

## **CNOC Publications Committee Goals and Responsibilities**

CNOC's Publications Committee is responsible for review and approval of all abstracts and manuscripts for publication in peer-reviewed journals that contain or pertain to CNOC data or seek CNOC endorsement. All manuscript reviews will be completed within 30 days of submission to the Publications Committee. The Publications Committee will also assist with the review and publication of annual CNOC Scientific Sessions abstracts.

The Publications Committee will schedule meetings quarterly. The Chair and Co-Chair(s) of the committee will be responsible for scheduling meetings and sending meeting information to its members. Draft agendas will be provided to committee members during the week prior to the meeting and meetings may be canceled at this time if there are no actionable agenda items. The Chair and Co-Chairs may meet at other times on an ad-hoc basis.

On receipt of an application, the Chair will share the manuscript with the committee and any Publications Committee member may express interest in overseeing the collection of feedback, leading the discussion on the approval decision, and preparation of a draft response to the authors. If no Publications Committee member is available, the Chair and Co-Chairs will be responsible for review and response.

### CNOC Publications Committee Endorsement and Support Guidelines

All manuscripts generated from CNOC data, originating from SIGs or subcommittees, or requesting an endorsement from the organization require Publications Committee review, with the expectation that any substantive feedback from the Publications Committee be considered and substantively responded to by the authors. Upon receipt of authors' responses to the comments, the Publications Committee will report a final recommendation to CNOC's Steering Committee (SC) within 14 days and report its decision to the authors.

Manuscript authors may request different types of endorsement or approval based on the manuscript type and author position within CNOC. See below for procedures governing the approval and endorsement of different types of documents.

1. Research study using CNOC registry data to be submitted in a peer-reviewed journal
  - Review process: reviewed by the Publications Committee for scientific content before journal submission; Steering Committee (SC) review not required unless there are concerns from the Publications Committee
  - Required text in manuscript to be included in the title: "A report from the Cardiac Neurodevelopmental Outcome Collaborative"

2. Policy or protocol statement (from a CNOC committee, taskforce, or SIG)
  - Review process: reviewed by the Publications Committee with recommendation and comments to the Steering Committee and vote during a scheduled SC meeting with a quorum of attendees. For approval, a 75% majority vote is required from SC meeting attendees.
  - Required text in manuscript to be included in the title: "Recommendations from the Cardiac Neurodevelopmental Outcome Collaborative"
  
3. Non-policy or protocol statements from a Committee, Taskforce, SIG (often a review paper or gaps analysis)
  - Review process: reviewed by Publications Committee; Steering Committee review not required unless there are concerns from the Publications Committee
  - Required text in manuscript to be included in the author line: "From the (committee/taskforce/SIG name) of the Cardiac Neurodevelopmental Outcome Collaborative"
  
4. Publication from a group/organization/committee outside CNOC requesting our endorsement such as an AHA or AAP statement
  - Review Process: the manuscript is reviewed by CNOC's Executive Committee (EC) who may invite other Steering Committee members with specific expertise. Publications Committee Chairs or Vice Chairs coordinate the revision by sending the manuscript to the EC and gathering their comments within 30 days. Publications Committee Chairs or Vice Chairs summarize the manuscript and feedback during a scheduled SC meeting with a quorum of attendees and SC members vote. For approval, a 75% majority vote is required from SC meeting attendees.
  - Statement: Location and exact wording at the discretion of the requesting organization, but something comparable to, "Approved (or endorsed, or supported) by the Cardiac Neurodevelopmental Outcome Collaborative."
  
5. Scientific abstract submitted for presentation at the CNOC annual Scientific Session  
The Publication Committee will collaborate with CNOC Program, Research, Quality Improvement, and Database and Implementation Committees to review abstracts and manage the approval process. The Publications Committee may identify and recruit outside reviewers with required specific expertise as needed. The Publications Committee will also coordinate the publication of abstract in a special issue in *Cardiology in the Young* (CITY).

NOTE: Publications based on CNOC data, committee, taskforce, or SIG publications, and CNOC-endorsed publications from outside groups must be

published in a peer-reviewed, and database-indexed journal, in order to promote dissemination and impact. CNOC reserves the right to withdraw endorsement or request that required text be removed from manuscripts if there are concerns about the status of a journal a manuscript is being submitted to or if the quality of the manuscript does not meet CNOC standards.

For manuscript to be submitted to committee and *Cardiology in the Young*:

*Cardiology in the Young* (CITY) is CNOC's official journal partner. Articles reviewed and approved by the Publications Committee and submitted for publication to CITY will undergo an expedited reviewing process. On receipt of new submissions, Publications Committee Chairs will inquire if authors are considering submission to CITY and inform them of the specific workflow process for notifying CITY that their manuscript has been reviewed and approved.

For this expedited review of approved manuscripts to occur, the following need to be met:

1. Authors must clearly indicate in the manuscript submission cover letter of the reviewing process involving CNOC committees, e.g. "The current version of the manuscript was reviewed and approved by CNOC's Publications Committee and (any other committee) on (date)."
2. Within the manuscript document, authors must include relevant standard statement(s) in the methods section where appropriate of CNOC committees' involvement. These may include: "The study protocol was reviewed and approved by CNOC (Research/Quality Improvement/Database and Implementation, or others) Committee"  
"The manuscript was reviewed and approved by CNOC's Publications Committee (any other committee as appropriate)."
3. Once authors have submitted their manuscript to CITY, they should forward the submission confirmation to the Chair and/or Vice Chairs of the Publication Committee. Committee Chair or Co-chair shall notify the head editor of CITY that a CNOC approved submission was submitted and include the names of committee members who were involved in the review.

Updated: 14 November 2024