|  |
| --- |
| **The Cleft Collective checklist for papers** |
|  |
| All Cleft Collective papers (including monographs and book chapters) have to be sent to the Cleft Collective Project Management Group (PMG) for approval *prior* to journal submission. We expect to process all papers within four weeks of receipt. We read all papers to check confidentiality is protected and to ensure that the paper will not bring the study into disrepute. We also provide advice and feedback to authors where we feel this may be helpful. We list below a checklist of requirements for Cleft Collective papers along with some accompanying notes either explaining these requirements and/or containing appropriate text to insert. A signed and completed checklist must be included with each paper, monograph or book chapter submitted for approval. Please send to **cleft-collective@bristol.ac.uk.**  |
|  |
| **CHECKLIST FOR PAPERS** |
| Name of corresponding author: |       |
| Title of paper: |       |
| Project number: |       |
| Funding Body: |       |
| 1. I have included **Cleft Collective** as a keyword | [ ]  |
| 2. I have included an accurate description of all appropriate ethical approvals | [ ]  |
| 3. I have included the project number within the publication | [ ]  |
| 4. I have included an accurate acknowledgements and funding section1  | [ ]  |
| 5. I have not used the term **statistical significance**2 (Optional)  | [ ]  |
| 6. I have not used cell counts or detailed frequencies less than N=53 | [ ]  |
| 7. I will supply the Cleft Collective with data and accompanying documentation relating to any derived variables4 | [ ]  |
| 8. I will send a copy of the final submitted manuscript and revised versions | [ ]  |
| 9. I will let the Cleft Collective know when the paper is accepted for publication | [ ]  |
| 10. I will send through a paper and electronic copy of the final paper | [ ]  |
| 11. I will liaise with the Cleft Collective over media coverage5 | [ ]  |
| 12. I will provide a short scientific summaryof this paper if required by the Cleft Collective6 | [ ]  |
| 13. I have provided a lay summary of my paper in the box below (max 500 words)7 | [ ]  |
| 14. I have provided an impact summary for my paper in the box provided below (max 250 words)8 | [ ]  |
|  |
| Signature: |       Date:        |

**1. Acknowledgements section**

We have agreed a standard acknowledgements section that should be included as is or in a modified form to fit the journal requirements for all papers:

“This publication involves data derived from independent research funded by The Scar Free Foundation (REC approval 13/SW/0064). We are grateful to the families who participated in the study, the UK NHS cleft teams, and The Cleft Collective team, who helped facilitate the study. The views expressed in this publication are those of the author(s) and not necessarily those of The Scar Free Foundation or The Cleft Collective Cohort Studies team.”

**2. Statistical significance**

We strongly discourage the use of the term “statistical significance” and encourage authors to describe the observed effect sizes and the strength of the evidence that supports these effect size estimates. For a detailed justification see: **Sterne JAC, Davey Smith G.** Sifting the evidence—what's wrong with significance tests? ***British Medical Journal* 2001: 322; 226-231.**

**3. Small cell counts**

If any tables contain cell counts less than 5 or frequencies within the text less than 5, we ask you to collapse categories. If this is not possible and there is more than one cell that is less than 5 please replace the cell count with ‘<5’. A cell count or frequency of zero may be used where it is not possible or very unlikely for the sample in question to be part of this category (for example, when comparing the timing of diagnosis of cleft you may wish to compare cleft lip and cleft palate, it is almost certain cleft lip will contain a frequency of zero for the category “Late diagnosis, after birth”, however, this category will be populated with cleft palate cases). Please note, this also implies to any imputed data. Please also ensure that any percentages are dealt with in a similar manner when exact numbers can easily be inferred from information in the table. If you are unsure, please contact the Cleft Collective PMG who will be happy to advise.

**4. Final dataset of derived variables**

We request all findings to be returned to The Cleft Collective within 6 months of the publication date or 12 months after the end of the project, whichever comes first. This includes all key derived data-fields using at least one existing variable (rather than simple recodes) or other variables that do not currently exist in the Cleft Collective resource that will be of use to other collaborators. Derived variables will be archived by The Cleft Collective and will ultimately be made available to future data users and thus appropriate documentation detailing the derivation must also be provided. This should include a description of the methods used to generate them, the underlying syntax/code (e.g., SAS, R, STATA) used to generate the main results of the paper, a copy of the final manuscript and a short and simple paragraph that summarises your published findings. This will enable us to keep participants informed about research achievements.

**5. Media coverage of publications**

Where appropriate we encourage media coverage of papers using Cleft Collective data to raise the study’s profile and in particular to show study families that the study is producing interesting and valuable findings. Please contact The Cleft Collective if you know there is going to be a press release or if you are going to give any press interviews.

**6. Short scientific summary of the paper**

We may ask you to prepare a short summary of your paper (less than 500 words) that we can include with reports to our funders.

**7. Lay summary of the paper**

Please provide a lay summary of your paper (less than 500 words) in the box provided below. This summary will be for circulation to interested parties, e.g. Cleft Collective staff, study participants. This may also to be used to publicise your paper.

**8. Impact statement of the paper**

Please provide a statement demonstrating the impact (either clinical or academic or other) of your paper (less than 250 words) in the box provided below.  This summary will be for circulation to interested parties, e.g. Cleft Collective staff, study participants and may be used in grant applications to demonstrate the impact of the Cleft Collective resource. This may also to be used to publicise your paper.

The Cleft Collective team

 Version 4. March 2019