

Publication Guidelines for the IPEN Studies

February 2017



Guiding Principles of IPEN Publications

- To fulfil the Specific Aims of the IPEN studies
- To maximize the scientific impact of IPEN by encouraging publication of many high-quality papers
- To contribute evidence to policy discussions in national and international governments and organizations
- To provide opportunities for investigators in every participating country to be lead author on a paper

1. Authorship

Authorship of publications shall be according to the Vancouver-rules (http://www.icmje.org/ethical_1author.html).

This means that authors substantially contribute to
(a) conception and design, **or** analysis and interpretation of data; AND
(b) drafting the article **or** revising it critically for important intellectual content; AND
(c) final approval of the version to be published.

Conditions (a), (b), and (c) must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship.

The Publications Committee will oversee the IPEN publication process. The Publications Committee will be composed of one IPEN Steering Committee member plus external members from an IPEN study site. Each external member will serve on the Publications Committee for one year; at the end of each term a new member will be nominated and appointed.

Prior to initiation of specific analyses and papers, it is necessary that the involved parties submit their proposal to the Publications Committee. Each paper proposal should include information regarding authors, working title, research questions to be addressed, variables to be included, suggested methods of analysis, timetable and targeted journal. The IPEN publications proposal form should be used.

As several IPEN studies are now running in different age groups, please refer to the 'IPEN Adult' study, always including 'Adult' throughout the manuscripts or IPEN Adolescent including 'Adolescent' throughout the manuscripts depending on which data are being used.

Authors are encouraged to include 'IPEN Adult' or "IPEN Adolescent" in the title of their manuscripts to make each study more visible

2. Specific procedure

- 1) It is the responsibility of the Proposer/Lead author to assemble a small writing team of 3-6 authors who represent the necessary expertise and are prepared to devote the required effort for a successful and timely draft of the proposed manuscript. The writing team would ideally represent several countries.
- 2) The lead author must also identify a qualified statistician. Due to the multi-stage sampling procedures used to recruit participants and the multi-site nature of the project, IPEN analyses will require the use of generalized linear mixed models at the very least and, optimally, the use of generalized additive mixed models for exploring complex dose-response relationships. Thus, statisticians working on the IPEN datasets should possess very good knowledge of these statistical procedures. They should have a good grasp of multiple imputation methods for multilevel datasets as there will usually be more than 5% of participants with missing data on any of the variables included in the models. Candidate statisticians should have a tertiary degree in statistics (BA, BS, MS, or PhD) with demonstrable knowledge in the above procedures, in the form of published work or unpublished technical reports or dissertations/theses for which they conducted or supervised the analyses. Potential sources of candidates are statistical and public health departments of local universities, and governmental census and statistical departments.
- 3) Lead author prepares the paper proposal, has it edited by the writing group, and submits it to the Chair of the Publications Committee
(*Adults*: ilse.Debourdeaudhuij@ugent.be or *Adolescents*: erica.hinckson@aut.ac.nz). The paper proposal template is available on the website. You will need to consult the Codebooks to accomplish this, and you need to be specific about the aims, data needed, and analysis methods.
- 4) Publication proposals will be discussed at the first IPEN Publications Committee conference call or live meeting after the proposal has been submitted (this is a period of about 4 weeks to 8 weeks). However, we will endeavour to provide feedback as soon as we can.

- 5) The Publications Committee discusses the proposals and gives approval or sends the proposal back to the lead author to make revisions. Approval is by majority of votes. All Publications Committee members may vote.
- 6) All papers will have a Publications Committee mentor who will provide guidance and oversight throughout the process. The mentor is either a member of the publications committee or steering committee.
- 7) When your Manuscript Proposal Form is approved by the publications committee, Terry Conway (who is on committee) will start to prepare a data file with the variables specified in your proposal. Data files will be provided in the order of requests. Please allow a minimum of a 2-week period for data to be prepared (time may vary depending on the number of requests in the queue). If new scales have to be created, please allow longer. If additional variables are desired *after* the original proposal has been submitted and approved, please modify your Manuscript Proposal Form using track-changes to add the new variables, along with a brief rationale for the request, and submit the revision to the Publications Committee.

