

Jackson Heart Study

Publications & Presentations Procedures

The Jackson Heart Study (JHS) Publications and Presentations Subcommittee (PPS) reviews and approves all manuscript proposals, abstracts, and manuscripts based on JHS data. Manuscript proposals from external investigators must include a JHS investigator or designated JHS representative. JHS investigators include those who are supported by JHS funding from the three partner institutions participating, NHLBI staff (Field Site and Project Office), RFA-HL-13-007 awardees and JHS Vanguard Center Principal Investigators. The JHS encourages the inclusion of Early Career Investigators on manuscript proposals. All correspondence related to Publications and Presentations should be sent to jhspub@umc.edu. Note: Incomplete submissions will delay the PPS review process.

1. **Manuscript proposals** should address specific hypotheses with existing data and analyses that can be done within a period of 24 months, upon approval by the PPS. Any potential overlap issues with approved manuscript proposals and published manuscripts should be identified and addressed by the lead author.
 - a. The lead author should;
 - i. Complete the manuscript proposal form online and upload all required documentation via the [JHS Website](#).
 - ii. Upload a single document that includes a compilation of emails including the “from”, “sent”, “to”, and “subject” lines from each co-author’s email stating their specific approval of the manuscript proposal submission.
 - iii. Upload the [JHS Variables Request Sheet](#) identifying specific relevant variables requested for data analysis. Note: A variables list is not required if a dataset is not requested from JHS Coordinating Center.
 - iv. **If the lead author is a student**, a mentor assurance letter must be upload as part of the manuscript proposal submission. The letter should include:
 - A brief description of the purpose of project and student’s role.
 - Identification of funding sources, if any, for proposed research.
 - A Statement describing mentor’s support of and commitment to the applicant and proposed research including submission of the final product (i.e. manuscript) to the PPS.
 - Projected timeline for project completion.
 - b. Upon receipt of all required documentation, the lead author receives automated acknowledgement of submission from PPS.
 - c. After the PPS review a manuscript proposal, the lead author is notified of the PPS decision.
 - d. Upon approval and prior to data release, all co-authors with access to JHS data must sign a JHS Data and Materials Distribution Agreement (DMDA) or Data Use Agreement (DUA), as applicable.
 - e. Manuscript proposals are retired if no manuscript is submitted for PPS review within 2 years of approval.

2. **Abstracts** must be based on an approved manuscript proposal or ancillary study and **submitted to the PPS at least 2 weeks prior to the conference submission deadline**. Note: Any abstract submitted to a conference or scientific meeting without PPS approval must be withdrawn.
 - a. The lead author should:
 - i. Complete the presentation form [online](#) and uploading all required documentation via the JHS website.
 - ii. Ensure that the abstract submitted adheres to conference guidelines.
 - iii. Upload a single document that includes a compilation of emails including the “from”, “sent”, “to”, and “subject” lines from each co-author’s email stating their specific approval of the manuscript proposal submission.

- b. Upon receipt of all required documentation, the lead author receives automated acknowledgement of submission from PPS.
 - c. After the PPS reviews an abstract, the lead author is notified of the PPS decision
 - d. If an abstract contains NIH author/co-authors, NHLBI must review the abstract prior to submission to the scientific meeting/conference.
 - e. The lead author must submit to the PPS a copy of the final abstract and notification of acceptance by the meeting/conference to the PPS Chair at jhspub@umc.edu.
3. **Manuscripts** adhering to anticipated journal guidelines must be submitted to the PPS Chair at jhspub@umc.edu.
- a. The lead author is responsible for submitting the following along with the completed manuscript:
 - i. Upload a single document that includes a compilation of emails including the “from”, “sent”, “to”, and “subject” lines from each co-author’s email stating their specific approval of the manuscript proposal submission.
 - ii. A cover letter addressed to PPS stating the title and a list of authors/co-authors. Co-authors affiliated with NIH should be identified.
 - iii. A lay summary of the manuscript in 300-500 words.
 - iv. Copies of the analysis data set, and codes used for data processing and analysis.
 - b. The manuscript should include:
 - i. “Jackson Heart Study” in the title and summary, when possible.
 - ii. **Acknowledgement of funding sources** for JHS contracts as follows:
The Jackson Heart Study is supported by contracts HHSN268201300046C, HHSN268201300047C, HHSN268201300048C, HHSN268201300049C, HHSN268201300050C from the National Heart, Lung, and Blood Institute and the National Institute on Minority Health and Health Disparities. The authors thank the participants and data collection staff of the Jackson Heart Study.
 - iii. **The following disclaimer must be included in your submitted manuscript:** *The views expressed in this manuscript are those of the authors and do not necessarily represent the views of the National Heart, Lung, and Blood Institute; the National Institutes of Health; or the U.S. Department of Health and Human Services.*
 - c. Should there be a change in authorship, the lead author must communicate change via a letter to the PPS Chair jhspub@umc.edu.
 - d. PPS reviews the manuscript and lead author is notified of decision
 - e. Manuscripts with NIH author/co-authors must be reviewed by NHLBI.
 - i. Lead author must send the manuscript and a copy of the PPS letter of approval to NHLBI at nhlbi_ebpdocs@nhlbi.nih.gov and cc’d to the Project Officer at nelsonc@nhlbi.nih.gov before submission to a journal for publication.
 - f. Upon approval by PPS and NHLBI, if applicable, the lead author submits manuscript to journal and notifies the PPS Chair of journal submission and acceptance.
 - g. Once published, a reprint or copy of the article should be sent to the PPS at jhspub@umc.edu.
4. **NIH Public Access Policy:** NIH-funded investigators shall submit to the NIH National Library of Medicine’s (NLM) PubMed Central (PMC) an electronic version of the author’s final manuscript, upon acceptance for publication, resulting from research supported in whole or in part with direct costs from NIH. NIH defines the author’s final manuscript as the final version accepted for journal publication, and includes all modifications from the publishing peer review process. The PMC archive will preserve permanently these manuscripts for use by the public, health care providers, educators, scientists, and NIH. The policy directs electronic submissions to the NIH/NLM/PMC at <http://www.pubmedcentral.nih.gov>.