

Annex 03. Guidelines for scientific outputs

Contributions

EPIET/EUPHEM/EAPs should follow the '[Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#)' for contributions and authorship.

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 frontline EPIET/EUPHEM/EAP Scientific Coordinator would usually meet criteria for acknowledgments and should be mentioned, as appropriate. Acknowledgements and authorship need to be approved by all persons included.

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

The fellow is responsible for the institutional clearance of the Training Site, each guided by different rules. This should include review and approval by the co-authors, the site supervisor and the project supervisors.

Following this, fellows who are first authors or co-authors must also obtain a technical green light for all published outputs resulting from their fellowships (e.g. manuscripts, abstracts, book chapters) with their frontline Scientific Coordinator, or an assigned Scientific Coordinator for review of the output. The request must mention where the final version will be submitted. For all outputs, if the frontline Scientific Coordinator considers necessary, input, opinions and advice can be requested from a second reviewer.

In the event of disagreement regarding scientific content, the opinion of the Training Site supervisor will prevail. Scientific outputs that have not been reviewed and approved by EPIET/EUPHEM/EAP may not be published under the Fellowship Programme affiliation.

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 agreement between the fellow, the Training Site supervisor and the frontline Scientific Coordinator so that the team can 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.

To use the ECDC Fellowship affiliation after graduation, there must be a process of approval by the Head of Fellowship Programme (or by delegation to a Scientific Coordinator).

For presentations at local conferences where the language is not English, the abstract will be drafted in English then translated once the content has been agreed by the supervisor and frontline Scientific Coordinator.

EAP fellows have a separate clearance process, that does not involve ECDC staff.

ECDC clearance is needed for all publications where an ECDC staff member is a co-author.

Affiliation and acknowledgements

All approved scientific outputs of EPIET and EUPHEM fellows, including manuscripts, publications, scientific presentations and conference posters must include:

- The affiliation of the Training Site and other relevant collaborators.
- The fellowship affiliation of the respective paths, either 'ECDC Fellowship Programme, Field Epidemiology path (EPIET), European Centre for Disease Prevention and Control (ECDC), Stockholm, Sweden' or 'ECDC fellowship Programme, Public Health Microbiology path (EUPHEM), European Centre for Disease Prevention and Control (ECDC), Stockholm, Sweden'.
- A disclaimer indicating, "The author is a fellow of the ECDC Fellowship Programme, supported financially by the European Centre for Disease Prevention and Control (ECDC). 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". The disclaimer should not be included if the publication includes an ECDC staff among the authorship and has passed ECDC clearance.

In addition to the above, posters and oral presentations must also include:

- The logo of the ECDC Fellowship Programme. Fellows must contact the Fellowship Faculty Office (epiet.office@ecdc.europa.eu) to request the ECDC logos.

EAP fellows should use both ECDC Fellowship Programme and EAP affiliation and/or logos as well as the disclaimer, in accordance with the recommendations of the EAP.

Joint first authorship

Joint first authorship would be allowed for one of the outputs during the fellowship. The Head of the Fellowship Programme, together with the frontline Scientific Coordinators, will evaluate the contribution of each fellow and make the final decision.