Special Note: When you start working with your data file, if you notice any errors or coding inconsistencies in the data, please report these to Terry so that the master data set can be corrected.

- 8) Lead authors should circulate early outlines, drafts, as well as final drafts among co-authors prior to submission, including information on target journal. Lead authors are encouraged to assign sections to co-authors in the core writing team to speed manuscript development.
- 9) Analysts are encouraged to consult with Ester (ecerin@hku.hk) about key decisions early on in the analysis phase. Ester needs to review all analyses before the rest of the paper is written.
- 10) When a draft of the paper is ready to be sent to co-authors for feedback, the lead author should send an email to PIs. The PI from each country should decide who will represent the country on each paper.

The following groups or individuals should be included in your author invitation list:

1. Members of your writing group, including your mentor from the Publications Committee. Make sure your mentor has reviewed the draft *before* it is sent to other country authors.
2. At least 1 author per country that contributed data. The lead author sends an email to the PI of each country (see below) requesting which member of their country's team will be an author on the paper. *If more than one investigator from a country plays specific and substantial roles in the analysis and/or writing of the paper, then countries can have more than one author, as proposed by the PI and approved by the publication committee.*

3. At least 1 author from the Coordinating Center data team. The lead author sends an email to the listed members (see below). The Coordinating Center will decide internally who will represent the Coordinating Center as an author.
4. Other investigators not listed above who offer unique and substantial contributions to the development and review of the paper.
5. A 2-week deadline for responses should be communicated to PIs. The lead author should send an email reminder after 2 weeks to PIs who are not responsive. If PIs are still not responsive after 2 more weeks, the mentor and/or Coordinating Center should get involved.

IPEN Adult email addresses for all country PIs and Coordinating Center members that the 1st author should send manuscript to after it is drafted by the core writing team:

COUNTRY	NAME	EMAIL (you can copy and paste this entire column into your email message)
Australia	Neville Owen	neville.owen@bakeridi.edu.au ;
Belgium	Ilse De Bourdeaudhuij	ilse.debourdeaudhuij@ugent.be ;
Brazil	Rodrigo Reis	reis.rodriigo@wustl.edu
Colombia	Olga Lucia Sarmiento Dueñas	osarmien@uniandes.edu.co ;
Czech Republic	Josef Mitáš	josef.mitas@upol.cz ;
Denmark	Jens Troelsen	JTroelsen@health.sdu.dk ;
Hong Kong 1 (IPAQ self-reported PA)	Duncan Macfarlane	djmac@hku.hk ;
Hong Kong 2 (Accelerometer, GIS)	Ester Cerin	ecerin@hku.hk ;
Mexico	Deborah Salvo	deborah.salvo@insp.mx ;
New Zealand	Grant Schofield	grant.schofield@aut.ac.nz ;
Spain	Francisco Guillen Grima	f.guillen.grima@unavarra.es ;
UK	Rachel Davey	rachel.davey@canberra.edu.au ;
US	Jim Sallis	jsallis@ucsd.edu ;
Coordinating Center data team	Jim Sallis Terry Conway Kelli Cain	jsallis@ucsd.edu ; tlconway@ucsd.edu ; kcain@ucsd.edu

IPEN ADOLESCENT email addresses for all country PIs and Coordinating Center members that the 1st author should send manuscript to after it is drafted by the core writing team:

