



MTN Publications: MTN-020

General Information

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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

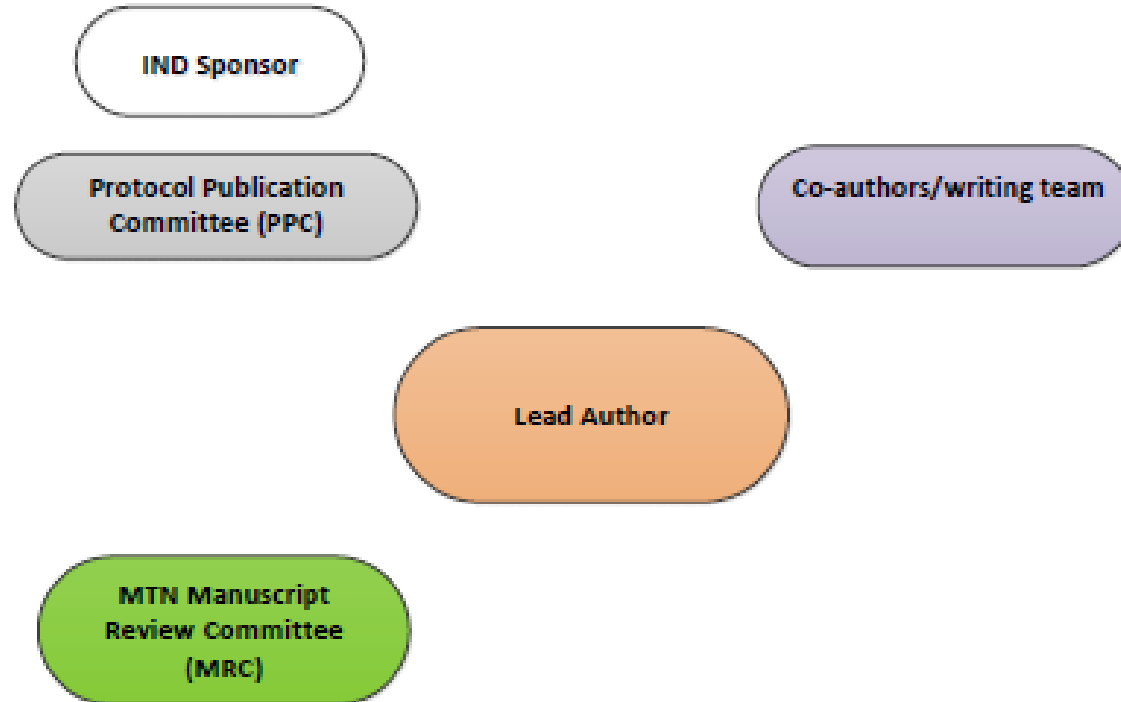
MRC Responsibilities

- **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

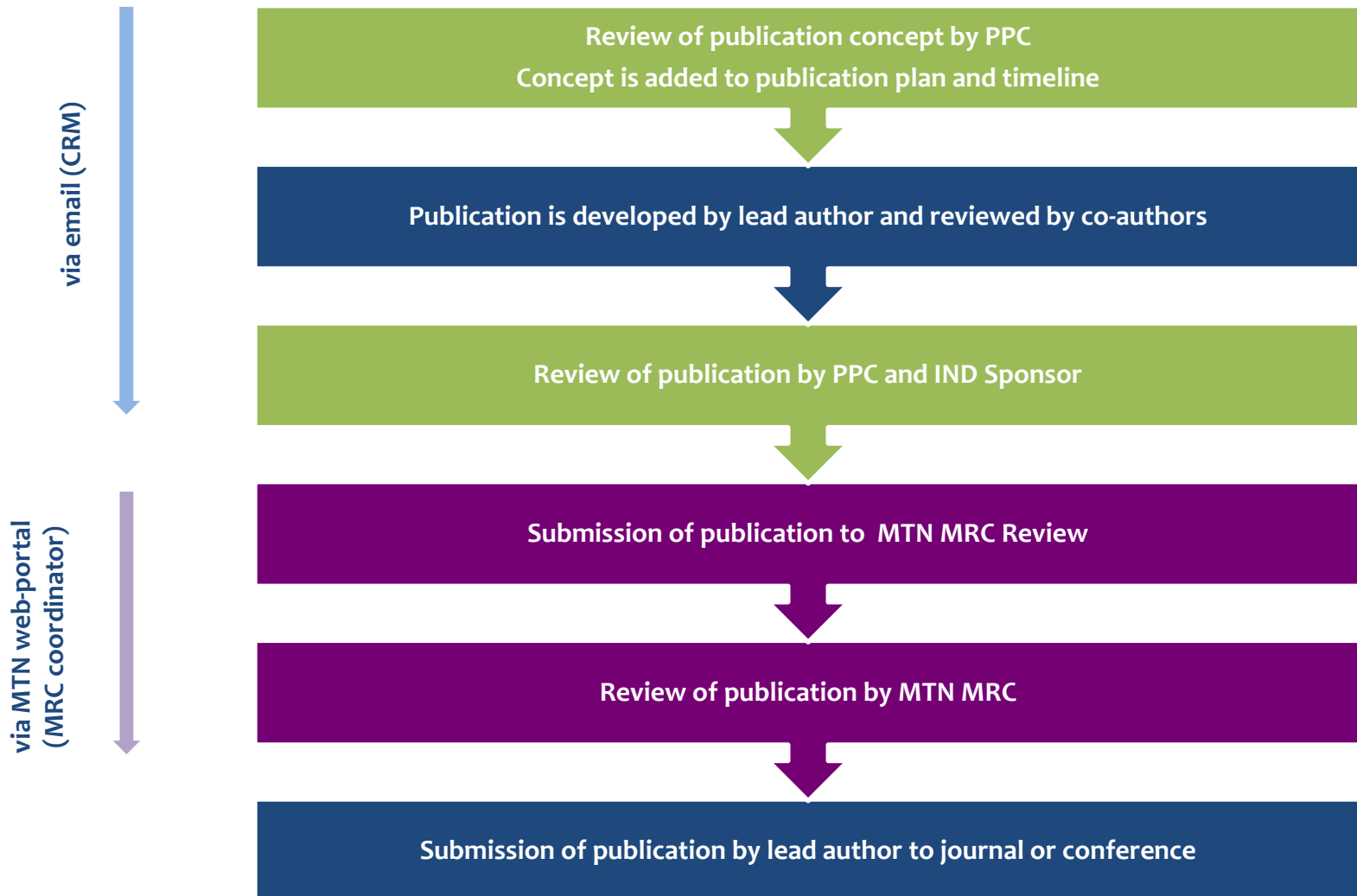
MRC Reviewers and Timelines

- 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



Overview of MTN Publications: Development and Review Steps



Lead Author Responsibilities

- Submit a publication concept to PPC
- If concept is approved work with SCHARP statistician and co-authors to develop 1st draft of publication
- Submit for review/approval:
 - Co-authors
 - PPC
 - Sponsor
 - MRC
- Address reviewers comment 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

User account | Microbicide Trials Network - Microsoft Internet Explorer provided by UPMC

http://www.mtnstopshiv.org/user

File Edit View Favorites Tools Help

User account | Microbicide Trials Network

MTN
microbicide trials network

Login | Request Login

SEARCH

HOME | ABOUT | SITES | STUDIES | NEWS ROOM | NETWORK | MEETINGS & EVENTS | PEOPLE | RESOURCES & LINKS

User account

Create new account Log in Request new password

Username: *
Enter your Microbicide Trials Network username.

Password: *
Enter the password that accompanies your username.

LOG IN

Contact Us | Disclaimer | Site Map

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Current MRC submission process: Lead Author - Initial Submission

The screenshot shows the user profile page for 'daria1' on the Microbicide Trials Network (MTN) website. The page includes a navigation menu with 'PEOPLE' selected, and a sidebar with tabs for 'View', 'Edit', 'Studies', 'Sites', and 'CWG'. The main content area displays the user's name and a list of links: 'My account', 'Log out', 'Peer Review', 'Submit New Manuscript', 'My Manuscripts', and 'Manuscript Process Information'. Three callout boxes provide detailed instructions for these links: 'SUBMIT NEW MANUSCRIPT' for initial submissions, 'MY MANUSCRIPTS' for revised documents and final submissions, and 'MANUSCRIPT PROCESS INFORMATION' for an overview of the peer review process. The 'Peer Review' section is circled in red.

