

# Publication and Authorship Policy

## Sleep and Activity Database for the Early Years (SADEY)

### Introduction

The SADEY project aims to pool international data to provide generalisable evidence from a large sample of children, across diverse developmental outcomes, of the optimal daily levels and compositions of physical activity, sedentary behaviour and sleep for young children.

The project coordinating centre is at the University of Wollongong, and oversight is provided by an international Leadership Group. Data from the SADEY project will be available for data contributors, members of the Leadership Group, and international researchers to use via application (please refer to the '*Application to Access Data*' on the [SADEY website](#)).

The purpose of this document is to outline the SADEY publication process and to highlight expectations in terms of authorship and acknowledgements.

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## 1. Stages of SADEY data release

SADEY data will be released in two stages, as indicated below:

Stage	Description
1. SADEY Leadership Group Members and data contributors	<ul style="list-style-type: none"><li>Data will be made available to members of the SADEY Leadership Group and data contributors who will have 12 months to apply for 'advanced data access' prior to the release of data to other researchers, as long as the proposal does not overlap with the main objectives of the initial grant that funds SADEY (or other approved proposals). Researchers will be notified via email when applications are open for advanced data access. Whenever there is an update to the SADEY dataset (e.g., new studies added), the 12-month advanced data access would be reinstated for the updated dataset.</li></ul>
2. General access	<ul style="list-style-type: none"><li>After the advanced data access period, SADEY data will be available for use by SADEY Leadership Group Members, data contributors and other researchers by application. Proposals must not overlap with the main objectives of the initial grant that funds SADEY or other previously approved proposals.</li></ul>

To access SADEY data, researchers will be required to submit a research proposal and agree to the terms and conditions of data use. The process for applying for SADEY data and the terms and conditions are outlined in the *Application to Access Data* (available on the [SADEY website](#)).

If approved, data access will be granted for a 12-month period. When this period is approaching its end, data users will be required to complete and return the *SADEY Project Update Form* (available via [SADEY website](#)) to indicate whether: (i) the project is complete; (ii) the project is still underway and a 12-month extension is required; or (3) the project has been abandoned.

## 2. Requirements for manuscripts using SADEY data

### ***Process for manuscripts***

Please adhere to the following process when seeking to produce manuscripts using SADEY data:

1. Check the [SADEY website](#) to ensure that:
  - a. Your research question(s) are consistent with SADEY's objectives and can be addressed with SADEY data
  - b. Your research proposal will require data from at least three studies that have contributed to SADEY
  - c. There is not a major overlap between your research question(s) and a research question(s) of a previously approved application;
2. Prepare a draft proposal by completing the *Application to Access Data*.

3. Submit your draft proposal to the SADEY team using the SADEY data request portal: [\[add REDCap link here\]](#). Please ensure you select 'draft' as the proposal status;
4. The SADEY team will advise which potential collaborators you should invite to be co-authors on your manuscript, based on the data you are requesting and the ICMJE authorship requirements. You will be required to invite the following to be co-authors:
  - a. The lead investigators of the individual studies that will contribute data to the SADEY dataset you are given. If desired, these investigators may also nominate one additional/alternative author;
  - b. The SADEY co-leads, project manager and PhD student (see [Appendix A](#));
  - c. Members of the SADEY Leadership Group (see [Appendix A](#))
5. The Lead Researcher should email a draft copy of the proposal to the potential collaborators as advised by the SADEY office and invite them to join the authorship team for the manuscript<sup>1</sup>. For consistency, please use the following subject line on your email: "*Potential SADEY collaboration: [your study title]*". Members of Group 4a (data contributors) and Group 4b (SADEY co-leads and manager) should be included in the authorship team if they opt-in as co-authors. Members of Group 4c (Leadership Group) who want to nominate as co-authors will be required to provide a statement about their expertise relevant to the manuscript and their potential contribution – the Lead Researcher may accept or reject nominations from this group. Potential collaborators should be given 10 working days to opt-in and provide feedback on the draft proposal if desired.
6. The Lead Researcher should work with their new authorship team to agree on a final proposal and to decide roles and responsibilities within the team. It is expected that all co-authors meet the requirements for authorship according to [ICMJE authorship guidelines](#).
7. The Lead Researcher should submit the final proposal via the SADEY data request portal: [\[add REDCap link here\]](#). Please ensure you select 'final' as the proposal status. Evidence of approval from an ethics committee needs to be submitted alongside final proposals;
8. The proposal will be reviewed by the SADEY team. This review process and outcomes are explained on the *Application to Access Data* form.
9. If your proposal is approved, you will be provided with the requested data and you may commence work on your manuscript. Throughout the project, the Lead Researcher is responsible for engaging with the authorship team and submitting any *Project Update Forms* that are needed;
10. In line with [ICMJE guidelines](#), all authors are required to approve and make contributions to the manuscript to retain authorship status. Collaborators who do not engage with the project beyond opting in as co-authors should be removed from the authorship list of the manuscript. Please allow at least 10 working days for co-authors to review the manuscript. Once your authorship team has approved the manuscript,