COUNTRY	NAME	EMAIL (you can copy and paste this entire column into your email message)
Australia	Jo Salmon	jo.salmon@deakin.edu.au ;
Bangladesh	Zaki Islam	zakiislam.mail@gmail.com ;
Belgium	Ilse De Bourdeaudhuij	ilse.debourdeaudhuij@ugent.be ;
Brazil	Rodrigo Reis	reis.rodrigo@pucpr.br ;
Czech Republic	Josef Mitáš	josef.mitas@upol.cz ;
Denmark	Jens Troelsen	JTroelsen@health.sdu.dk ;
Hong Kong	Ester Cerin	ecerin@hku.hk ;
India	Ranjit Mohan Anjana	mdranjana@drmohans.com ;
Israel	Orna Baron Epel	ornaepel@research.haifa.ac.il ;
Malaysia	Wan Manan	wanmanan@kb.usm.my ;
New Zealand	Erica Hinckson	erica.hinckson@aut.ac.nz ;
Nigeria	Adewale Oyeyemi	alaoyeyemi@yahoo.com ;
Portugal	Jorge Mota	jmota@fade.up.pt ;
Spain	Javier Molina	javier.molina@uves ;
US	Jim Sallis	jsallis@ucsd.edu ;
Coordinating Center data team	Jim Sallis Terry Conway Kelli Cain	jsallis@ucsd.edu ; tconway@ucsd.edu ; kcain@ucsd.edu

- 11) In order to qualify as a co-author, active participation is required, including (as a minimum) taking part in the formulation of research questions and analytical approach, providing feedback on drafts and being able to 'defend' the final, submitted paper. If potential co-authors do not provide feedback on manuscript drafts they will not be included as co-authors in the final paper.
- 12) If drafts are sent around, it is possible that co-authors do not have further comments, however, this needs to be made clear to the lead author. So we suggest that the lead author adds in his/her email: 'If you do not have additional comments, please DO RESPOND that you don't have additional comments and approve the paper as it is'. If no response is given by the potential co-author, within 1 week of extra requests to respond, the potential co-author will be deleted from the author list.
- 13) All the authors and Principal Investigators involved in the paper should approve the final draft before it is submitted to the selected journal. This final approval must be given within 3 weeks after the final draft has been circulated.

- 14) The first author as indicated on the publication proposal is responsible for submitting the paper to the agreed journal, for dealing with reviewers/editorial comments, and for checking the proofs. Co-authors should be consulted about making revisions, and the lead author is encouraged to assign co-authors responsibility for preparing responses to specific reviewer comments. If the authors decide that another author than the first author is responsible for submitting the paper to the agreed journal, for dealing with reviewers/editorial comments, and for checking the proofs, the IPEN coordinators should be notified.
- 15) At the time of initial submission, the paper, the data analysis model(s) and the data analysis description (including information on what data files have been used, and inclusion & exclusion criteria for cases) should be submitted to the IPEN Publications Committee Chair.
- 16) The IPEN Publications Committee will be in charge of managing and monitoring the publication process according to the approved proposal to ensure a fair process. If nothing is heard from the lead author one month beyond the proposed timeline, the mentor will contact the lead author to evaluate the writing process. Changes in the paper proposal document, including lead author, can be made accordingly.
- 17) If the manuscript has been accepted for publication, its reference, and the pdf, if available and legal authorization if available, will be published on the IPEN-website by the Coordinating Center.
- 18) Lead authors are encouraged to pursue open access of their IPEN manuscript. This can be done either by publication in an open access or journal or paying extra for open access in a printed journal. We hope that most lead authors will be able to pay the potential additional cost for this open access option. If this is impossible for the lead author, the Coordinating Center can be contacted to look together for a solution.
- 19) Lead authors who finalised a paper will get an active encouragement by email to take up a next paper and submit a second, third, ... proposal form.

3. Acknowledgement

When using IPEN Adult data, every paper, poster, et cetera, published must include the following acknowledgement: This study was supported by IPEN (International Physical Activity and the Environment Network) Adult, with funding from NIH Grant R01 CA127296.

When using IPEN Adolescent data, every paper, poster, et cetera, published must include the following acknowledgement: This study was supported by IPEN (International Physical Activity and the Environment Network) Adolescent, with funding from NIH Grant R01 HL111378.

This acknowledgement may identify other sources of funding as well.

