MTN Publications: MTN-020

General Information

Orly Aridor, MSc
MTN Scientific Communications and Publications Manager
MTN Leadership and Operations Center (LOC)
Pittsburgh, PA

2015 Regional MTN meeting: ASPIRE team meeting
MTN Publications: Goals

The MTN encourages and facilitates the publication of research conducted by the network or involving use of network resources

• Publications must meet consistent high standards
  – All MTN scientific publications need to undergo a multi-level review process to ensure this goal
Review Process: Groups

• Publication planning, development and review of all MTN publications is supported by two MTN groups:
  – Protocol Publication Committee (PPC)
    • Specific for each MTN protocol
    • Includes Protocol Chair, Protocol Statistician, DAIDS Medical Officer, FHI Clinical Research Manager (CRM), other members
  – MTN Manuscript Review Committee (MRC)
    • Oversees publications from all MTN protocols
    • Includes MRC chair, Statistical and Data Management Center PI, Executive Committee Chair, Laboratory Center representative, BRWG and BSWG representatives, and MTN LOC Manuscript Coordinator
PPC Responsibilities

• **Plan** Publication Concepts
  – Review and approve manuscript/abstract concepts suggested by protocol team members

• **Develop/Prepare/Prioritize**
  – Publication venue (meeting/journal)
  – Timeline (data analysis; writing)
  – Writing team: lead author and coauthors

• **Review/Approve** and **Ensure**
  – Accurate reporting (study design, conduct, analysis, conclusions)
  – Format and style- journal/meeting requirements; general medical writing practices
MRC Responsibilities

• **Review/Approve**
  – A blind-peer-review conducted by an MTN investigator with expertise in publication’s topic
    • Accurate reporting (study design, conduct, analysis, conclusions)
    • General Medical writing quality (clear, concise)
  – MRC coordinator selects the MTN reviewer and ensures
    – Participants confidentiality is protected
    – Acknowledgement of MTN and NIH support
MRC Reviewers and Timelines

• MRC reviewer pool:
  – Typically MTN members
    • Biomedical Science Working Group (BSWG) members
    • Behavioral Research Working Group (BRWG) members
    • Others

• Target MRC review timelines
  • Abstract submission to MRC:
    – 2 weeks prior meeting submission deadline
  • Review duration
    – **Abstracts**: 2-4 business days
    – **Posters/oral presentations**: 3-4 business days
    – **Manuscripts**: 10 business days
Overview: MTN publications
Development and Review Groups

- IND Sponsor
- Protocol Publication Committee (PPC)
- Co-authors/writing team
- Lead Author
- MTN Manuscript Review Committee (MRC)
Overview of MTN Publications: Development and Review Steps

1. Submission of publication by lead author to journal or conference
2. Review of publication by MTN MRC
3. Submission of publication to MTN MRC Review
4. Review of publication by MTN MRC
5. Submission of publication by lead author to journal or conference

- Review of publication concept by PPC
  - Concept is added to publication plan and timeline
- Publication is developed by lead author and reviewed by co-authors
- Review of publication by PPC and IND Sponsor

- via email (CRM)
- via MTN web-portal (MRC coordinator)
Lead Author Responsibilities

- Submit a publication concept to PPC
- If concept is approved work with SCHARP statistician and co-authors to develop 1\textsuperscript{st} draft of publication
- Submit for review/approval:
  - Co-authors
  - PPC
  - Sponsor
  - MRC
- Address reviewers' comments at each review step
- Submit publication to venue
- Provide status updates and most up to date versions of the publication to Katie Schwartz.
General Guidelines

• Publication order
  – Primary papers (based on analysis of primary study objectives/endpoints) must be published first, prior to secondary analyses
  • Exceptions are made on a case by case basis and must be approved by PPC and MRC
General Guidelines

• All MTN manuscripts need to include an acknowledgment statement of MTN and NIH’s support
  – see Resource section on MTN website

• All published MTN manuscripts need to fulfil the NIH Public Access Policy
  – After manuscript is accepted for publication the lead author needs to ensure that either the journal and/or lead author deposit the manuscript into the NIHMS system
How to submit publications to MRC review?

Use of Current MRC web-based module
Lead Author - Login
Current MRC submission process:
Lead Author - Initial Submission

SUBMIT NEW MANUSCRIPT: Link used to upload your INITIAL submission to the MRC.

MY MANUSCRIPTS: Link used for all REVISED DOCUMENTS (abstracts, manuscripts, posters etc.) and/or FINAL MANUSCRIPT SUBMITTED FOR PUBLICATION uploads to the MRC.

MANUSCRIPT PROCESS INFORMATION: Link to page with overview of Peer Review Manuscript procedures.
Lead Author - Initial Submission

Submission confirmation is sent to Author via an automated Email notification

Use drop menu to select publication type and venue
MRC Review Process: Reviewer’s Comments

Recommendation for "My Manuscript"

RECOMMEND MRC STATUS
Recommended Status: Revisions Required

RECOMMENDATIONS
MAJOR comments to the author about how this manuscript might be strengthened:
Please strengthen your background with more recent studies.
MINOR comments to the author about how this manuscript might be strengthened:
Table 1 and Table 2 format too small.
If you have ancillary feedback for the MRC relating to this manuscript,
include your comments here:
Please respond to the revisions by December 20, 2010.