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<sup>1</sup> By opting in to authorship teams, researchers agree to be accountable for all aspects of the work including investigating and resolving questions related to accuracy and integrity (as per IMJCE guidelines).

please complete the *Publication Checklist* and then forward the manuscript and checklist to the SADEY team ([sadey-project@uow.edu.au](mailto:sadey-project@uow.edu.au)). The *Publication Checklist* is available in [Appendix B](#) of this document.

11. The SADEY coordinating centre will review your manuscript to ensure that it is consistent with your proposal and to check that SADEY acknowledgements have been provided correctly. Your manuscript will be handled confidentially;
12. Once you have received approval from the SADEY coordinating centre, you may submit the manuscript;
13. Inform the authors and the SADEY coordinating centre ([sadey-project@uow.edu.au](mailto:sadey-project@uow.edu.au)), of manuscript submission and final acceptance. Please email the following documents to all co-authors and to the SADEY team:
  - a. Word-version of the submitted manuscript
  - b. PDF copy of the 'Author accepted manuscript' manuscript (including all tables, figures, supplementary material, etc.) for institutional deposition
  - c. PDF copy of the final published version.

Note: any fees associated with publication (e.g. page charges, colour printing, open access fees) are the responsibility of the lead and/or corresponding author and will not be paid by the SADEY team.

### ***Authorship order***

All manuscripts using SADEY data should include the following groups of co-authors (in the following order):

1. The Lead Researcher who has taken overall responsibility for the research;
2. The core writing team (any other researcher(s) who conceptualised/directly worked on the manuscript - the order of individuals in this category is to be determined by the researchers);
3. Any SADEY collaborators who opted into the project, as per Point 5 in the above process, and were not members of the core writing team. Individuals in this category are to be ordered alphabetically by last name, unless otherwise determined by the Lead Researcher;
4. The senior author of the manuscript, if applicable (e.g. primary supervisor for a PhD student or post-doctoral researcher);
5. The text: "*On behalf of the SADEY Collaborators (Sleep and Activity Database for the Early Years)*". This group authorship name<sup>2</sup> includes members of the SADEY Leadership Group and the SADEY project manager (when not named authors), as well as any data contributors of studies that were included in analysis but who either:

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<sup>2</sup> This method of group authorship has been previously used in studies such as the International Children's Accelerometry Database (ICAD) and is consistent with recommendations of the International Committee of Medical Journal Editors (<http://www.icmje.org/>).

(i) declined named authorship (i.e. actively withdrew); or (ii) did not make any further engagement with the project beyond opting in as co-authors (see Point 6 in the above process). The full list of SADEY project collaborators to be acknowledged in manuscripts is included in the '[Acknowledgements](#)' section (below).

Please note: all authors should strive to comply with these authorship policies. To avoid problems post-acceptance, authors should review the authorship guidelines of their target journal prior to submission. **The SADEY Leadership Group expects authors to avoid journals that do not endorse the above authorship policies.**

## ***Acknowledgements***

The SADEY Leadership Group have agreed on a standard acknowledgements section that should be included in all manuscripts that use SADEY data. **All** of the acknowledgements listed below should be included (although wording/formatting can be slightly modified to suit journal requirements).