Dee Smoltest1 | Microbicide Trials Network - Microsoft Internet Explorer provided by UPMC

http://www.mtnstopshiv.org/users/daria1

File Edit View Favorites Tools Help

Dee Smoltest1 | Microbicide Trials Network

MTN microbicide trials network

daria1 | Logout

SEARCH

HOME | ABOUT | SITES | STUDIES | NEWS ROOM | NETWORK | MEETINGS & EVENTS | **PEOPLE** | RESOURCES & LINKS

Dee Smoltest1
peer administrator test1 account

View Edit Studies Sites CWG

Address

Mailing address

Shipping address

Contact

Email
crowds@mwri.m

Primary phone

Secondary phone

Fax

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.

daria1

- My account
- Log out

Peer Review

- Submit New Manuscript
- My Manuscripts
- Manuscript Process Information

Internet 100%

Lead Author- Initial Submission

Submit Manuscript

Note: Submission is not complete until the 'Save' button is clicked.

Manuscript Title: *

My Manuscript

ABOUT THE MANUSCRIPT

Lead Author's First Name: *

D.

Lead Author's Last Name: *

Author

Document Type: *

Abstract
Abstract
Book Chapter
Manuscript
Poster
PowerPoint Slides
Other

for Publication: *

daria1

- My account
- Log out

Peer Review

- Submit New Manuscript
- My Manuscripts
- Manuscript Process Information

Use drop menu to select publication type and venue

Submission confirmation is sent to Author via an automated Email notification

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

[Printer-friendly version](#)

daria1

- My account
- Log out

Coming soon: New Web-based Publication Review System

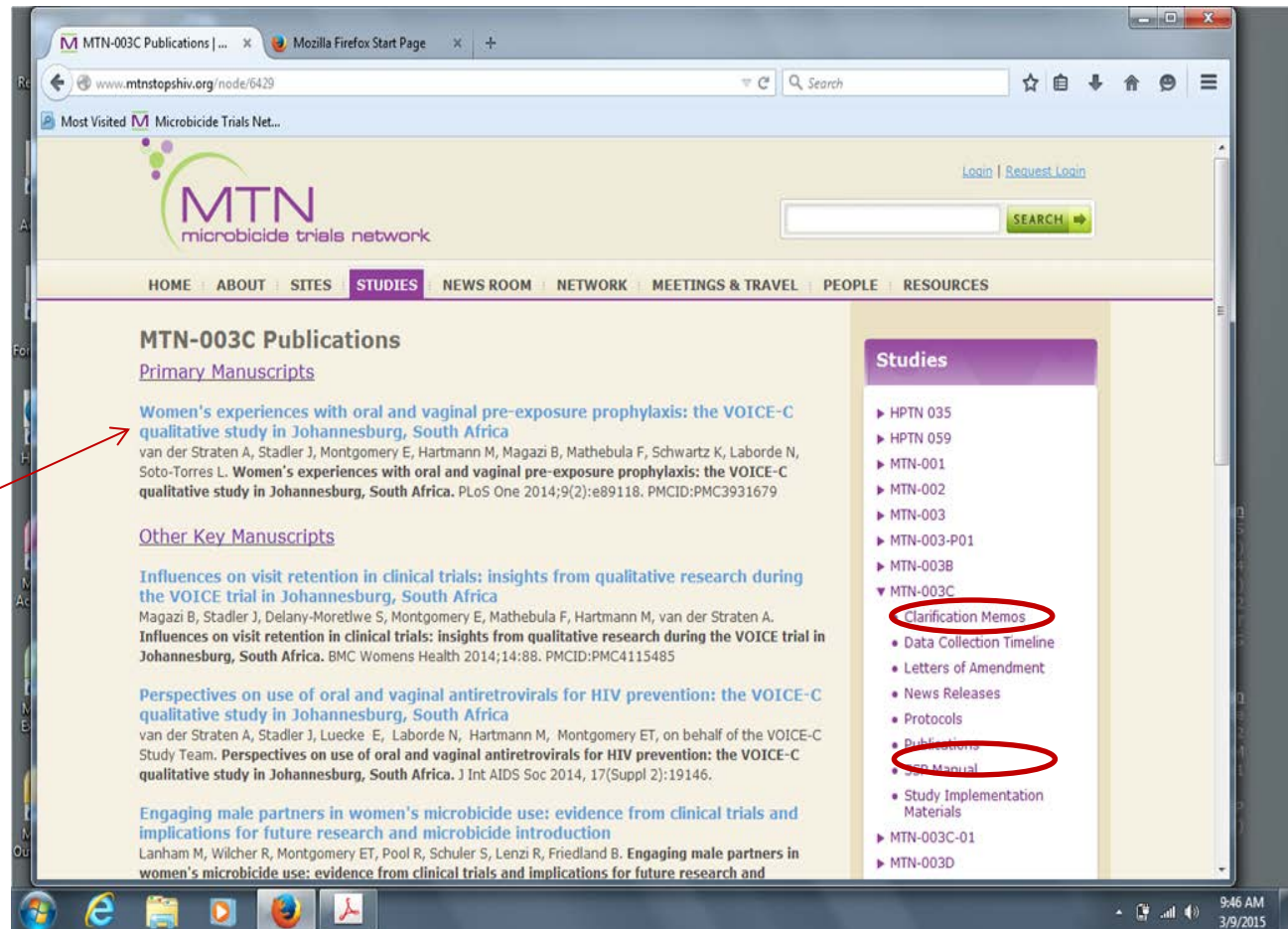
- A new publication management software was recently acquired by MTN
- The new software will support reviews of MRC + additional groups (PPC, Sponsor and possibly co-authors) via a web-based module.
- The new system is anticipated to be implemented for all MTN publications and across all MTN protocol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

