

## EFAD Policy on External Publication

Adopted by the 24th EFAD General Meeting 7 November 2013

### BACKGROUND:

Professional Practice, Research, and Education and Lifelong Learning Committees have realized that there is no formal policy for external publication (eg publication in a peer-reviewed journal) of EFAD materials that may be used or applied outside the organization/committee.

It is important that work produced by EFAD Committees and/or "officers" are disseminated to a wider circle of readers. This includes health care professionals and stakeholders. Such an approach will support dietitians to be acknowledged by others who may not necessarily receive EFAD information. This will raise the profile of dietitians at national, European and indeed international levels.

Documents produced by a committee or other EFAD working group will be an important way to further express the work of EFAD.

It is generally accepted that peer-reviewed journal articles must adhere to the strictest of standards. With this in mind, the present policy is developed to ensure high quality papers for peer-reviewed journals as well as other types of EFAD publications. Certain considerations will apply to all publications from EFAD in order to promote the Federation and provide a unity of approach according to EFAD's Communication Strategy (2012).

### 1.0 General and overall policy

All EFAD publications should:

- i. Be consistent with EFAD mission and vision,
- ii. Be endorsed for consistency with EFAD mission and vision by the EFAD executive committee
- iii. Be in English and subsequently may be translated into other languages
- iv. Always clearly state the origin of the data and role of EFAD. Normally this will be acknowledged in the title of the publication or prominently within the publication
- v. Provide contact details for EFAD; the minimum will be [www.efad.org](http://www.efad.org)
- vi. Papers submitted to peer reviewed journals should also be in line with the requirements of the journal.

Where the report/paper/article is to be written by groups within EFAD the following will also apply;

- vii. Be approved by the members of the committee or other EFAD working group standing as authors.

### 2.0 List of authors and contributors

Authorship should follow Uniform Requirements for Manuscripts Submitted to Biomedical Journals (see *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reporting of Research: Authorship and Contributorship* [http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html)) unless there is a stated and acceptable reason for not doing so.

- i. Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.
- ii. Acquisition of funding, collection of data, or general supervision of the group alone does not constitute authorship.
- iii. All persons designated as authors should qualify for authorship, and all those who qualify should be listed.
- iv. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Adopted by 24th EFAD General Meeting 7 November 2013

On publication the following format is suggested when an EFAD committee or working group is the author of the publication.

Authors (N.N, M.M, etc),

Author affiliation (i.e. university, hospital etc)

Name of EFAD committee/working group

Endorsed by *Executive committee of EFAD*

Name and address of corresponding author from the relevant group

### **3.0 Submission process**

Before submitting a manuscript for publication, the group should identify the individual who accepts direct responsibility for the manuscript (corresponding author). Individuals should fully meet the criteria for authorship/contributorship defined above, and editors will ask these individuals to complete journal-specific author and conflict-of-interest disclosure forms. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation (the email address will be created by the Secretariat so that the correspondence is displayed as such `correspondingauthor@efad.org`) and identify all individual authors as well as the group name. In the case of peer-reviewed journals, journals generally list other members of the group in the Acknowledgments. Any publication should be submitted to the EC to ensure consistency with guidelines of this publication policy. Response of the EC should be provided within one month to the corresponding author.

### **4.0 Ethical standards**

EFAD conducts its data collection and all research activities in agreement with the Helsinki Declaration. The Declaration of Helsinki is a comprehensive statement of ethical principles for health research involving human subjects, including research on identifiable human material and data (<http://www.wma.net/en/30publications/10policies/b3/>). When data collection takes place, EFAD collects information from dietitians throughout Europe in an effort to scope and monitor aspects of professional work and practice. In doing so, each dietitian responds on his/her own initiative, provides information voluntarily, and his/her participation may be invoked at any time.

In research projects, where ethical approval is mandatory, ethical approval should be sought prior to data collection from an appropriate body; such as a Bioethics Committee affiliated with the Principal Investigator's institution.

In all submitted peer-reviewed publications, the methods protocol should contain a statement of the ethical consideration involved and should indicate compliance with the principles enunciated by the Helsinki Declaration.

### **5.0 EFAD publications jointly with DIETS2 or data solely collected by DIETS2**

In addition, all DIETS-related manuscripts are bound to the DIETS publication policy that is in effect (as of March 2011). See addendum for this document.

#### **Recommendation:**

EFAD would benefit from forming a Research Ethics Committee for future projects intending to publish in peer-reviewed journals. Its standing purpose would be to independently review the need or not for further formal institutional review board approval.

#### **Proposal submitted by Committee chairs:**

Constantina Papoutsakis, Professional Practice Committee

Elke Naumann, Research Committee

Agneta Hörnell, Education and Lifelong Learning Committee

**Date submitted: 8 Nov 2012**

**Adopted by Executive Committee: May 2013**

**Suggested revision date: May 2018**

**ADDENDUM:**

**Publications Policy: March 2011**

**DIETS encourages the publication of all of its activities and outputs (publications in journals, articles, pamphlets, booklets, books, chapters in books, newspaper reports, blogs, webcasts, PowerPoint presentations, web-entries (Facebook, UTube) and any other document in the public domain).**

1. All outputs must include DIETS or DIETS2 in the title.

2. All outputs written by any partner or member of a partner must include this disclaimer

“This project has been funded with support from the European Commission.

This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein“.

And must use the logos of the Agency (see below)

3. All outputs and publications, in any accepted EU language, must be sent to Clare Corish (WP9 lead Clare.Corish@DIT.ie) or Ana Caterina Moreira (WP8 lead ana.moreira@estesl.ipl.pt) or Network.manager@thematicnetworkdietetics.eu or be posted on the DIETS website

(An abstract in English of any output or publication would be very useful)

4. The order of names on any journal publication will be agreed before the output is developed and be in this order:

a. Lead author first

b. Other authors normally in alphabetical order of surnames

c. The Network coordinator is always in the list of authors and normally at the end