**W2005 Parenting, energy dynamics, and lifestyle determinants of childhood obesity: New directions in prevention**

**GUIDELINES FOR PUBLICATION, DATA AND ABSTRACTS (PRESENTATIONS)**

**(Governance of Publications)**TABLE OF CONTENTS

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**W2005** **PUBLICATION AND DATA GUIDELINES**

*Scope/Purpose*

1. To set a working ethic and tone for writing efforts that creates high quality output and harmonious working collaborations.

2. To facilitate planning and communication among group members and other staff who may participate in writing and reviewing manuscripts, other publications, and preparing grant applications.

3. To be proactive and avoid authorship conflicts and to promote the crediting and accountability of participants in W2005.

4. These guidelines apply to papers (meant to be published), reports, other documents, and data to be used for any purpose, including grant applications. This document may be modified at any time if new experiences or insights necessitate.

*Oversight*

This guideline covers papers, publications, and grants that involve data collected as a part of W2005. W2005 guidelines and practices will be overseen and managed by the W2005 Administrative Advisor and Officers/Leads. The W2005 Administrative Advisor will be responsible to resolve any conflict. External advisors will be consulted if necessary.

*W2005 Objectives and Outcome Measures:*

Publications and grants of W2005 are to be developed around the scope of the W2005 objectives and its associated outcomes. Outcomes associated with each objective may be added, with approval from the W2005 Officers/Leads.

*Objective 1* -Compare and contrast outcomes from 2006 W1005 objective 1 (field practice perspective) and objective 3 (parent-child interaction) with findings from seminal obesity-prevention research to identify successful child obesity prevention strategies as influenced by parenting.

1. Develop preliminary list of correlates of childhood obesity that could be modified by parent, family, or community interventions.

2. Review the pertinent literature regarding parent, family, or community obesity- prevention research from the perspective of nutrition, physical activity, and developmental sciences.

3. Arrive at a consensus about the primary correlates of childhood obesity that can be addressed by parent, family, or community obesity prevention programs.

4. Assess the findings from 2006 W1005 objectives 1 and 3 in relation to the determinants identified in the review of literature, highlighting the differences.

5. If sufficient literature on the impact of parenting on child obesity is identified to warrant a meta-analysis, then one will be conducted that includes the results of objectives 1 and 3 from 2006 W1005.

6. If sufficient literature is identified, effect modifiers (moderators) will be explored in the meta-analysis in order to explain the differences identified in step 4 above.

7. These results and recommendations for future research will be published and presented for discussion and comment to provide new directions for prevention of childhood obesity.

8. Participating institutions: AZ, CT, HI, IL, KY, MI, MS, NJ, NM, NV, NY, OK, OR, SC, WY. Laura Hubbs, Oklahoma State University and Madeleine Sigmon-Grant, University of Nevada, will take the lead on this objective. All those participating in this project will be involved in objective 1. Specific assignments will be delineated through conference calls and annual meetings

*Objective 2* - The aim of objective 2 is to translate the outcomes of objective 1 for use by community and public health professionals. Using the results of objective 1 (above) develop resources such as translational research articles that community and public health professionals could use in implementing community programs that ultimately could change the trajectory of childhood obesity and overweight.

1. Develop the protocol for discussion groups at the state, regional, or national level to prioritize and assess the feasibility of objective 1 findings for translation to the community level.

2. Execute the protocol for discussion groups at a variety of venues.

3. Compile and prioritize results from the discussion groups.

4. Develop resources based upon results from step #3.

5. Disseminate via webinars through eXtension, CYFERnet (Children, Youth and Families Education and Research Network), and professional organizations (e.g., National Extension Association of Family and Consumer Sciences, Society for Nutrition Education and Behavior, Priester Conference). All of these webinars will be archived for future use. A second avenue of dissemination will be translational presentations at professional meetings (e.g., National Extension Association of Family and Consumer Sciences, Society for Nutrition Education and Behavior, Priester Conference).

