

CNOC Publications Committee Goals and Responsibilities

CNOC's Publications Committee is responsible for review and approval of all manuscripts for publication in peer-reviewed journals that contain or pertain to CNOC data or seek CNOC endorsement. 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(s) and Vice-Chair 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 Chairs and Vice-Chair may meet at other times on an ad-hoc basis.

Instructions to Authors

Only a final version of manuscript, ready to be submitted to a journal, should be sent to the Publications Committee for review. On receipt of a manuscript, the Chairs will share the manuscript with the committee and secure **a minimum of three committee members** with the sufficient expertise to assess and who commit to provide comprehensive written review. The goal will be to have at least five reviewers for each manuscript but if this is truly difficult to obtain for a particular manuscript, then the process can move forward with three reviewers who provide substantive feedback.

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

CNOC approvals:

1. Research study using CNOC registry data

- **Review process:** reviewed for scientific content by Publication Committee and/or CNOC members with specific subject knowledge when necessary (per invitation from the Publication Committee Chairs or Vice-Chair). CNOC Publication Committee Chairs or Vice-Chair coordinate the revision by sending the manuscript to reviewers, collating feedback, and communicating this feedback to the author(s) **within 30 days**. The Publication Committee expects that any substantive feedback will be considered and responded to in writing by the authors to receive approval. Steering Committee (SC) review is not required unless the Publications Committee has concerns.
- **Required text in manuscript to be included in the title:** "A report from the Cardiac Neurodevelopmental Outcome Collaborative".

2. Surveys, non-policy, or protocol statements (e.g., a review paper or gap analysis) from a CNOC Committee, Taskforce, or SIG

- **Review process:** reviewed for scientific content by Publication Committee and/or CNOC members with specific subject knowledge when necessary (per invitation from the Publication Committee Chairs or Vice-Chair). CNOC Publication Committee Chairs or Vice-Chair coordinate the revision by sending the

manuscript to reviewers, collating feedback, and communicating this feedback to the author(s) **within 30 days**. The Publication Committee expects that any substantive feedback will be considered and responded to in writing by the authors to receive approval. Steering Committee (SC) review is not required unless the Publications Committee has concerns.

- Required text in manuscript to be included in the author line: "From the (committee/taskforce/SIG name) of the Cardiac Neurodevelopmental Outcome Collaborative".

3. Policy, protocol, or position statement from a CNOC Committee, Taskforce, or SIG

- Review process: reviewed for scientific content by Publication Committee and/or CNOC members with specific subject knowledge when necessary (per invitation from the Publication Committee Chairs or Vice-Chair). CNOC Publication Committee Chairs or Vice-Chair coordinate the revision by sending the manuscript to reviewers, collating feedback, and communicating this feedback to the author(s) **within 30 days**. The Publication Committee expects that any substantive feedback will be considered and responded to in writing by the authors. Final recommendation and comments are reported by the Publication Committee Chair or Vice Chairs at the next Steering Committee and vote for approval with a quorum of attendees. ***For approval, a 75% majority vote is required from Steering Committee members.***
- Required text in manuscript to be included in the title: "Recommendations from the Cardiac Neurodevelopmental Outcome Collaborative".

CNOC Endorsement:

4. Publication from a recognized group/organization/committee outside CNOC requesting CNOC endorsement (such as an AHA or AAP statement)

- Review Process: The manuscript is reviewed for scientific content in the same way as all other manuscript types, with the addition of review by CNOC's Executive Committee (EC), who may also invite other Steering Committee members with specific expertise relevant to the particular manuscript. CNOC Publication Committee Chairs or Vice-Chair coordinate the revision by sending the manuscript to reviewers, collating feedback, and communicating this feedback to the author(s) **within 30 days**. The Publication Committee expects that any substantive feedback will be considered and responded to in writing by the authors. Steering Committee will vote during a scheduled SC meeting with a quorum of attendees. ***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."

***For a manuscript that is to be submitted to *Cardiology in the Young*:**

Cardiology in the Young (CiTY) is CNOC's official journal partner. In accordance with an existing agreement with the CiTY Editor-in-Chief, manuscripts reviewed and approved by the Publications Committee and submitted for publication to CiTY will undergo an

expedited review process. On receipt of new submissions, the 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 steps need to be followed:

- a. When submitted their manuscript to CiTY, the authors must clearly indicate in their cover letter to CiTY that the manuscript has been reviewed by the CNOC Publications Committee. For example: “This manuscript has been reviewed and approved by the Publications Committee and (any other committee) of the Cardiac Neurodevelopmental Outcome Collaborative (CNOC) on (date).”
- b. Within the manuscript, where applicable, the authors must include relevant standard statement(s) in the Methods section acknowledging the involvement of a CNOC committee(s). Examples include: “The study protocol was reviewed and approved by CNOC (Research/Quality Improvement/Database and Implementation, or others) Committee”.

Once authors have submitted their manuscript to CiTY, they should forward the submission confirmation to the Publication Committee Chairs and Vice-Chair. The Publication Committee Chairs or Vice-Chair will then confirm approval with the Editor of CiTY and provide the names of committee members who were involved in the review.

*****IMPORTANT NOTE:** Publications based on CNOC data, as well as CNOC 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 the journal to which a manuscript is being submitted or if the quality of the manuscript does not meet CNOC standards.

Revision and publication of abstracts submitted for presentation at the Annual Scientific Sessions of CNOC

The Publication Committee will collaborate with CNOC Program and Meetings, 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 specific expertise, as needed. The Publications Committee will also coordinate the publication of abstracts in a special issue in *Cardiology in the Young* (CiTY).

Updated: 14 May 2026