### **Required acknowledgements for manuscripts using SADEY data:**

"We would like to thank the SADEY Project Collaborators who contributed data for this study from the following projects: [add project names here as well as names of data contributors who were not included as co-authors on the publication], members of the SADEY Leadership Group [include the following names when individuals are not co-authors on the publication] – Drs Dylan Cliff, Ian Janssen, Timothy Olds, Janette Green, Esther van Sluijs, Mark Tremblay, Catherine Draper, Fan Jiang, Rute Santos, Diego Augusto Santos Silva, and members of the SADEY Working Group – Drs Devan Antczak, Byron Kemp, Conrad Kobel and \*name of SADEY Associate Research Fellow – to be updated\*, and Patrick Steele"

The SADEY project was supported by the Australian Government through the Australian Research Council's Discovery Projects funding scheme (project: DP200102008). The views expressed herein are those of the authors and are not necessarily those of the Australian Government or Australian Research Council."

*(Individual co-authors may have additional acknowledgement requirements (e.g. funders) which should be listed here if required)*

## ***Open Access***

**Although it is not a requirement, we encourage open access publishing for manuscripts that are published using SADEY data. Open access fees will be the responsibility of the lead author and/or the core writing team and not the SADEY investigators, leadership group, or coordinating centre.**

## **3. Requirements for conference abstracts using SADEY data (e.g. for presentations or posters)**

***General requirements for all conference material:***

Conference abstracts should be based on a draft, submitted or published manuscript that uses SADEY data. Therefore, researchers should complete at least Steps 1-9 of the process set out in [Section 2](#) before submitting a conference abstract.

You are only permitted to produce conference abstracts, presentations and posters based on the analysis approved in your *Application to Access Data* (available on the [SADEY website](#)).

#### ***Additional requirements for conference abstracts and posters:***

- To comply with word/space limits, conference abstracts and posters may include an abridged list of co-authors consisting of:
  - Researchers in the core writing team
  - The text “on behalf of the SADEY Collaborators (Sleep and Activity Database for the Early Years)”
- Conference abstracts and posters do **not** need to be circulated to data contributors prior to submission.
- For conference abstracts, please email a final version of the abstract to [sadey-project@uow.edu.au](mailto:sadey-project@uow.edu.au) at least 3 working days prior to submission.
- For posters, please email a final version of your poster to [sadey-project@uow.edu.au](mailto:sadey-project@uow.edu.au) for archiving purposes.

#### ***Additional requirements for oral presentations:***

- If your abstract is accepted for an oral presentation, please circulate the abstract to the co-authors of the manuscript that the presentation will be based on and invite them to be co-authors on your presentation. Collaborators who actively decline the invitation should be removed from the list of co-authors on the presentation slide deck.
- Please include the SADEY acknowledgement slide in your presentation (available on the [SADEY website](#)).
- Please email a final version of your presentation slides to [sadey-project@uow.edu.au](mailto:sadey-project@uow.edu.au) for archiving purposes.

## **4. Requirements for theses and dissertations using SADEY data**

Please adhere to the following requirements:

- You are only permitted to include data/analyses based on your approved ‘*Application to Access Data*’ (available on the [SADEY website](#)).
- Please include the following text in your acknowledgements section:
  - “This [thesis/dissertation] includes data from the Sleep and Activity Database for the Early Years (SADEY). A full list of SADEY Project Collaborators is available at: <https://www.uow.edu.au/global-challenges/living-well-longer/early-years-accelerometry/>. The SADEY project was supported by the Australian Government through the Australian Research Council's Discovery Projects

funding scheme (project: DP200102008). The views expressed in this [thesis/dissertation] are those of the authors and are not necessarily those of the Australian Government or Australian Research Council."

