

**Burn Model System  
National Data and Statistical Center**

**STANDARD OPERATING PROCEDURE (SOP) #608**

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| SOP #608                                       | <b>Title:</b> Branding and Authorship |
| <b>Approved:</b> BMS Project Directors         | <b>Effective Date:</b> 5/27/15        |
| <b>Attachments:</b>                            | <b>Revised Date:</b> 3/15/24          |
| <b>Forms:</b> None                             | <b>Review Date:</b> 9/28/20           |
| <b>Review Committee:</b> BMS Project Directors |                                       |

**Introduction:**

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This policy and procedure addresses the issues of branding with the Burn Model System (BMS) name, as well as authorship of manuscripts using data from the BMS National Database and Archived Collaborative Study Datasets (referred to as “BMS manuscripts” and “BMS publications” throughout this document).

**Purpose:**

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To provide guidance for (1) branding of BMS publications and other products (e.g., abstracts) and for (2) determining/assigning authorship on manuscripts that use data from the BMS National Database and Archived Collaborative Study Datasets.

**Scope:**

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Staff of the BMS and BMS longitudinal follow-up centers: All staff, students, and other related personnel involved in the NIDILRR-funded BMS Model System Centers who wish to use data from the BMS National Database and Archived Collaborative Study Datasets.

Note: This does not apply to public uses (i.e.: external requests to utilize data of the BMS National Database or Archived Collaborative Study Datasets). These users should follow the guidelines for acknowledgment of the BMS that is outlined in SOP #604 “External Request for BMS National Database and Archived Collaborative Study Datasets”, and American Psychological Association (APA) or International Committee of Medical Journal Editors (ICMJE) guidelines for authorship.

**Responsibilities:**

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All persons identified in the “Scope” statement will abide by this policy.

**Policy:**

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I. BMS Branding:

- a. Branding of a study with the BMS name is required if the data used

- includes any amount of data from the BMS National Database or from an Archived Collaborative Study Dataset.
- b. Method of branding: The words “Burn Model System” should appear somewhere in the title. It is up to the discretion of the authors how to implement this. It is suggested that NIDILRR also be included. Some possibilities follow:
    - i. “\_\_\_: A National Institute on Disability, Independent Living, and Rehabilitation Research Burn Model System Study.”
    - ii. “A National Institute on Disability, Independent Living, and Rehabilitation Research Burn Model System Investigation of \_\_\_\_\_”.
  - c. The following acknowledgement should be included if the data used is from the BMS National Database or from a BMS Archived Collaborative Dataset.

“This project was supported, in part by grant number 90XX####, from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration for Community Living policy.”

    - i. The BMS grant numbers to be included in the acknowledgment should include the active BMS grant numbers for all co-authors on the manuscript.
  - d. Whenever possible, the DOI (digital object identifier) for the Burn Model System National Longitudinal Database should be used. That DOI is 10.17605/OSF.IO/SWC2P.
  - e. Use of branding can be waived if the journal to which the manuscript is being submitted does not allow it.
    - a. In the event that it is not possible to include the “Burn Model System” in the title, the branding statement should be included in the abstract (when permitted). For instance, Methods: The data were collected by NIDILRR funded Burn Model System.
  - f. When a study has used data collected by only one BMS Center (with funds from that center's BMS grant), the authors are required to use the BMS branding verbiage as outlined above.

## II. Authorship for manuscripts using data from the BMS National Database or Archived Collaborative Datasets.

- a. Authorship should be based on a substantive contribution to the manuscript. The following guidelines, proposed as a standard by the International Committee of Medical Journal Editors, are adopted for use on BMS manuscripts. The following is their current wording, which will be changed if the published guidelines

change.

- i. Authorship credit and authorship order should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.
- ii. When a large, multicenter group has conducted the work, 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. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name. Journals generally list other members of the group in the Acknowledgments. The National Library of Medicine indexes the group name and the names of individuals the group has identified as being directly responsible for the manuscript; it also lists the names of collaborators if they are listed in Acknowledgments.
- iii. Acquisition of funding, collection of data, or general supervision of the research group or of local data collectors alone does not constitute authorship.
- iv. All persons designated as authors should qualify for authorship, and all of those who qualify should be listed.
- v. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.
- vi. All contributors who do not meet the criteria for authorship may be listed in an Acknowledgments section. Examples of those who might

be acknowledged include a person who provided purely technical help, writing assistance, or a department chairperson who provided only general support.

- vii. Groups of persons who have contributed materially to the paper but whose contributions do not justify authorship may be listed under such headings as “clinical investigators” or “participating investigators,” and their function or contribution should be described—for example, “served as scientific advisors,” “critically reviewed the study proposal,” “collected data,” or “provided and cared for study patients.” Because readers may infer their endorsement of the data and conclusions, these persons must give written permission to be acknowledged.
- b. The primary author of the BMS manuscript has the responsibility to ensure that each co-author listed has made a contribution substantial enough to warrant authorship.
- c. The order of authorship as it will appear in the manuscript should also be discussed and agreed upon by all authors of the manuscript.
- d. It is suggested that issues of authorship and of acknowledgment of collaborators be discussed as soon as group members (interested in publishing a paper on a specific topic) have been identified. In the case of BMS manuscripts, opportunities for “substantial contributions to conception and design, acquisition of data” are limited. Furthermore, only a limited number of people can realistically make a meaningful contribution to the “analysis and interpretation of data”. Journals have begun to limit the number of authors and/or to ask for specific declarations of the contribution of each proposed author, so as to decrease incidents of authorship inflation. BMS should heed the spirit of the APA and ICMJE authorship requirements.
- e. In the event that a person indicated interest in collaborating on a manuscript but then does not contribute or provide feedback in a timely manner, the following steps can be taken:
  - i. All collaborators should be asked to provide feedback within two weeks;
  - ii. If one or more collaborators did not respond within two weeks, they should be followed up with and notified that if they don’t respond or provide feedback within a week, their name will be removed from the manuscript. Project coordinators and project directors of the BMS Center that the non-responding collaborator is affiliated with should be cc’ed in this follow-up.

**Training requirements:**

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None

**Compliance:**

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All persons identified in the “Scope” statement must comply with this procedure.

**References:**

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- I. Traumatic Brain Injury Model System Standard Operating Procedure #608: Branding and Authorship Policy.
- II. American Psychological Association Publication Practices and Responsible Authorship guidelines:  
<http://www.apa.org/research/responsible/publication/index.aspx>
- III. International Committee of Medical Journal Editors Policy for Authorship:  
[http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html)

**History:**

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9/30/15: Updated to replace all references to NIDRR with NIDILRR.

9/30/20: Updated to include the DOI for the BMS National Longitudinal Database.

3/15/24: Wording included to indicate which grant numbers should be listed and procedures for addressing non-response from collaborators added.

**Review schedule:**

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At least every 5 years.