4. Rules for Oral/Poster Presentations

Abstracts intended for oral/poster presentation and based on IPEN collaborative data will be sent to the project coordinators and the co-authors. All the participants involved have to be informed about the location and time of the conference. Failure of co-authors to reply within 7 days will be taken as consent with the content and the co-authorship of the abstract. Presenters will inform the project coordinators if an abstract has been accepted for presentation, and the project coordinator will put the abstract on the website.

5. Rules for Invited Presentations

In addition to the above, no person invited to speak about the IPEN-project or "on behalf of the IPEN-project" should do so without prior approval of the IPEN Publications Committee. If an abstract is required, the person invited should follow the rules for oral/poster presentations.

6. Duration of the publication rules

These publication rules are written for the IPEN project in order to facilitate the publication process. They will have a duration of 6 years, that is until December 2022.

7. Non-English publications

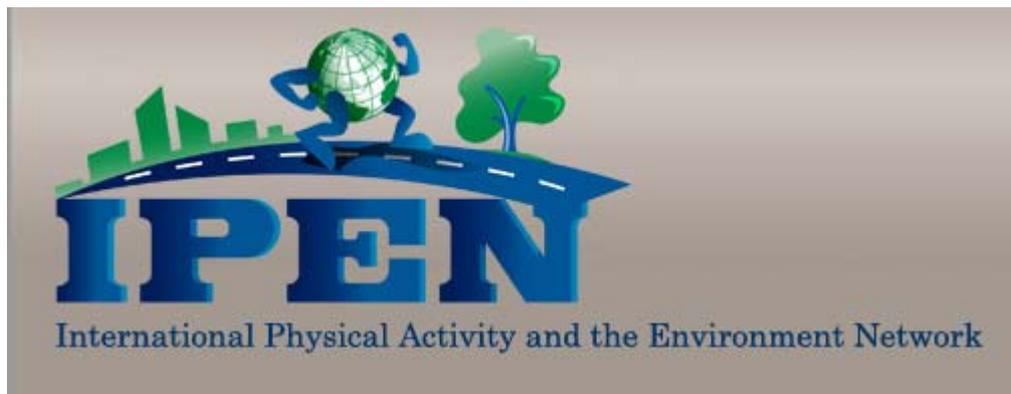
In cases where IPEN research is published in journals that are printed in languages other than English, authors may submit non-English abstracts to be posted on the IPEN website. Authors should send these non-English abstracts to the project coordinator (kcaain@ucsd.edu).

8. Useful documents

The following documents are appended next to assist with an efficient and speedy publication of manuscripts. These include:

- I. IPEN manuscript proposal form
- II. IPEN Tips on a 12 week process for submission
- III. IPEN Action plan form
- IV. IPEN Working group guidelines
- V. Example emails

IPEN MANUSCRIPT PROPOSAL FORM



General information

Name of Proposer:	Number and working title of manuscript:
Working group Co-authors:	Countries represented:
Date of submission to publication committee: [Start date]	Date of expected submission to the Journal: [End date]
Executive team member:	

Main Objectives

i *[State the overall purpose, aims, how does the paper contribute to existing knowledge, conceptual model (if appropriate).]*

Purpose:

Aims:

Contribution to knowledge:

Conceptual model:

Data

i *[Please identify specific variables (summary scales, individual items, calculated variables) from the codebook and list the IPEN variable names below. Only variables listed will be included in your data set. Check on how many countries have the variables as this may affect the number of countries that can be included in your analyses.]*

Outcome Measure (continuous or categorical?) *[Pull out the actual variable labels from the codebook. Ensure scope and focus is realistic. Choose outcomes of greatest interest to you]*

Independent Variables (continuous or categorical?) *[Preferably choose variables that have been collected in most countries]*

Covariates (continuous or categorical?)

List countries likely to contribute to data analysis (see codebook for data availability by country)

Statistical Analysis Plan

i *[This section must be completed following advice of statistical analysis responsible person. The analyst must be involved prior to submitting this proposal]*

Identify the person responsible for the statistical analysis:

Description of statistical model(s): (begin with a conceptual outline of a likely sequence of analyses)

Proposed statistical analysis plan: (give as many details as possible about the statistical approach and identify areas where assistance is requested. If you don't have a detailed plan, send in what you have for now and we'll work with you to develop a plan)

Identify likely tables and figures (include clear, descriptive titles): (we encourage the use of figures to illustrate findings, when possible)

Journals and conferences

i *[List your top 3 journals with impact factors and conferences]*

1.

