



All Our Babies/Families Cohort

Access and Authorship Guidelines for Manuscripts, Products, and Team Deliverables

These guidelines apply to products¹ arising from the analysis of All Our Babies/Families data.²

¹products include abstracts, manuscripts, presentations, posters, reports, book chapters, policy briefs, social media and all other types of documents and deliverables produced from the analysis of All Our Babies/Families data where authorship or recognition may be assigned.

²additional guidelines may apply, including those contained in the Data Access/Transfer Agreement, or institutional Medical-Legal agreements, or to data obtained through a data repository such as SAGE or ReACH/MICYRN. Please ensure all policies and procedures are followed when using All Our Babies/Families data.

1. Access

Permission to access the All Our Babies/Families (AOB/F) data **MUST** be obtained in writing from the study team prior to submitting any proposal to a granting agency or funder. Costs associated with access to AOB/F data should be discussed prior to development of a funding proposal. AOB/F data will not be released without all appropriate approvals. Subsequent to funding, ethical approvals and data agreements must be obtained. Failure to follow these guidelines may result in denial of data.

2. Title Guidelines

Where possible, the term '*All Our Families cohort*' should be used in the title or subtitle of the manuscript (or *All Our Babies* where appropriate). *All Our Babies* and *All Our Families* should be included as a search term where possible.

The All Our Families logo must be used on posters, presentations and other appropriate products.

3. Authorship and Acknowledgement Guidelines

These AOB/F authorship and acknowledgement guidelines are designed in accordance with guidelines from a wide variety of journals as well as the considerations in Osborne and Holland's Best Practices in Authorship publication (Osborne and Holland, 2009). The authorship guidelines presented here address the unique aspects of the AOB/F Cohort.

These guidelines apply to all products such as abstracts, manuscripts, presentations, posters, reports, book chapters, policy briefs, social media and all other types of documents and deliverables produced from the analysis of AOB/F data where authorship or recognition may be assigned. Henceforth, the term 'manuscript' or 'product' is interchangeable with all material arising from analysis of AOB/F data procured through the All Our Families research team. Clarification about the application of these guidelines can be directed to the Program Manager, Dr. Suzanne Tough (Principal Investigator) or Dr. Sheila McDonald (Lead Scientist, Alberta Health Services).

4. Authorship

Authorship should include those individuals who **substantially** contributed to the work documented in the manuscript, and other products, and who have shared responsibility for and intellectual ownership over the results and contents of the manuscript or product.

A **substantial** contribution may be considered as two or more of the following:

1. Project design, conceptualization of hypotheses and research questions
2. Project implementation and management, including content expertise and the development of questionnaires, research proposal and methods development, ethics management
3. Analysis and interpretation of data
4. Drafting or editing substantial sections of the manuscript, including provision of specific content expertise

Investigators using AOB/F data may be encouraged to consult with other content experts who are familiar with the data. If this consultation or collaboration represents a **substantial** contribution to the project (see above) then this investigator should be invited as co-author on the product. Investigators listed in the research proposal which has received ethics approval would typically be considered as eligible for authorship. Contact the AOB/F team for an updated list of content experts in the AOB/F network.

Anyone listed as an author must have provided his/her consent to be listed as such. Authorship should accurately reflect substantial and relative scientific or professional contributions to the work in the manuscript or product.

AOB/F Program Leaders

Suzanne Tough, principal investigator: consult for all projects; stough@ucalgary.ca

Sheila McDonald, lead scientist: consult for all projects; sheilaw.mcDonald@albertahealthservices.ca

Drs. Tough and McDonald have made substantial contributions to 1 and 2 (Section 11) and must be invited as co-authors on all products arising from the use of data. Drs. Tough and McDonald may decline authorship on any product, may suggest other content experts be contacted, and may request a disclaimer be included in any products.

AOB/F Co-Investigators

AOB/F co-investigators participated in grant applications that funded core operations and data collection to establish the cohort and questionnaire development. Data users should contact co-investigators with relevant content expertise when considering applications to access data.