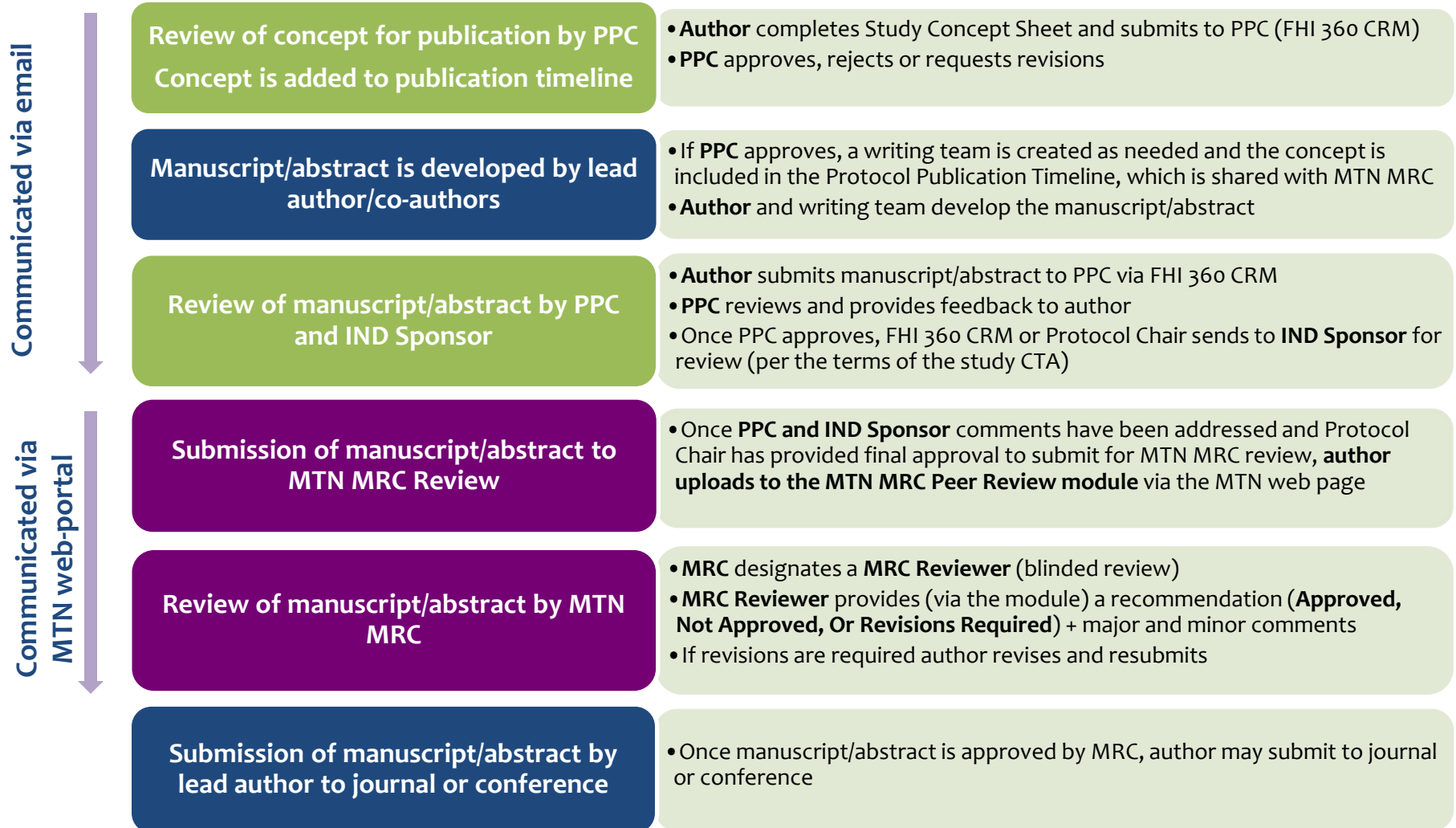
- General MTN publication guidelines and policies
 - Publication Policy (MOP section 6)
- MTN poster and oral presentations templates
(*soon to be posted: specific templates to provided for key meetings*)
- Acknowledgment statement
- Coming Soon: MTN publications (manuscripts) master list
- Coming Soon: Links to NIHMS submission resources