2.

3.

Conference and Year:

Plan

i [Provide your proposed 12-week plan]

Executive committee member

i [a member of the Executive Committee should serve as a mentor on each writing team. If you aren't sure who to suggest, we can make a recommendation. The committee members for IPEN Adolescents are: Erica Hinckson (chair), Jo Salmon, Ester Cerin, Rodrigo Reis, Jim Sallis, Terry Conway, Larry Frank, Josef Mitas, Jasper Schipperijn , Kelli Cain, Delfien van Dyck. The committee chair of IPEN Adults is Ilse De Bourdeaudhuij]

Additional Comments & Questions to the Publication Committee

i [Please list any other comments or questions]

Anything else??

i [.....]

Publication committee feedback

i [In this section the publication committee will provide feedback in the form of recommendations and suggestions]

Recommendations:

- 1.
- 2.
- 3.

Suggestions:

- 1.
- 2.
- 3.

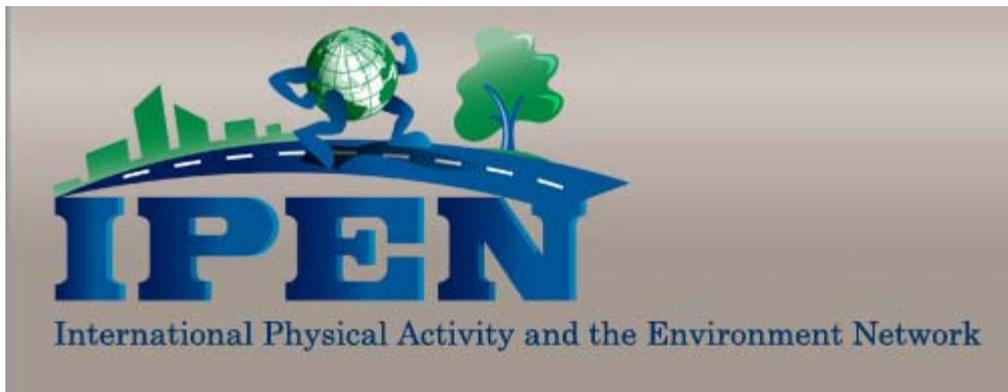
Date of review	Outcome

Approval to Proceed

[This section to be completed by the Publication Committee following revisions to the satisfaction of the committee)

We approve the manuscript as described above, and authorize the team to proceed on Date

Tips: Completing and submitting your manuscript for publication in 12 weeks

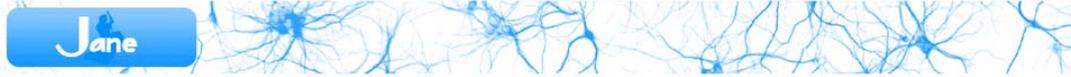


Whether you are a lead author or a co-author, we have collected a few tips from the vast experience of our IPEN team members to guide us through the writing process. Once the analysis is completed, the goal is to submit a manuscript for publication within 12 weeks.

1. Book at least 2-3 hour blocks of writing time in your calendar and make those blocks sacrosanct. These appointments are not cancellable and cannot be overridden.
2. Create an outline that will help generate ideas. Start with a blank page and write down in any order and anywhere anything important about the paper, for example findings, are they important? Why? What is the major finding? Draw figures and tables, what are the implications of this research? what is the problem? Why are you writing this paper? Is this research important to the field? What is already known? What are the objectives of the paper? Who were the participants? How was the study conducted? Does it add to the body of knowledge? What were the significant results? Are there any supporting results or trends? What's new? What's interesting? Is there anything challenging? What are the limitations and strengths? Is this paper providing solutions to a particular problem? Then structure your ideas/brainstorming under introduction, methods, results, discussion and conclusion.
3. Organise a skype call and discuss your outline with your co-authors. At this point co-authors volunteer for sections or the lead author provides the first full draft.