Karen Benzies, content expert: preterm birth, child development, parent-child relationships, fathering, parenting stress, developmental screening measures, longitudinal research; benzies@ucalgary.ca

Beverly Collisson, content expert: late talking and language development; beverly.collisson@ucalgary.ca, beverly.collisson@albertahealthservices.ca

Susan Graham, content expert: childhood learning, talking, language and child development; grahams@ucalgary.ca

Debbie McNeil, content expert: preterm birth, neonatal outcomes, breastfeeding, infant feeding, obesity, policy and decision making; debbie.mcneil@albertahealthservices.ca

Donna Slater, content expert: biologic samples collected during pregnancy (serum, plasma and cord blood); dmslater@ucalgary.ca

Please connect with the AOB/F team program manager to discuss other content experts and collaborators in the AOB/F network.

The AOB/F network has content expertise in many areas including; prenatal care, mental health, adverse childhood experiences, breastfeeding, health inequity, social support, natural disasters, picky eating, food intake, sleep, self-regulation, literacy, injury and recreation. We have skills in longitudinal analysis. We would be happy to help you!

allourfamilies@ucalgary.ca

In the absence of any additional contributions listed above, contributions that do not warrant authorship include, but are not limited to:

- Institutional position
- Acquisition of funding but otherwise not being involved in the project
- General supervision or committee membership
- Participation in the collection of data
- Clerical or mechanical contributions such as basic hardware/instrumentation maintenance and management, providing resources that were not specifically developed for the project at hand (ex. reagents, assessment tools, access to equipment etc.)
- General feedback solicited by an author at any point in the project prior to submission of manuscript for publication

Individuals who have contributed to the project in ways that do not merit authorship should be appropriately acknowledged in either an “Acknowledgements” section or in footnotes as per the

guidelines according to which the manuscript or product is being submitted. Preparation of the data set and related activities associated with variable selection and coding must be acknowledged.

5. Trainee (Student) Authorship

Ethics approvals, data access and confidentiality agreements must be secured for trainee access to the data. Trainees must have ethics approval specific to their research question. It is the role of the supervisor to provide the trainee (trainee and student are equivalent terms) with information about authorship and acknowledgement requirements for AOB/F products.

Investigators using AOB/F data are encouraged to consider the contributions their trainees have made to a project when determining manuscript authorships. Trainees should be invited to share authorship on products in which their individual contributions meet the standards outlined in Section 4: Authorship.

6. Authorship Order

Except where specific guidelines already exist regarding authorship order (such as alphabetical order), authorship order should be based upon magnitude of contribution to the project and/or manuscript and should reflect contributions as described in Section 4: Authorship.

Trainees should be listed as the primary author (first author) for multi-authored manuscripts based on projects, theses and/or dissertations for which the trainees have been the primary contributors.

7. Plagiarism

In multi-investigator studies and highly collaborative projects it is essential to properly acknowledge the work of others. Plagiarism (defined as the act of claiming or appearing to claim credit for passages, ideas, or quotations from someone else's work, whether that work was published in print or in electronic media) will not be tolerated by the AOB/F team.

8. Review/Approval of Manuscripts and Products

Each individual who is listed as an author on a manuscript or product must have the opportunity to critically review the product prior to its submission. Listed authors must give their approval of the final version to be submitted and/or published. Timelines for manuscript review will be negotiated among authors, however, in general, manuscripts should be reviewed within 15 business days. Abstracts and presentations may necessitate less review time and it is the responsibility of the primary author to negotiate and track deadlines for feedback.

The primary author is responsible for preparing revised drafts and addressing reviewer comments for products. Full review by all co-authors for revisions to manuscript or other products may be waived by the co-author(s) according to the nature of the feedback and the type of product. Finally, the primary author is responsible for contacting all co-authors and providing them with a final submitted or re-submitted version for their records.

9. Acknowledgement of Alberta Innovates (formerly Alberta Innovates - Health Solutions and Alberta Heritage Foundation for Medical Research), Alberta Children's Hospital Foundation and Other Funders

The support of funders **must be** acknowledged in the following ways:

- In **all** products of AOB/F as: **All Our Babies is funded through Alberta Innovates Interdisciplinary Team Grant #200700595**. The Alberta Innovates logo must be used in conjunction with this acknowledgement in all instances.



- In **all** products of AOB/F as: **Alberta Children's Hospital Foundation**. The Alberta Children's Hospital Foundation logo must be used in conjunction with this acknowledgement in all instances.



- In **all 3 year (36 month)** products of AOB/F as: **The Max Bell Foundation**.

