defined in the guidelines published by the ICMJE. Primary authors should meet all four of the following criteria: 1. Substantial contributions to the conception or design of the work; or the acquisition, analysis or interpretation of data for the work; AND 2. Drafting the work or revising it critically for important intellectual content; AND 3. Final approval of the version to be published; AND 4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Primary manuscript authorship credit will be granted to the primary authors with the CCC collaborators as an author. Following the list of primary authors, all publications arising from the CCC will bear the following attribution: “the Curing Coma Campaign and its contributing members” (i.e., below-the-line authors).

Depending on the nature of the article, this list of collaborators will include members of all or specific CCC committees, scientific working groups, and modules who participated in data collection. The first and last authors are responsible to identify below-the-line authors, the list of which will be checked and approved by the CCC-POC.

## **7. Regular review of the guideline**

At the beginning of each 2-year period following their appointment, the CCC-EC members will review the guideline and, if deemed necessary, will make adjustments, subject to the approval of the CCC-EC.

**CURING COMA CAMPAIGN PUBLICATION CHECKLIST**

This checklist must be filled out and signed by the corresponding author upon submission of a manuscript to the CCC-POC, both at the proposal and the final manuscript stages. Comments below each checklist item are optional, but may be requested by the CCC-POC.

- Is it consistent with / relevant to the CCC mission?  
*comments:* \_\_\_\_\_  
\_\_\_\_\_
  
- Are the authors aware of a similar or overlapping publication that already exist within the CCC?  
*comments:* \_\_\_\_\_  
\_\_\_\_\_
  
- Have all appropriate authors and collaborators been identified?  
*comments:* \_\_\_\_\_  
\_\_\_\_\_
  
- Was approval to submit the proposal/manuscript obtained from every author?  
*comments:* \_\_\_\_\_  
\_\_\_\_\_
  
- Is the Curing Coma Campaign being recognized and acknowledged, either in the title of the manuscript, or in the author byline (i.e. “the Curing Coma Campaign and its contributing members”)?  
*comments:* \_\_\_\_\_  
\_\_\_\_\_
  
- Did the authors make efforts to ensure diversity in the authorship appropriate for the content of the manuscript?  
*comments:* \_\_\_\_\_  
\_\_\_\_\_
  
- Are appropriate funding sources mentioned? A standard Acknowledgement statement should be included on all CCC publication with external sponsors: “Sponsored by [...], and our public and private partners. The opinions expressed herein should not be construed as official or as reflecting the views of any sponsor but are the private views of the authors.”  
*comments:* \_\_\_\_\_  
\_\_\_\_\_
  
- Was the appropriate Equator’s network checklist followed (e.g. The Strengthening the Reporting of Observational Studies in Epidemiology (STROBE) Statement: guidelines for reporting observational studies)?  
*comments:* \_\_\_\_\_  
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