Use this time to identify the top 3 journals for submission on the basis of the results of the paper.

4. To overcome writer's block start with something easy. It would be as easy as reading the author guidelines or sorting out your endnote library or starting with the Methods section.
5. Break down sections into manageable chunks. Don't expect for example to finish the introduction section in one day.
6. Write freely. Don't worry about the language. There will be many revisions later. Get your ideas down and then go back to fine-tune the language, logic and sentence structure.
7. Take a step back after the first draft and ensure that the Introduction objectives match with methods, results and discussion. Is there flow? Is it well organised? Is it presented concisely? Are you repeating information? Are you repeating results in the discussion section? Is your discussion representative of the results?
8. Printing the paper out (double sided to save trees) helps with revision, read it through line by line and note the changes on paper.
9. Share your first draft with your co-authors and get as much feedback as you can. Be open to all feedback. The goal is to improve the paper so that it can be accepted to a high impact journal.
10. To increase the chances of acceptance of your paper choose a journal that its scope and aim fit well with the research focus of your paper. Have a look at the articles that you cited as a start. We also advise the use of journal selection tools such as JANE or Journal Guide. JANE is located at <http://jane.biosemantics.org/> where you type the title of your manuscript, click on 'Find journals', 'Find authors' or 'Find Articles'. Jane will then compare your document to millions of documents in Medline to find the best matching journals, authors or articles.



These journals have articles most similar to your input:
 "built environment physical activity adolescents "

Confidence	Journal	Article Influence	Articles
	Health & place	0.93633	Show articles
	Preventive medicine	1.20207	Show articles
	Journal of physical activity & health		Show articles
	BMC public health Open access PubMed Central: after 0 months	0.80834	Show articles
	The international journal of behavioral nutrition and physical activity Open access PubMed Central: after 0 months	1.83939	Show articles
	BMJ open Open access PubMed Central: after 0 months		Show articles
	Annals of behavioral medicine : a publication of the Society of Behavioral Medicine	1.36379	Show articles
	British journal of sports medicine	0.84615	Show articles
	Sports medicine (Auckland, N.Z.)	1.29109	Show articles
	Preventing chronic disease Open access PubMed Central: after 0 months		Show articles
	Journal of urban health : bulletin of the New York Academy of Medicine PubMed Central: immediately	1.03564	Show articles
	Asia-Pacific journal of public health / Asia-Pacific Academic Consortium for Public Health	0.26872	Show articles
	Contemporary clinical trials	0.95888	Show articles
	American journal of health behavior	0.56935	Show articles
	Pediatrics	1.90891	Show articles
	The Journal of adolescent health : official publication of the Society for Adolescent Medicine	1.26499	Show articles
	Epidemiologic reviews PubMed Central: immediately	5.18742	Show articles
	American journal of public health PubMed Central: immediately	2.04451	Show articles
	International journal of environmental health research	0.35705	Show articles
	Journal of aging and health	0.68101	Show articles
	Journal of epidemiology and community health	1.43563	Show articles
	Journal of aging and physical activity	0.59309	Show articles
	Igiene e sanita' pubblica		Show articles
	Preventive medicine reports Open access PubMed Central: after 0 months		Show articles
	American journal of preventive medicine	1.89113	Show articles