Max Bell Foundation

- In products that use the information from the first flood survey (2013 Flood Study) data of All Our Babies projects as: **Alberta Health**. The Alberta Health logo may be used in conjunction with this acknowledgement in the above instances.



Other projects may have specialized acknowledgement of the funding source and it is the responsibility of the lead author or supervisor to ensure all appropriate acknowledgements are included. This includes trainee awards, travel awards, other granting agencies, etc.

10. Acknowledgement of AOB/F Staff, Investigators, and AOB/F Participants

All projects that have used AOB/F data in full or in part **must include** the following:

The authors acknowledge the contribution and support of AOB/F participants and AOB/F team members.

11. Acknowledgement of AOB/F Methods

One of the following papers must be included in the methods section of manuscripts or products using the AOB/F cohort:

1. McDonald SW, Lyon AW, Benzies KM, McNeil DA, Lye SJ, Dolan SJ, Pennell CE, Bocking AD, Tough SC. The All Our Babies pregnancy cohort: design, methods, and participant characteristics. *BMC Pregnancy and Childbirth*. January 2013, 13(Suppl 1):S2. DOI: 10.1186/1471-2393-13-S1-S2.
2. Tough SC, McDonald SW, Collisson BA, Graham SA, Kehler H, Kingston D, Benzies K. Cohort profile: the All Our Babies cohort (AOB). *International Journal of Epidemiology*. March 2017 (in press).

The following papers may be included in manuscripts using the AOB/F cohort:

3. Gracie SK, Lyon AW, Kehler HL, Pennell CE, Dolan SM, McNeil DA, Siever JE, McDonald SW, Bocking AD, Lye SJ, Hegadoren KM, Olson DM, Tough SC. All Our Babies Cohort Study: Recruitment of a cohort to predict women at risk of preterm birth through the examination of gene expression profiles and the environment. *BMC Pregnancy and Childbirth*. December 2010, 10(87). DOI: 10.1186/1471-2393-10-87.
4. Bat-Erdene U, Metcalfe A, McDonald SW, Tough SC. Validation of Canadian mothers' recall of events in labour and delivery with electronic health records. *BMC Pregnancy and Childbirth*. January 2013, 13(Suppl 1):S3. DOI: 10.1186/1471-2393-13-S1-S3.
5. Bayrampour H, McDonald S, Fung T, Tough S. Reliability and validity of three shortened versions of the State Anxiety Inventory scale during the perinatal period. *Journal of Psychosomatic Obstetrics and Gynecology*. September 2014, 35(3): 101–107. DOI: 10.3109/0167482X.2014.950218.
6. Benediktsson I, McDonald S, Tough S. Examining the psychometric properties of three standardized screening tools in a pregnant and parenting population. *Maternal and Child Health Journal*. July 2016. 1-7. DOI: 10.1007/s10995-016-2128-4.

****Please refer to the AOB/F website for other topic-relevant publications to cite****

<http://allourbabiesstudy.com/> or <http://allourfamiliesstudy.com>

12. Guardianship

The principal investigator, Dr. Suzanne Tough, is the guardian of the data and has oversight responsibility for the cohort, including adherence to ethical protocols related to access and use of all AOB/F data.

13. AOB/F Data Management

Access to AOB/F data requires agreements related to ethics, transfer of data, storage, use and access to data, confidentiality and secure use of data. The conditions of these agreements must be upheld and will include annual reporting on the use and outputs associated with use of AOB/F data.

Data providers, SAGE and AOB/F retain the right to audit data users to ensure compliance with the terms of the signed Data/Research Agreement/Materials Transfer Agreements. If it becomes known that the data are being mishandled, or if there is a breach in authorized use, ethics, security, confidentiality, reporting, authorship or acknowledgement then the Data Provider, SAGE or AOB/F reserves the right to rescind approval for data access and the data must be returned in full. Appropriate governance bodies may be informed. The data provider, AOB/F, SAGE and/or other data stewards retain the right to launch a complaint through appropriate academic or other channels. Researchers may be asked to return AOB/F data and/or denied the use of AOB/F data.

****If you are unsure what guidelines apply, or how to appropriately acknowledge the AOB/F cohort or team of investigators, please contact the AOB/F research program. ****

These guidelines reflect the intent of AOB/F to uphold the highest quality and integrity in data sharing. They may be revised from time to time and data users are encouraged to connect with AOB/F for updates.

