



ADMINISTRATION POLICY

CANADIAN IMMUNIZATION RESEARCH NETWORK (CIRN)

PUBLICATIONS POLICY

Last revision: 14 NOV 2023

**NOTE: ADDENDUM TO THE PUBLICATION POLICY FOR COVID-19 RELATED RESEARCH ON
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OBJECTIVES/RATIONALE

The objective of the CIRN Publication Policy is to provide consistency in the review and approval of manuscripts and abstracts for publication and to provide guidance for how CIRN should be acknowledged in authorship. The policy will also ensure CIRN is credited for work done under the aegis of this CIHR-PHAC funded network, and promote CIRN as an identifiable “brand” which facilitates recognition of the network and promotes further funding opportunities.

APPLICATION

This policy applies to all CIRN-funded research publications.

MANUSCRIPT TITLE AND AUTHORSHIP

Criteria for authorship shall follow the guidelines of the [International Committee of Medical Journal Editors](#).

Publications/presentations will name CIRN as the Canadian Immunization Research Network (CIRN). CIRN will either be inserted in the title of the paper/poster and all members may be listed by name when this is allowed or the authorship can list the primary authors with a corporate author reference such as "Smith RF, Jones FM for the CIRN Investigators", as a shortened version, if listing all of the investigators is not allowed. Another alternative, if



required by the journal, is to name the principal authors and list the other names of CIRN investigators in a footnote. The Public Health Agency of Canada and the Canadian Institutes of Health Research will be acknowledged as the funding agency, such as “This study was supported by the Public Health Agency of Canada and the Canadian Institutes of Health Research, through the Canadian Immunization Research network.”

POLICY

1. With the approval of the CIRN Management Committee, project members may publish analyses of the data, provided that the requirements of this policy are met.
2. The Management Committee should be advised in timely fashion of any plan to present or publish CIRN data, including the subject matter and target journal or meeting (in case of abstracts); to be provided along with the Quarterly Progress Reports that are submitted to the Network Management Office.
3. All reports and publications from the network will receive final approval from the Management Committee, after comments are sought from all Management Committee members.
4. Completed reports, abstracts, posters (CIRN will provide all members with a standardized template and CIRN logo, which is encouraged to be used for presentations of CIRN funded projects), or manuscripts shall be submitted to the Management Committee for written approval (7 days for abstracts and 14 days for manuscripts reports – except for COVID-19 related research as indicated in Addendum) before they are presented or submitted for publication. Any substantial revision or lack of approval by the MC will require further review by the Management Committee, to be provided within the appropriate timeframes listed above. If no approval is given, the Management Committee will ask that CIRN be omitted from that abstract, report,



poster or manuscript. The study team will need to re-submit abstract/manuscript to achieve an acceptable form by the Management Committee.

5. Investigators are encouraged to involve CIRN-funded trainees in all aspects of research project analysis and dissemination (presentations, publications etc) as co-authors.
6. All CIRN projects will adhere to the [CIHR Tri-Agency Open Access Policy on Publications](#).
“Researchers awarded funding from January 1, 2008 onwards from CIHR are required to adhere with the following responsibilities:
 - ensure that all research papers generated from CIHR funded projects are freely accessible through the Publisher's website or an online repository within 12 months of publication;
 - deposit bioinformatics, atomic, and molecular coordinate data into the appropriate public database (e.g. gene sequences deposited in GenBank) immediately upon publication of research results;
 - retain original data sets for a minimum of five years (or longer if other policies apply);
 - and acknowledge CIHR support by quoting the funding reference number in journal publications.”
7. All investigators who have served as corresponding authors of a CIRN-related publication must submit the citation for their newly published paper or abstract to the CIRN Network Management Office, care of jenna.hastings@iwk.nshealth.ca and cc Allison.young@iwk.nshealth.ca
8. Projects that are only minimally (less than 25% of the total project cost) supported by CIRN funding can acknowledge this support in the “Acknowledgements” section of the publication rather than identify as a CIRN publication in the title.



Version date: 16 March 2021

ADDENDUM TO THE CIRN PUBLICATION POLICY

FOR RESEARCH RELATED TO THE PANDEMIC RESPONSE (COVID-19 SPECIFIC)

ADMINISTRATION POLICY

OBJECTIVES/RATIONALE

The objective of the Addendum to the CIRN Publication Policy is to provide consistency in the review and approval of manuscripts and abstracts for publication and to provide guidance for authorship pertaining to **COVID-19 specific publications**.

APPLICATION

This addendum policy applies to all CIRN COVID-19-funded research publications.

MANUSCRIPT TITLE AND AUTHORSHIP

Criteria for authorship shall follow the guidelines of the [International Committee of Medical Journal Editors](#) and must be open access and in alignment with the Call for Open Access to COVID-29 Publications https://www.ic.gc.ca/eic/site/063.nsf/eng/h_98016.html.

POLICY

All policy items in the CIRN Publication Policy remain, the policy adjusted by this addendum pertains to the timeline of publication materials submitted for review by the Management Committee:

- Any materials to be submitted to the Management Committee that require written approval will adhere to: a 3 day turnaround for abstract reviews and 7 days for manuscript reviews.