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Show entries

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Compare	Score	Journal name	Matches	Publisher	Impact	Speed	Open access	Follow
<input type="checkbox"/>	1	International Journal of Behavioral Nutrition and Physical Activity	10	BioMed Central	1.886	Unknown	Yes	<input type="checkbox"/>
<input type="checkbox"/>	0.97	Preventive Medicine	9	Elsevier	1.466	Unknown	Yes	<input type="checkbox"/>
<input type="checkbox"/>	0.653	Health & Place	6	Elsevier	1.384	Unknown	Yes	<input type="checkbox"/>
<input type="checkbox"/>	0.606	American Journal of Preventive Medicine	6	Oxford University Press	1.983	11.33 weeks	Yes	<input type="checkbox"/>
<input type="checkbox"/>	0.383	Journal of Physical Activity & Health	4	Human Kinetics Publishers	0.891	24.67 weeks	No	<input type="checkbox"/>
<input type="checkbox"/>	0.316	Journal of Urban Health	3	New York Academy of Medicine	1.188	Unknown	No	<input type="checkbox"/>
<input type="checkbox"/>	0.3	Annals of Behavioral Medicine	3	Springer	1.614	Unknown	Yes	<input type="checkbox"/>
<input type="checkbox"/>	0.232	Epidemiologic Reviews	2	Johns Hopkins University Press	4.549	Unknown	Yes	<input type="checkbox"/>
<input type="checkbox"/>	0.223	The Lancet	2	Elsevier	11.295	Unknown	Yes	<input type="checkbox"/>
<input type="checkbox"/>	0.218	Sports Medicine	2	Springer	3.058	12.67 weeks	Yes	<input type="checkbox"/>

Showing 1 to 10 of 49 entries

Previous 1 2 3 4 5 Next

In terms of impact factors, go to your University's database page, click on Web of Science and go to InCites Journal Citation Reports where you will find the Impact Factors of all ranked journals.

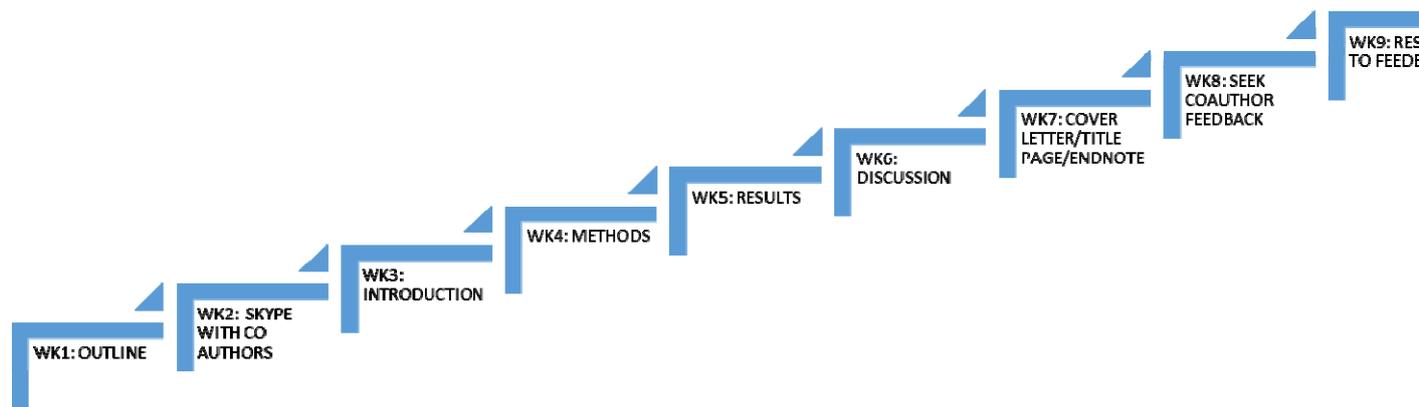
Go to Journal Profile		Journals By Rank	Categories By Rank		
Master Search		Journal Titles Ranked by Impact Factor			Show Visualization +
Compare Journals		Compare Selected Journals	Add Journals to New or Existing List		Customize Indicators
View Title Changes		Full Journal Title	Total Cites	Journal Impact Factor	Eigenfactor Score
Select Journals		1 CA-A CANCER JOURNAL FOR CLINICIANS	20,488	131.723	0.06261
Select Categories		2 NEW ENGLAND JOURNAL OF MEDICINE	283,525	59.558	0.68563
Select JCR Year	2015	3 NATURE REVIEWS DRUG DISCOVERY	25,460	47.120	0.06294
Select Edition	<input checked="" type="checkbox"/> SCIE <input checked="" type="checkbox"/> SSCI	4 LANCET	195,553	44.002	0.40817
Open Access	<input type="checkbox"/> Open Access	5 NATURE BIOTECHNOLOGY	48,650	43.113	0.15771
Category Schema	Web of Science	6 NATURE REVIEWS IMMUNOLOGY	31,545	39.416	0.08760
JIF Quartile		7 NATURE MATERIALS	72,306	38.891	0.20799
Select Publisher		8 NATURE REVIEWS MOLECULAR CELL BIOLOGY	36,784	38.602	0.09969
		9 NATURE	627,846	38.138	1.44762
		10 Annual Review of Astronomy and Astrophysics	9,000	37.846	0.02021
		JAMA - JOURNAL OF THE			