6. Participating institutions: AZ, CT, HI, IL, KY, MI, MS, NJ, NM, NV, NY, OK, OR, SC, WY. Melinda Manore, Oregon State University and Janet Kurzynske, University of Kentucky, will take the lead on this objective. All those participating in this project will be involved in objective 1. Specific assignments will be delineated through conference calls and annual meetings

**Measurements of Progress and Results**

*Outputs*

* Manuscript(s) reporting the outcomes of the literature reviews.
* Manuscript(s) and/or presentation(s) on the findings from 2006 W1005 objectives 1 and 3 in relation to the determinants identified in the review of literature, highlighting the differences.
* A meta-analysis will be published if sufficient studies on the impact of parenting on child obesity are identified.
* Translation and dissemination to parents of results of literature review and/or meta-analysis will take place through eXtension Communities of Practice (e.g., Families, Food, and Fitness)
* Presentations at regional and national meetings to disseminate the discussion group findings. Webinars for eXtension, CYFERnet, and professional associations.

*Outcomes or projected Impacts*

* Advance the science of child obesity prevention, particularly an understanding of parenting, energy dynamics, and lifestyle determinants.
* More effective programs for children and parents resulting from the educators being focused on those determinants of child obesity prevention, which are most effective in family- and community-based settings.

*Milestones*

(2013): 1. Develop preliminary list of correlates of childhood obesity that could be modified by parent, family, or community interventions.

2. Develop preliminary list of correlates of childhood obesity that could be modified by parent, family, or community interventions.

3. Review the pertinent literature regarding parent, family, or community obesity- prevention research.

4. Arrive at a consensus about the primary correlates of childhood obesity that can be addressed by parent, family, community obesity prevention programs.

(2014): 1. Assess the findings from 2006 W1005 objectives 1 and 3 in relation to the determinants identified in the review of literature, highlighting the differences.

2. If sufficient literature on the impact of parenting on child obesity is identified to warrant a meta-analysis, then one will be conducted that includes the results of objective 2006 W1005.

3. If sufficient literature is identified, effect modifiers (moderators) will be explored in the meta-analysis in order to explain the differences identified above.

4. These results and recommendations for future research will be published and presented for discussion and comment to provide new directions for prevention of childhood obesity.

5. Develop the protocol for discussion groups at the state, regional, or national level to prioritize and assess the feasibility of objective 1 findings for translation to the community level.

(2015): 1.Execute the protocol for discussion groups at a variety of venues.

2. Compile and prioritize

(2016): 1. Develop resources based upon results.

(2017): 1.Disseminate via webinars through eXtension, CYFERnet (Children, Youth and Families Education and Research Network), and professional organizations (e.g., National Extension Association of Family and Consumer Sciences, Society for Nutrition Education and Behavior, Preister Conference). All of these webinars will be archived for future use. A second avenue of dissemination will be translational presentations at professional meetings (e.g., National Extension Association of Family and Consumer Sciences, Society for Nutrition Education and Behavior, Priester Conference).

#### *Outreach Plan*

Results will be disseminated through refereed publications, non-refereed but peer reviewed publications and presentations at state, regional, and national professional meetings. In addition, webinars will be conducted and archived on eXtension and CYFERnet. A particular effort will be made to reach Cooperative Extension educators, partners in public health, schools, youth development groups such as 4-H, and government who are trying to address the problem of childhood obesity. More than 50% of participants in W2005 hold Cooperative Extension appointments which will allow state educators across multiple states to disseminate findings to educators.

#### *Organization and Governance*

The organizational structure consists of a chair, vice-chair, and secretary nominated and elected annually by the technical committee. The chair will appoint subcommittees to complete specific tasks. Conference calls will be held at minimum quarterly and an annual meeting will take place to address progress on the project. After the initial call for participation, new membership will be determined by technical committee vote either at the annual meeting or by electronic poll. Voting criteria is based upon the project's need for specific expertise. This is to ensure project continuity and focus. It is expected that members will be active participants.