Application of these guidelines ensures that the contributions of participants, funders, and key contributors are acknowledged.

APPENDIX I: References

Claxton LD. Scientific authorship. Part 2. History, recurring issues, practices, and guidelines. *Mutation Research/Reviews in Mutation Research*. January 2005, 589(1): 31-45. DOI: 10.1016/j.mrrev.2004.07.002.

Osborne JW, Holland A. What is authorship, and what should it be? A survey of prominent guidelines for determining authorship in scientific publications. *Practical Assessment, Research and Evaluation*. July 2009, 14(15), 1-19. ISSN: 1531-7714.

APPENDIX II: Brief History of Original Contributions

[AOB/F Methodology, Pregnancy Questionnaires and 4 Month Follow up](#)

Suzanne Tough, Heather Kehler: conceptualization of the cohort study, design of the instruments and the methodology (including collaboration and consultation with content experts through a Program Committee and Academics through a Research Committee), ethics approval, securing funding for the All Our Babies cohort - once known as the observational cohort (OC) and the prediction cohort (PC) from whom biologic samples were collected.

Deborah McNeil, Siobhan Dolan, Kathy Hegadoren: design and review of the instruments and development of the questionnaires for the prenatal period and 4 months postpartum. Debbie McNeil and Siobhan Dolan played a key role in the research related to Centering Pregnancy.

Heather Kehler, Sara Gracie, Katie Forbes: project coordination and management, oversight for participant contact, questionnaire mail-out and follow up, data entry, ad hoc reporting, stakeholder correspondence.

Sheila McDonald and Beverly Collisson: primary responsibility for the cleaning, documentation and refinement of the OC and PC data sets, development and refinement of the 4 month questionnaire and associated ethics approvals.

Andrew Lyon: conceptualization and implementation of the methodology for obtaining and accessing biologic samples (including mobile and CLS phlebotomists, retrieval of cord blood) and for recruitment of women early in pregnancy.

Donna Slater, Siobhan Dolan, Andrew Lyon, Al Bocking, Craig Pennell, Suzanne Tough, Steven Lye: analysis of the samples for transcripts (SNP's) and decision regarding phenotypic data.

[AOB/F 12 Month Follow up](#)

Sheila McDonald, Beverly Collisson, Deborah McNeil, Karen Benzies, Joyce Magill-Evans, Shirley Leew, Suzanne Tough: developed the questionnaire for the 12 Month Follow Up.

[AOB/F 24 Month Follow up](#)

Sheila McDonald, Beverly Collisson, Deborah McNeil, Karen Benzies, Joyce Magill-Evans, Marilyn Ballantyne, Suzanne Tough: developed the questionnaire for the 24 Month Follow Up.

[AOB/F 36 Month Follow up](#)

Sheila McDonald, Beverly Collisson, Deborah McNeil, Karen Benzies, Marilyn Ballantyne, Suzanne Tough: developed the questionnaire for the 36 Month Follow Up.

[AOB/F Flood Follow up 2013](#)

Suzanne Tough, Sheila McDonald, Anna Pujadas-Botey: developed the questionnaire for the 2013 Flood Follow up.

[AOB/F 5 Year Follow Up](#)

Sheila McDonald, Nikki Stephenson, Beverly Collisson, Susan Graham, Suzanne Tough: led the process for the development of the questionnaire for the 5 year follow up. Key stakeholders included Deborah McNeil, Karen Benzies, Gerry Giesbrecht, Nicole Letourneau, Deborah Dewey, Rhonda Bell, Tanis Fenton, Raylene Riemer and Brent Hagel.

AOB/F 8 year Follow Up

Erin Hetherington, Sheila McDonald, Dawn Kingston, Beverly Collisson, Susan Graham, Nikki Stephenson, Muci Wu, Mary Canning, Andrea Deane, Suzanne Tough: were integral to the development of the questionnaire for the 8 year follow up. Key stakeholders included Dawn Kingston, Carly McMorris, Karen Benzies, Gerry Giesbrecht, Nicole Letourneau, Deborah Dewey, Rhonda Bell, Tanis Fenton, Raylene Reimer, Kelly Schwartz, Lianne Tomfohr, Sheri Madigan and Brent Hagel.