- You are not required to circulate your thesis/dissertation to any SADEY data contributors.
- However, please notify the SADEY team when your thesis/dissertation has been accepted and provide the student's name, thesis title and institution ([sadey-project@uow.edu.au](mailto:sadey-project@uow.edu.au))

## **5. Requirements for press releases using SADEY data**

Please adhere to the following requirements:

- You are only permitted to create press releases based on the analysis approved in your '*Application to Access Data*' (available on the [SADEY website](#)).
- Please include a reference to the "Sleep and Activity Database for the Early Years (SADEY)" in the press release.
- You are not required to circulate the press release to data contributors.
- However, please circulate the press release to [sadey-project@uow.edu.au](mailto:sadey-project@uow.edu.au) for information.
- Please inform the SADEY team of any related press interest for reporting purposes ([sadey-project@uow.edu.au](mailto:sadey-project@uow.edu.au))

## Appendix A: Key SADEY contacts

Role	Name	Affiliation	Email
SADEY Co-Lead Investigators	Prof Ian Janssen	Queen's University, Canada	<a href="mailto:ian.janssen@queensu.ca">ian.janssen@queensu.ca</a>
	A/Prof Dylan Cliff	University of Wollongong, Australia	<a href="mailto:dylanc@uow.edu.au">dylanc@uow.edu.au</a>
SADEY Project Manager/Associate Research Fellow	Dr Devan Antczak	University of Wollongong, Australia	<a href="mailto:sadey-project@uow.edu.au">sadey-project@uow.edu.au</a>
SADEY Leadership Group Members	Prof Tim Olds	University of South Australia, Australia	<a href="mailto:Timothy.Olds@unisa.edu.au">Timothy.Olds@unisa.edu.au</a>
	Dr Esther van Sluijs	University of Cambridge, UK	<a href="mailto:ev234@medschl.cam.ac.uk">ev234@medschl.cam.ac.uk</a>
	Prof Mark Tremblay	Children's Hospital of Eastern Ontario Research Institute, Canada	<a href="mailto:mtremblay@cheo.on.ca">mtremblay@cheo.on.ca</a>
	A/Prof Janette Green	University of Wollongong, Australia	<a href="mailto:janette@uow.edu.au">janette@uow.edu.au</a>
	A/Prof Catherine Draper	University of the Witwatersrand, South Africa	<a href="mailto:catherine.draper@wits.ac.za">catherine.draper@wits.ac.za</a>
	A/Prof Diego Augusto Santos Silva	Federal University of Santa Catarina, Brazil	<a href="mailto:diegoaugustoss@yahoo.com.br">diegoaugustoss@yahoo.com.br</a>
	Prof Fan Jiang	Shanghai Children's Medical Centre, China	<a href="mailto:fanjiang@shsmu.edu.cn">fanjiang@shsmu.edu.cn</a>
Prof Rute Santos	University of Porto & Portuguese Ministry of Health, Portugal	<a href="mailto:rsantos.ciafel@fade.up.pt">rsantos.ciafel@fade.up.pt</a>	

## Appendix B: Publication Checklist

Sleep and Activity Database for the Early Years (SADEY)

This checklist should be completed and returned to the SADEY coordinating centre alongside your draft manuscript to be reviewed. Please email your signed checklist to [sadey-project@uow.edu.au](mailto:sadey-project@uow.edu.au).

### Checklist:

- My manuscript adheres to the acknowledgement requirements that are detailed in the *SADEY Publication and Authorship Policy*;
- I agree to adhere to the authorship requirements that are detailed in the *SADEY Publication and Authorship Policy*;
- My manuscript cites the relevant SADEY methods paper;
- I have included 'SADEY' as a keyword in the manuscript;
- I agree to email the following versions of the manuscript to the following recipients:
  - A copy of the draft manuscript to all SADEY co-authors for review;
  - A final submitted manuscript and revised versions to all SADEY co-authors;
  - Copies of the accepted manuscript to all SADEY co-authors and the SADEY team ([sadey-project@uow.edu.au](mailto:sadey-project@uow.edu.au)).
- I will advise the SADEY coordinating centre when the manuscript has been accepted for publication;
- I will provide a short scientific summary of this paper if required by the SADEY coordinating centre.

**Signature of Lead Researcher:** \_\_\_\_\_

**Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_