*Work Groups*

There are currently three Work Groups (Leads and Members as of Feb. 1, 2013, this list may change as needed):

1. Physical Activity/Physical Inactivity/Reduced Screen-time Group: Kay Hongu is lead and Melinda Manore is co-lead. Members include Annie Lindsay and Ennette Larsen-Meyer.
2. Diet Quality Group: Michael Liebman is lead and Diane Tidwell is co-lead. Members include Janet Kurzynske, Rafida Idris, Karen Chapman-Novakofski, Nurgul Fitzgerald.
3. Parenting and BMI Group: Laura Hubbs-Tait is lead and Madeleine Sigman-Grant is co-lead. Members include Amy Mobley, Rachel Novotny, Marie Kainoa Fialkowski, Kate Dickin, Barbara Fiese, Melissa Bardsley, Pat Nelson.

**Definitions**

Work Group – a group comprised of individuals from across W2005 that has an interest/expertise in a particular area.

Primary Articles – a manuscript for a peer-reviewed journal of the main findings of the study and study design.

Secondary Articles – a manuscript for a peer-reviewed journal using data collected by W2005. The manuscript does not necessarily report on the main study design and study findings. These manuscripts might be limited to papers about aspects of study methodology that were developed during the course of the study. Another example of a secondary article is one that reports on sub-sets of the study population or sub-group meta-analyses.

Tertiary Articles – a manuscript reflecting independent ideas that are unrelated to the objectives of the main study, but use data or methods from the study for an ancillary study as an example, or to illustrate a particular point.

Dissemination materials – these materials include fact sheets, flyers, posters, newsletters, articles, and may include other materials.

Presentations – oral or poster: categorized in parallel to the types of articles (primary, secondary, and tertiary) and follow these Guidelines.

**Authorship**

The authorship guidelines of W2005 are written to reflect the collaborative nature of the project while also meeting international standards for authorship. All W2005 investigators, staff, and students are eligible and encouraged to initiate and contribute to writing projects. Student projects must also follow these Guidelines. We recommend that all W2005 investigators, staff, and students work closely with their Lead.

To be an “author” on a paper (primary, secondary, or tertiary) or grant related to W2005, the general principle is “significant contribution,” such that the individual can publically defend the work. All authors must meet the following international guidelines for authorship, which include:

1) Substantial contributions to manuscript development

2) Drafting the article or revising it critically for important intellectual content

3) Reviewing and approving the final approval of the version to be published.

Based on international standards, conditions 1, 2, and 3 should be met to be considered an author. For further information on international standards from authorship please see:

* The 2nd World Conference on Research Integrity Position Statement “Responsible Research Publications: International Standards for Authors” (http://www.publicationethics.org/files/International%20standards\_authors\_for%20website\_11\_Nov\_2011.pdf)
* The International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reporting of Research: Authorship and Contributorship (http://www.icmje.org/ethical\_1author.html)

The table below designates common roles that meet the criteria for authorship and those that are other contributions for the acknowledgement section.

|  |  |
| --- | --- |
| Types of **authorship** contributions: | Types of **acknowledgement** contributions: |
| 1. Designed research (project conception, development of overall research plan, and study oversight) | 1. Technical help |
| 1. Conducted research (hands-on conduct and data collection) | 2. Writing assistance (e.g., comments on manuscript) |
| 1. Provided essential materials (applies to authors who contributed by providing constructs, databases, etc, necessary to conduct the research) | 3. General support and scientific advisement |
| 1. Analyzed data, performed statistical analysis, data interpretation | 4. Financial support (e.g., obtained funding) |
| 1. Wrote paper (only authors who made a major contribution) | 5. Critically reviewed manuscript |
| 1. Had primary responsibility for final content | 6. Provided and cared for study participants |
| Content above provided by:   * The Lancet (http://www.thelancet.com/lancet-information-for-authors/statements-permissions-signatures#) * The Journal of Nutrition (http://jn.nutrition.org/site/misc/ifora\_4-ms-prep.xhtml) | |

Due to the large size and collaborative nature of W2005, some particular authorship conventions will be followed:

1. The lead (first) author for all manuscripts should lead the development of the manuscript (concepts, analysis, and interpretation).

