



Authorship in the SHCS and in multi-cohort collaborations

The ICMJE guidelines

The SHCS guidelines are based on the guidelines of the International Committee of Medical Journal Editors (ICMJE) ("*Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication*"), last update in December 2017, and published online www.icmje.org

Authorship credit should be based on

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All persons designated as authors should qualify for authorship, and all those who qualify should be listed.

Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Non-author contributors

Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be acknowledged. Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading.

Publication rules in SHCS projects

- All SHCS projects and investigators/co-investigators must be approved by the scientific board. Additional investigators (who qualify for authorship according to the guidelines) may also be considered by the principle investigator or the head of an SHCS institution during the course of a project, if scientifically necessary.
- All SHCS projects are multi-center projects. The Scientific Board may approve exceptions (e.g. pilot studies, feasibility studies, methodological studies etc.).
- All involved centers contribute scientifically.
- The responsible investigator is encouraged to invite interested SHCS representatives via the head of the SHCS centre, if possible at least one week before submission of a project proposal.

- For project submission, it is not mandatory that all centers co-author the proposal. However, after acceptance, co-investigators of all centers have to be identified. In exceptional circumstances, the head of the institution can decide not to delegate a co-investigator if there is not sufficient contribution from its center to a specific project.
- Scientific input is taken into account.
- Co-investigators are co-authors.
- Co-investigators have the responsibility to engage in the approved project from the start, and have an active participation. Failure to do so should be reported to the chairman of the Scientific Board of the SHCS and may be a reason for dismissal of the co-investigator.

Wording of authorship (as defined on <http://www.shcs.ch>)

The wording to be used is "**X, Y, Z, and the Swiss HIV Cohort Study (SHCS)**".

Alternative wordings like "... for the SHCS" can only be used **with the approval of the Scientific Board**. If a rapid decision is needed, the request has to be submitted to the SB Chairman or to the SHCS President. The alternative wording, e.g. "for" can be justified in the following situations:

- for a study taking place in one or two centers only or for a study including less than 100 patients
- for a study where the involvement of the SHCS regarding data, blood samples and budget is minor
- for international collaborations where the SHCS contributes less than half of the included patients

A local project, from a single center, that has used SHCS data and that was not funded by the SHCS has to mention the SHCS in the acknowledgment and not in the title.

Footnote (as defined on <http://www.shcs.ch>)

The SHCS or MoCHiV member list has to be included as a footnote.

Please use updated footnote.

Publication rules in multi-cohort collaborations

According to the ICMJE guidelines, large multi-center groups, who conduct a scientific work, should apply the following rules:

- The group should identify the individuals who accept direct responsibility for the manuscript;
- these 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.

Contributorship and representation of the SHCS for each multi-cohort collaboration are approved by the Scientific Board of the SHCS.

A representative of the SHCS in multi-cohort projects is responsible that

- co-authorship,
- acknowledgement of the SHCS as a whole, and
- its SHCS members as well as the
- acknowledgement of the financial support including the Swiss National Science Foundation are adequate.

The number of co-investigators from the SHCS and the association with the (name of the) Swiss HIV Cohort Study depends on the proportion of the contribution of the SHCS or its investigators. Authors must fulfill the ICMJE criteria.

In epidemiological or clinical multi-cohort collaborations including SHCS data, the name "Swiss HIV Cohort Study" must be mentioned either in the author list, or the appendix, or the funding information, or other appropriate sections of the paper (but not only in "additional information" or other appendices that are placed in the internet or homepage of a journal). If the SHCS contributes more than 10% of the data or more than 100 patients, the SHCS footnote must be added.

Publication rules in laboratory-cohort collaborations

The SHCS is frequently approached by Swiss investigators (e.g. SNSF grants), or by non-Swiss researchers to have access to materials or data. Bench work defines this type of collaboration, which typically involves significant commitment, external funding, and expertise by the primary group. The laboratory may actively return new data to the cohort, thus actively enriching it. A proportionality rule may not be applicable, nor a concept of retribution to the SHCS, if there is a net beneficiary of new data and or funding. In some cases, the SHCS may be approached for external validation of completed work.

The following rules apply:

- Requests to the SHCS for collaborative work with a laboratory must always be approved by the scientific board before data or samples are exchanged or promised to other groups.
- Scientific input and the number of patients or the number of laboratory specimens per center is taken into account to define the co-investigators.
- The SHCS should provide an example of scientific altruism by encouraging autonomy and responsibility of the research group in their identification of the most appropriate expertise in the SHCS and their proposal for co-investigators.
- Co-investigators are co-authors.
- Co-investigators have the responsibility to engage in the approved project from the start, and have an active participation. Failure to do so should be reported to the chairman of the Scientific Board of the SHCS and may be a reason for dismissal of the co-investigator.

Authorship in laboratory collaborations

The appropriate authorship wording is defined at the time of approval of the project. It includes all the categories defined above (... "and the SHCS", ... "for the SHCS", etc.).

The Scientific Board may approve a contribution to a major external project where the SHCS is not expected to be part of the title, or a collective author. The SHCS participation will be indicated by:

- (optional) Having the SHCS authors use "and Swiss HIV Cohort Study" as part of their professional affiliation.
- Inclusion of the SHCS web site in the Materials and Methods section.
- Inclusion of the name "Swiss HIV Cohort Study" and the funding information of the SHCS in the appendix or other appropriate sections of the publication.

Responsibilities of SHCS representatives apply as outlined above.