MANUSCRIPT UNDER REVIEW
Manuscript Document Attachment:
- My Manuscript_PA track changes1.doc

MANUSCRIPT RELATIONSHIPS
Submission for Manuscript: My Manuscript
Lead Author's Name: Author, D.
Manuscript Revision Reviewed/Revised: Initial Submission
Revision ID: 2786.0
Coming soon: New Web-based Publication Review System

• A new publication management software was recently acquired by MTN
• The new software will support reviews of MRC + additional groups (PPC, Sponsor and possibly co-authors) via a web-based module.
• The new system is anticipated to be implemented for all MTN publications and across all MTN protocol teams in early 2016.
MRC Review: Resources

• Supporting tools are available on MTN website (See the Resources Tab, see the “Most Popular” column)
  – Detailed technical guidelines for use of:
    • MRC process: Manuscript Review Process (MTN Peer Review Module)
    • MRC module: How to use the peer review Module
    • Soon: New publication module (to be provided after launch of new module network-wide use)
MTN Publications: Resources

- List of key manuscripts for each MTN study is posted on MTN website (link to PubMed abstract)
MTN Publications: Resources

• General MTN publication guidelines and policies
  – Publication Policy (MOP section 6)
• MTN poster and oral presentations templates
  (soon to be posted: specific templates to provided for key meetings)
• Acknowledgment statement
• Coming Soon: MTN publications (manuscripts) master list
• Coming Soon: Links to NIHMS submission resources
• For any general questions about MTN publications and publication policy – please contact Orly Aridor

aridoro2@mwri.magee.edu
### Overview of MTN Publication Development and Review Procedures

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Review of concept for publication by PPC** | - Author completes Study Concept Sheet and submits to PPC (FHI 360 CRM)  
- PPC approves, rejects or requests revisions |
| **Manuscript/abstract is developed by lead author/co-authors** | - If PPC approves, a writing team is created as needed and the concept is included in the Protocol Publication Timeline, which is shared with MTN MRC  
- Author and writing team develop the manuscript/abstract |
| **Review of manuscript/abstract by PPC and IND Sponsor** | - Author submits manuscript/abstract to PPC via FHI 360 CRM  
- PPC reviews and provides feedback to author  
- Once PPC approves, FHI 360 CRM or Protocol Chair sends to IND Sponsor for review (per the terms of the study CTA) |
| **Submission of manuscript/abstract to MTN MRC Review** | - Once PPC and IND Sponsor comments have been addressed and Protocol Chair has provided final approval to submit for MTN MRC review, author uploads to the MTN MRC Peer Review module via the MTN web page |
| **Review of manuscript/abstract by MTN MRC** | - MRC designates a MRC Reviewer (blinded review)  
- MRC Reviewer provides (via the module) a recommendation (Approved, Not Approved, Or Revisions Required) + major and minor comments  
- If revisions are required author revises and resubmits |
| **Submission of manuscript/abstract by lead author to journal or conference** | - Once manuscript/abstract is approved by MRC, author may submit to journal or conference |
## Document Review and Approval

### Secure Web Portal

### My Workbench

<table>
<thead>
<tr>
<th>Status</th>
<th>Priority</th>
<th>Task</th>
<th>Activity Type</th>
<th>Due</th>
<th>Start</th>
<th>Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Title: ABS-0055 - A PHASE 2 ORAL PEP VERSUS RECTAL MICROBICIDE GELin MSMs : MTN-017</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Drug: STAGE(Training/Test)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Target: International AIDS Society - 9th Conference on HIV Pathogenesis, Treatment &amp; Prevention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Doc Type: Abstract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Version: 2nd Draft</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Review step: downloaded document, edited uploaded via provide feedback. Problem- if you immediately try to approve- when you click the view documents- you can not see teh file that you just edited- got other versions of teh document.
Document Review and Approval
Secure Web Portal (2)
MRC Review: Overall 2

- MRC Reviewer provides (via the MRC module):
  - Decision:
    - Approved
    - Not Approved
    - Revisions required
  - Specific recommendations:
    - Details provided in comment section (major and minor comment boxes) and may include specific comments/revisions provided within the document (see attachment)
Dear Manuscript Review Committee (MRC) reviewer

This is a request to **review** the following Manuscript entitled "**A Phase II study of Oral PreP vs Rectal microbicide gel in MSMs: MTN-017**" by the following authors: XXXXXXXXXXXX, available to you through the web link below:


Please review and provide feedback by **Sep 4, 2015**.
MTN Publications: Review Process Goals

• Ensure
  – Publications reflect accurate and clear reporting of MTN study design, conduct and analysis
  – Publications are developed in a collaborative fashion
  – Participants confidentiality is protected
  – Comply with NIH policies
    • NIH Public Access Policy
    • Acknowledge MTN and NIH support