2. W2005 will be identified in the manuscript(s) where appropriate.

3. For manuscripts that are Work Group specific, the Group Lead should facilitate discussion among all members about authorship for Group papers. The Lead will not assume the first author position if not leading the thinking, writing, or data analysis. Authorship order will be based on contribution.

4. Authorship for manuscripts that involve a secondary or tertiary outcome of one of the W2005 objectives should invite authorship following conventions outlined above. Manuscripts must be reviewed by the Lead(s) of the data origins, who will be named last (alphabetically if more than one) if above authorship conventions are met. If the manuscript involves data from many W2005 members, the Lead(s) should review the manuscript and will be named last if not leading the thinking, writing, or data analysis.

5. Outside of the conventions outlined above, authorship order will be based on contribution.

**Acknowledgment**

The following acknowledgments should be included in any presentation, report, or publications:

* 1. Participants
  2. All W2005 members (contributor list) to which the data relate
  3. All funding sources, if applicable, to include the NIFA/USDA acknowledgement named below in the Publication, Analysis, Use, and Dissemination of Data section.

Authors should identify contributors to be acknowledged, with their specific contribution identified, and permission obtained.

Example: The authors gratefully acknowledge the study participants in (jurisdiction name[s]) and the W2005 in (jurisdiction name[s]) who collected, entered, and analyzed data. Disclose funding (if funding was provided) e.g., The support of the Agriculture and Food Research Initiative Grant no. XXXX-XXXXX-XXXXX from the USDA National Institute of Food and Agricultural Science Enhancement Coordinated Agricultural Program who funded the XXX Program is also acknowledged.

The lead author will determine whether writing group members meet the above guidelines. Resolution of authorship and acknowledgement disagreements will be the responsibility of the W2005 Officers. Should additional authorship guidance be required, the W2005 Administrative Advisor will be consulted.

**Review Process**

All manuscripts and grant applications containing W2005 data must be reviewed and approved by W2005 members before submission. Drafts should be submitted to W2005 Officers and Leads for review, and all members may review. Proposals will be reviewed in scheduled conference calls. The W2005 proposal PI will coordinate the manuscript tracking and review process. In order to be eligible for review, manuscript proposals should be submitted to W2005 two weeks in advance of the conference call or scheduled yearly meeting. The W2005 proposal decisions will be made during the meeting. The W2005 Chair will follow up with the first author on the W2005’s decision. Proposals will receive one of three designations:

1. Approved
2. Approved with CHL PSC requested modifications
3. Not approved

Proposals receiving the designation of approved with modifications will need to re-submit the modified proposal to the W2005 for record keeping within one week of decision receipt.

**W2005 Possible Journals for Publication**

|  |
| --- |
| American Journal of Epidemiology |
| American Journal of Health Promotion |
| Child Obesity |
| Epidemiology |
| Hawaii Journal of Medicine and Public Health |
| Health Promotion International |
| International Journal of Behavior, Nutrition, and Physical Activity |
| International Journal of Epidemiology |
| International Journal of Obesity |
| Journal of Community Health |
| Journal of Nutrition |
| Journal of Nutrition Education and Behavior |
| Journal of Physical Activity and Health |
| Journal of the Academy of Nutrition and Dietetics |
| Journal of the American Medical Association |
| Obesity |
| Pediatrics |
| Preventative Medicine |
| Public Health Nutrition |
| Social Science and Medicine |

**Initiation of Writing Projects**

W2005 writing projects can be initiated in two ways:

1. Submission of a brief proposal to the W2005 following the Writing Proposal Submission and Review section.
2. Appointment by the Group Lead, for group-specific writing projects

**Writing Proposal Submission and Review**

Writing Proposals consist of an abstract that specifies:

* Date submitted
* A tentative title
* A preliminary author list
* The research question(s)/needs being addressed
* The dataset (variables) needed OR data analysis needed
* Possible places for manuscript submission
* Manuscript outline
* Timeline for completion

**Dataset Requests**

Approved requests to use data will be granted by the Group Lead(s) and the Chair of W2005. When requesting data, please be specific and identify which questionnaires, variables, etc., are needed and for what purpose. Submit requests using the Data Request Form (Appendix, page 16).

