



PUBLICATIONS AND PRESENTATIONS

1 PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline procedures for acknowledging nPOD and description of nPOD samples for articles, publications, and dissemination of nPOD data to any audience outside nPOD.

2 SCOPE

This SOP will be applied to anyone, internal or external, who uses nPOD samples and generates data that is subsequently shared in any media, or provides information about nPOD as part of a presentation. This includes, but is not limited to:

- 2.1 Scientific and medical journals
- 2.2 Conferences and meetings
- 2.3 Public information sources, such as news media, website, videos, etc.
- 2.4 National, state, or local regulatory agencies or groups not part of nPOD network

3 RESPONSIBILITIES

- 3.1 Publications and Presentations Committee (PPC) establishes the SOP; encourages timely publication of nPOD-related material; and monitors publications for standard nomenclature.
- 3.2 Any nPOD-approved investigator, or any lab/staff person associated with the investigator, shall agree to abide by this policy, as part of the nPOD Investigator Application Process.
- 3.3 nPOD staff will post SOP on the nPOD website (www.jdrfnpod.org) and provide assistance as requested in order to maintain compliance.

4 PROCEDURE

- 4.1 As part of the nPOD Investigator Application process, and in accepting nPOD samples, data, or other material assistance from the nPOD network, investigators agree to abide by the Publications and Presentations SOP with regard to all manuscripts, abstracts, presentations, interactions with media that include information obtained through the use of these nPOD resources, and to acknowledge the role of nPOD in their provision.
- 4.2 Written manuscripts submitted for publication in electronic or print journals shall include:
 - 4.2.1 Acknowledgement and citation of nPOD as the source of information, including any images used from nPOD online pathology site. (See 4.2.4)
 - 4.2.2 Standard nomenclature for referencing nPOD samples. (See 4.6)
 - 4.2.3 Recognition of other nPOD resources and partner organizations, including the organ procurement organizations (OPOs) that consent for and recover the organ donors.
 - 4.2.4 The following statement should appear within the acknowledgments section: "This research was performed with the support of the Network for Pancreatic Organ Donors with Diabetes (nPOD), a collaborative type 1 diabetes research project funded by JDRF. Organ Procurement Organizations partnering with nPOD to provide research resources are listed at www.jdrfnpod.org/our-partners.php."
 - 4.2.5 Investigators shall notify nPOD of pending publication and provide link(s) to the paper, as described in 4.5.

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- 4.3 Oral presentations and posters do not need to include the language of 4.2.4, but must acknowledge the JDRF nPOD network.
- 4.3.1 The nPOD logo is available for use with various media and on posters.
 - 4.3.2 Access to the logo may be obtained at www.jdrfnpod.org/publications.php.
 - 4.3.3 nPOD staff is available to assist with the logo and terms of use.
 - 4.3.4 Investigators or other presenters should notify nPOD one week prior to submitting poster, abstract, or presentation (PowerPoint) to ensure that nPOD lists on the website, as well as answer any questions.
- 4.4 Use of nPOD online pathology images is permitted. When these images are used, investigators shall include:
- 4.4.1 Standard nPOD nomenclature (See 4.6)
 - 4.4.2 Acknowledgement of nPOD in the manuscript.
- 4.5 When an nPOD investigator is informed that a paper has been accepted for publication, online or in print, he or she will notify nPOD at npod@pathology.ufl.edu with information regarding the publication, including the link(s). This information will be listed on the nPOD website.
- 4.6 Standard nomenclature shall be used for all nPOD samples, images, and/or data:
- 4.6.1 Samples are identified by case (e.g., nPOD 6052)
 - 4.6.2 The PPC may develop other nomenclature as indicated; investigators will be informed, updates will be noted in the SOP and posted on the website at www.jdrfnpod.org/publications.php.
- 4.7 Authorship criteria for nPOD are adapted from current authorship criteria in use at *JAMA*:
- 4.7.1 Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
 - 4.7.2 One or more lead authors should take responsibility for the integrity of the work as a whole, from inception to published article.
 - 4.7.3 Authorship credit should be based only on:
 - 4.7.3.1 Substantial contributions to conception and design; acquisition of data; or analysis and interpretation of data
 - 4.7.3.2 Drafting the article or revising it critically for important intellectual content
 - 4.7.3.3 Final approval of the version to be published
 - 4.7.4 nPOD authors should keep in mind that some journals may require identification of each author's contribution, to be submitted with the manuscript as referred to in 4.7.3.

5 REFERENCES

The Journal of the American Medical Association, Instructions for Authors

6 REVISION HISTORY

Version	Date	Revision
	4/1/14	Replace original document (not an SOP) with SOP number and format.

Prepared by	Suzanne Ball		
Approved by	Mark Atkinson		4/1/2014

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