

Annex 03. Contributions, clearance, affiliation, and acknowledgments

Contributions

EPIET/EUPHEM/EAPs refer to the 'Uniform Requirements for Manuscripts Submitted to Biomedical Journals' (http://www.icmje.org/urm_main.html) for contributions and authorship.

Authors must meet all of the following criteria:

- Substantial contributions to concept and design, acquisition of data, or analysis and interpretation of data;
- Drafting or revision of the article for important intellectual content;
- Final approval of the version to be published.

Authors must have participated sufficiently in the work to take public responsibility for appropriate portions of the content. Other persons should be mentioned as contributors, usually in the acknowledgments. If one of the EPIET/EUPHEM/EAP coordinators qualifies for authorship, they may be included. If not, the front line EPIET/EUPHEM/EAP coordinator would usually meet criteria for acknowledgments and should be mentioned, as appropriate. Acknowledgments and authorship need to be approved by all persons included.

Clearance and technical green light for scientific communications (including late breakers and rapid communications)

Fellows first seek institutional clearance from their training site for all publications.

Fellows who are first authors must also obtain a technical green light for all published products resulting from their fellowships (e.g. manuscripts, abstracts, book chapters) with their front line coordinator. The request must mention where the product will be submitted. For all abstracts, and for other products, if the front-line coordinator feels it is necessary, input, opinions and advice can be requested from a second reviewer. In that situation, the green light of both will be necessary. The front-line coordinator will consult with the coordinator team to ensure that the journal or conference proposed is appropriate (e.g. Medline indexed, reputable). If there is any doubt, ECDC will provide assistance to check the credentials of a proposed journal or conference.

EPIET/EUPHEM/EAP frontline coordinator technical green light is sought after approval of the training site supervisor and institutional clearance from the training site. In the event of disagreement regarding scientific content, the opinion of the training site supervisor will prevail. Scientific products that have not been approved by EPIET/EUPHEM/EAP may not be published under the Programme affiliation and will not count as field assignments for the fellowship. If such incidents occur, they will be discussed afterwards by the training site and EPIET/EUPHEM/EAP since they go against the spirit of the collaboration with EPIET/EUPHEM/EAP.

Fellows who are co-authors must obtain technical green light for the product with their front line coordinator before submission. When planning submissions, fellows must take into account the time required for the green light process and cannot set deadlines for submission on their own initiative. Rapid communications require prior consultation between the fellow, the training site supervisor and the coordinator so that the team can agree to work together by the deadline before any commitment is made with any journal. Work conducted with another organisation (e.g. WHO), requires institutional clearance from the other organisation.

ECDC clearance is not required for EAP fellows, unless an ECDC staff member is a co-author.

Affiliation and acknowledgements

In addition to the affiliation of the training site, fellows must use the fellowship affiliations for all scientific communications:

Approved publications of EPIET and EUPHEM fellows need to include the affiliation of their respective paths, either 'ECDC Fellowship Programme, Field Epidemiology path (EPIET), European Centre for Disease Prevention and Control (ECDC), Solna, Sweden' or 'ECDC fellowship Programme, Public Health Microbiology path (EUPHEM), European Centre for Disease Prevention and Control (ECDC), Solna, Sweden'.

For all the publications, fellows must include a disclaimer indicating, "The author is a fellow of the ECDC Fellowship Programme, supported financially by the European Centre for Disease Prevention and Control The views and opinions expressed herein do not state or reflect those of ECDC. ECDC is not responsible for the data and information collation and analysis and cannot be held liable for conclusions or opinions drawn"

Posters or oral presentations must include the logo of the ECDC Fellowship Programme. EAP fellows may use both ECDC Fellowship Programme and EAP affiliation and/or logos, in accordance with the recommendations of EAP scientific coordinators.

IMPORTANT: Contributions, clearance, affiliation and acknowledgment rules must be strictly applied for fellowship-related work, both before and after graduation. Contact the coordinator team for specific guidance.