**Data Analysis Requests**

Fulfillment of and timeline for requests for a member of W2005 to run analyses will be handled on a case-by-case basis. In these cases, the W2005 data analyst will usually become an author (member of the writing team).

**Writing/Presentation Groups**

Once the writing project is approved, the lead author will initiate and manage the writing project.

**Publication Practices**

The lead author will inform the W2005 Officers and Group Leads of acceptance or rejection of writing projects, which will be included in W2005 tracking and reporting. The lead author will provide an electronic copy of the submitted abstract, submitted manuscript to the W2005 Officers and Group Leads, and a final version (in pdf format) after publication, with citation, for any published manuscript. These will be included by W2005 Officers in progress reports. The members of W2005 will work together to compile an annual report publications and presentations.

**Data Security**

All authors must complete IRB training (and if applicable, HIPAA training) prior to collecting data and receiving data. IRB training is available via CITI at <http://www6.miami.edu/citireg/>

HIPAA training is available at <http://www.hhs.gov/ocr/privacy/hipaa/understanding/training/>

As a minimal security step, datasets, whether or not they contain Personally Identifiable Information, should only be transmitted as password protected files, with passwords sent in a separate email. It is preferred that the datasets be zipped and password protected before electronic transmission. Datasets should be stored on password protected computers. Datasets should not be stored or transferred on flash drives.

**Publication, Analysis, Use, and Dissemination of Data**

1. W2005 Members agree not to independently publish study data without written permission from the W2005 Officers.
2. Primary research findings should not be reported in the public media before they have been reported to a research audience of experts in the field of research—preferably by publication in a peer-reviewed journal.
3. The jurisdiction lead will be responsible for ensuring that results are disseminated to relevant stakeholders according to local protocols (but without key results entering the published press, which would violate future opportunity to publish in peer-reviewed academic journals) prior to being reported to wider academic communities via conferences and publications.
4. Lead Co-Investigators will be responsible to ensure local/community approval and to provide findings back to the community in an aggregated form.
5. Person(s) choosing to do secondary or tertiary analyses are responsible for their own statistical analyses.
6. Data from a given site or group can be used for presentations, articles, etc.  Requests for use of site or group-specific data must follow the general guidelines outlined in this document. Such requests will be considered in light of the integrity of the overall program objectives.
7. All materials should carry recognition that the data collection and analyses were W2005 generated.
8. You are also encouraged to use the NIFA identifier available for download (<http://www.nifa.usda.gov/about/offices/nifa_logo.html>) in various formats for the acknowledgement slide of your PowerPoint presentations or posters at meetings. The logo will look similar to the one below:



**W2005 ABSTRACT (PRESENTATION) GUIDELINES**

*Scope/Purpose*

1. To set a W2005 guideline for abstract/presentation (both oral and poster) submission, that creates high quality output and harmonious working collaborations.

2. To facilitate planning and communication among group members and others who may participate in developing abstracts for oral presentations and posters.

3. To be proactive to avoid authorship conflicts and to promote the crediting and accountability of participants in W2005 in an equitable and ethical manner.

4. These guidelines apply to abstracts for oral presentations and posters. This document may be modified at any time if new experiences or insights necessitate.

*Oversight*

This guideline covers abstracts, posters and oral presentations that involve data collected as a part of W2005. Guidelines and practices will be overseen by W2005 Officers and Leads. The W2005 Officers and Leads will be responsible to resolve any conflict. External advisors will be consulted if necessary.

For further information on W2005 outcome measures and definitions please review the W2005 Publication and Data Guidelines.