- 
- For any general questions about MTN publications and publication policy – please contact Orly Aridor
aridoroz@mwri.magee.edu

extra



Overview of MTN Publication Development and Review Procedures



Document Review and Approval Secure Web Portal (1)

https://staging.envisionpharma.com/dv6_mtn/

Most Visited Getting Started Print Sign in to Comcast Facebook MTN Home - PubMed - NCBI CITI Access Portal - Un... Reload via HSLS

MTN Document Review Portal Datavision

Welcome Webonly, Reviewer

My Workbench Filter: Show All Sort: By Priority

Status	Priority	Task	Date	Actions
✓		Activity: MRC Review Instructions Title: ABS-0055 - A PHASE 2 ORAL PrEP VERSUS RECTAL MICROBICIDE GELin MSMs : MTN-017 Drug: STAGE(Training/Test) Target: International AIDS Society - 9th Conference on HIV Pathogenesis, Treatment & Prevention Doc Type: Abstract Version: 2nd Draft Activity Type: Review	Start: Aug 7, 2015 Due: Aug 10, 2015 Posted: Aug 7, 2015	View Document Provide Feedback View Feedback Communicate
⚠		Activity: MRC Approval Instructions Title: ABS-0055 - A PHASE 2 ORAL PrEP VERSUS RECTAL MICROBICIDE GELin MSMs : MTN-017 Drug: STAGE(Training/Test) Target: International AIDS Society - 9th Conference on HIV Pathogenesis, Treatment & Prevention Doc Type: Abstract Version: 2nd Draft Activity Type: Approval	Start: Aug 7, 2015 Due: Aug 8, 2015	View Documents Submit Approval View Feedback Communicate

Page 1 of 1 (Tasks 1 - 2 of 2) View: 10 per page

Datavision Help
The TaskList presents current items that are open and assigned to you. To complete a task, click on any of the items in the action column. Completed tasks are marked with a green check in the Status area. Click on any column heading to sort the TaskList by that column. Should there be any questions about a particular task, use the Communicate button to send an email to the Document Owner.

Logout
Change Password
General Request
Envision Pharma Home
Contact Us
Privacy Policy

Review step- downloaded document, edited uploaded via provide feedback. Problem- if you immediatly 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)

The screenshot displays the 'Document Review Portal' interface. At the top, the 'envision' logo is on the left and the 'datavision' logo is on the right. The main header reads 'Document Review Portal'. Below the header, a navigation menu includes 'My Documents', 'My Tasks', and 'Search Documents'. A sidebar on the left contains 'Datavision Help' and 'Logout' options. The main content area shows a 'My Tasks' list with a 'Provide Feedback' dialog box open over it. The dialog box contains the following information:

Provide Feedback

Activity: First Draft Review
Title: RBW-000795 - A Phase III Randomized, Placebo-controlled Study of Rainbow in Patients with Advanced XYZ
Version: 1st Draft
Due Date: Jun 28, 2013
Posted By: Fisher, Anna-Lisa

Comments: Effort (hrs): [More](#)

Attach File(s)

Step 1 - Click on "Browse" button and locate file.
Step 2 - Confirm your attachments in the table below and close dialog by clicking on OK button.

Add File: No file chosen
Progress:

Feedback Attachments

Name	Posted Date	Size	Action
NO ATTACHMENTS FOUND			

OK Cancel

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)

Application Automated Emails

- Review type (co-author, PPC, IND Sponsor, MRC)
- Indicate task (Review, Approve)
- Provide link to publication document
- Indicate task deadline
- Reminders (sent one day prior to due date)



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:

https://staging.envisionpharma.com/dv6_mtn.

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