11. Ensure that you adhere to the guidelines of the journal. Read the guidelines carefully for the cover letter, title page, manuscript formatting, figures, tables and references

12. While writing the manuscript is the main goal, do not underestimate the power of a strong cover letter. Highlight the IPEN work and showcase your findings. The Chief Editor will then decide whether the paper should be send immediately out for review.

13. Remember the goal is to submit your manuscript within 12 weeks. Organise and connect with your co-authors accordingly. Below a suggested timeline.

13. Proposed 12 weeks plan



Useful links

<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3178846/>

Belcher WL. Writing Your Journal Article in 12 Weeks: a guide to academic publishing success. Thousand Oaks, CA: SAGE Publications; 2009

IPEN Manuscript Planning Form

(a form to be used by the writing group for planning)



General information

Primary author:	Number and title of manuscript:
Co-authors:	Countries represented:
Date of submission to publication committee:	Date of expected submission to the Journal
[Start date]	[End date]

Short-term action items

Action item	Due date	Status
	[Due date]	

Long-term action items

Action item	Due date	Progress
	[Due date]	

[Due date]

Delegations

Roles delegated

Agreements

Group terms of reference or agreements

Working group guidelines



Due to the diversity of experience in the IPEN team, the publication committee would like to recommend a few practices that will ensure effective group work.

1. Ensure that appropriate introductions have been made and contact details have been shared
2. Involve all members of the group
3. Delegate tasks evenly and avoid overloading a single individual
4. Consider expertise and knowledge during allocation of tasks
5. Communication is key to achieve the 12-week submission goal. It is important to meet often (online) and to let others know of your availability

EXAMPLE EMAILS

I) Email circulated to the PIs of each country of which data were included in the paper to decide who would be co-author

Dear IPEN PIs,

Our writing group (Delfien, Ester, Lars, Deborah and Ilse) almost finished writing IPEN paper 31: Moderating effects of age, gender and educational attainment on the relationships between perceived built environment attributes and accelerometer-based physical activity. Target journal of this paper is Journal of Epidemiology and Community Health.

In a next stage, we need to decide who will be coauthor on this paper. The IPEN guidelines subscribe that 1 author of each country that contributed data, should be included in the author list, as well as at least 1 author of the IPEN coordinating center.

Could you please let me know who of your team will be coauthor on this paper by next Friday, October 3, 2014? Once the final author list is determined, I will send the paper around to each coauthor for a final round of editing, before the paper will be submitted. I'm aiming to submit the paper by the end of November.

Thanks!

Best wishes from Belgium,

Delfien

II) Email circulated when complete draft was sent to all co-authors

Dear coauthors,

IPEN Publication Guidelines November 2016

Attached, you can find the latest draft of IPEN paper 9 (manuscript + tables/figures), led by myself and with Ester Cerin, Ilse De Bourdeaudhuij, Rodrigo Reis, Erica Hinckson and Rachel Davey in the writing team.

Would it be possible to read this paper and send me your comments by Monday, September 30? Then, I can incorporate all comments and hopefully submit the paper by mid October to International Journal of Obesity.

If you cannot make the deadline of September 30, please let me know by when you are able to send me your comments.

Thanks!

Best wishes,

Delfien Van Dyck