*Authorship*

All W2005 investigators, staff and students are eligible and encouraged to initiate and contribute to abstracts for oral or poster presentations. Student oral presentations and posters must also follow these guidelines. We recommend that all W2005 investigators, staff and students work closely with their Lead and Co-Investigators to plan ahead when developing their abstracts.

To be an “author” on an abstract (both oral and poster) the general principle is “significant contribution”, such that the individual can publically defend the work. Usually this requires that an author participates in the conceptualization or conduct of the study, or in data analyses or preparation of the presentation or poster.

*Review Process*

Abstracts for an oral presentation or poster must be reviewed and approved by the W2005 Officers and/or Group Lead(s) before submission. Drafts should be submitted to the W2005 Officers and/or Lead for review with a one week deadline for review. Comments will be returned to the first author. Final submitted abstracts should be sent back to W2005 Offices and/or Lead to keep on file. Abstract Proposals will receive one of three designations:

1. Approved
2. Approved with requested modifications
3. Not approved

Proposals receiving the designation of approved with modifications will need to re-submit the modified proposal to the W2005 Officers and/or Lead for record keeping within one week of decision receipt.

*Initiation of Abstracts for Oral Presentations or Poster*

W2005 oral presentations or posters can be initiated in two ways:

1. Submission of a brief proposal to W2005 Officers and/or Lead following the Abstract Proposal section following.
2. Appointment by the Lead group-specific oral presentations or posters

Abstract proposals (both oral and posters) must include:

* A tentative title
* A preliminary author list
* Meeting to be submitted to (location, dates, organization)
* Abstract
* Description of data analysis planned or needed
* Acknowledgment of W2005

*Dataset Requests*

Please follow the W2005 Publication and Data Guidelines and complete form on page 16.

*Presentation Groups*

Once the abstract project is approved, the lead author will initiate and manage the project. The lead author will provide W2005 Officers and/or Lead with an electronic copy of the oral presentation or poster one week before submission to provide a final review prior to submission.

*Publication Practices*

The lead author will inform W2005 Officers and/or Group Lead of acceptance or rejection of the abstract for presentation (both oral and poster), which will be included in W2005 reporting. The lead author will provide an electronic copy of the submitted abstract and submitted presentation (including presentations and posters) to W2005 Officers and/or Group Lead, with citation for any published abstract or presentation. These will be included in an annual report of publications and presentations.

*Abstract (Both Oral and Poster) Policies*

1. All presentation materials should carry recognition that the data collection and analyses were generated by W2005.
2. You are also encouraged to use the NIFA identifier available for download (<http://www.nifa.usda.gov/about/offices/nifa_logo.html>) in various formats for the acknowledgement slide of your PowerPoint presentations or posters at meetings. The logo will look similar to the one below:



1. Authors must acknowledge W2005.
2. Authors that would like to further develop the material presented (either orally or as a poster) into a manuscript must follow the W2005 Governance of Publications to request approval to submit a manuscript.

**Misconduct**

Any W2005 member disregarding the guidelines above will face disciplinary consequences as deemed appropriate by the W2005 Officers and Leads. Possible consequences range from forfeiting authorship rights to dismissal from the project. All cases of alleged misconduct will be investigated and fairly judged.

**APPENDIX - Data Request Form**

Please complete the following information when requesting use of W2005 data

* 1. Requestor’s Name and Contact Information:
  2. Names and contact information of others who may assist Requestor in the study:
  3. Title and Purpose of Study:

* 1. Writing/Presentation Study Title (if different from above):
  2. Specifically where does the Requestor plan to publish and/or present the study?
  3. Date Requested (Initial date for data to be transferred to Requestor and date the data will no longer be used by Requestor):
  4. Variables requested

Existing variables:

Computed variables: You may request for new variables to be computed for you (contingent on someone being available) or you can compute on your own. If you are computing new variables please return a codebook with the new variables and a description of steps involved in computing, at the publication of the manuscript, or earlier, so other W2005 members can use the same variable/computation.

* 1. Describe how the data will be used:
  2. Date the dataset will be returned with computation and description of newly derived variables (if applicable):