



ECHO

Environmental influences
on Child Health Outcomes

A program supported by the NIH

Version: 3.0
Effective Date: 13Jan2022
Title: ECHO Publications Policy

ECHO Publications Policy

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I. Introduction

Under the direction of the Publications Committee and Steering Committee, the Publications Policy directs the development and review of research products – e.g. abstracts, presentations, and manuscripts – derived from the work of Environmental influences on Child Health Outcomes (ECHO) awardees that may use ECHO-wide Cohort data, include ECHO-wide Cohort analyses, represent ECHO, or be supported by ECHO-wide funds.

II. Purpose

The overarching goals of the ECHO Publications Policy are to:

- Ensure the Publications Committee reviews research products resulting from collaboration of two or more ECHO Awardees. These research products typically involve an ECHO-wide Cohort analysis but also include literature reviews, methodology development, descriptions/representations of ECHO, and work supported by ECHO-wide funds (e.g. Opportunities and Infrastructure Fund).
- Encourage timely development of high-quality ECHO-wide Cohort analyses research products.
- Encourage equality, transparency, and fairness in decision-making processes related to the development of ECHO research products.
- Ensure that all ECHO research products are of the highest quality.
- Effectively and efficiently employ ECHO-wide Cohort data to enhance the health of children for generations to come.
- Promote academic recognition of consortium members, particularly junior investigators, who make significant contributions to the ECHO program.
- Support a review process that encourages collaboration.

III. Scope

This policy applies to all individuals involved with writing or reviewing research products derived from work resulting from collaboration of two or more ECHO Awardees that is supported by ECHO funds, uses ECHO-wide Cohort data, includes ECHO-wide Cohort analyses, or represents ECHO.

IV. Definitions

Refer to the [ECHO Glossary](#) for full list of ECHO terminology.



V. Policy

A. Publications Committee

The ECHO Publications Committee is responsible for maintaining and upholding the ECHO Publications Policy.

The ECHO Publications Committee scope of work includes any research product that involves two or more ECHO awardees with the following exception: single cohort that requests Type A biospecimen assays from Human Health Exposure Analysis Resource (HHEAR) labs for cohort-specific aims.

The ECHO Publications Committee scope of work *may* include providing input into, but does not have the primary role for decisions related to, prioritizing analysis proposals or reviewing press releases from institutions.

The ECHO Publications Committee scope of work *does not* include review of ECHO- related work from single awardees.

The Publications Committee recuses members from review and discussion of any ECHO Analysis Proposal or research product they coauthored.

The ECHO Publication Committee is responsible for identifying manuscript development barriers and escalating information as needed.

Detailed information on the role of the Publications Committee is outlined in the Publications Committee Charter.

B. Promoting Research into Diversity, Equity and Inclusion:

In support of the best science to enhance the health, well-being, and development of children and adolescents, the ECHO Publications Committee is committed to the principles of diversity, equity and inclusion. While principles are important, they are insufficient.

The ECHO Publications Committee affirmatively examines proposals and papers to enhance diversity in study populations and ensure analyses account for diversity. Further, the ECHO Publications Committee encourages proposals and papers that assure equity and full inclusion of under-represented groups in the research, the research teams, and the writing teams.

C. Writing Teams

Writing Teams may be composed of members from within or outside the ECHO program (including Writing Team Leaders).

1. Writing Team Leadership

A Writing Team may form and select a Writing Team Leader or via the Analysis Concept process a Writing Team Leader may recruit additional Writing Team members to assist



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with the development of an Analysis Proposal and to coauthor resulting research products.

A Writing Team Leader, as designated by the Writing Team, is the main contact person with the Publications Committee. The individual who submits an Analysis Concept need not be the individual who submits the Analysis Proposal. The choice of which member of the Writing Team serves as the contact person for Analysis Concepts and Analysis Proposals does not have any bearing on the order of authors for research products.

Throughout the process, Writing Team Leaders should keep in mind the importance of collaboration, inclusiveness, and fairness.

The Writing Team Leader's responsibilities are to:

- Understand and abide by all ECHO Publications Processes.
- Ensure an Analysis Concept is submitted to the ECHO Coordinating Center (CC) Publications Operation Team per the ECHO Publication Process STEP 1 Analysis Concept.
- If any of the following ECHO resources are involved in the research, the Writing Team Leader must involve and work closely with a representative from that resource in the development of the resulting Analysis Proposal: ECHO working groups, Data Analysis Center (DAC), HHEAR, Genetics Core, Patient-reported Outcomes Core (PRO Core), and IDEa States Pediatric Clinical Trials Network.
- Ensure an Analysis Proposal is submitted to the ECHO CC Publications Operation Team per the ECHO Publications Process STEP 2 Analysis Proposal.
- Promptly respond to Publication Committee Analysis Proposal review decisions of requests for reviewer comment responses and/or Analysis Proposal revisions.
- Understand that until an Analysis Proposal is approved, the Writing Team members may not lay claim on any type of ECHO-wide biospecimens, research concepts, or ECHO-wide Cohort data analyses as specified in that Analysis Proposal.
- Understand that access and use of Navajo Birth Cohort Study (NBCS) data requires completion of the ECHO NBCS Publications Review Checklist and approval by the ECHO Publications Committee, Executive Committee, and Steering Committee.
- Submit a Manuscript Development Timeline and brief progress updates to ECHO CC Publications Operation Team (Echocc-publications@dm.duke.edu) to ensure that the project is proceeding in a timely manner and that the scope and content remain within the Writing Team's charge.
- Notify the ECHO CC Publications Operation Team (Echocc-publications@dm.duke.edu) of changes to hypotheses and/or aims to Publications Committee approved Analysis Proposals. Publication Committee re-review may be required depending on the type of modification.
- Notify the ECHO CC Publications Operation Team (Echocc-publications@dm.duke.edu) if additional Cohorts contribute Type A or B Biospecimens or if additional Type C Biospecimens are added to a Publications



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Committee approved Analysis Proposal, include an explanation for adding the Cohort/Biospecimens and any additional applicable updates to the Analysis Proposal.

- Prepare and submit data harmonization reports for any variables harmonized by the Writing Team.
- Promptly develop an abstract or manuscript for publication, once the ECHO-wide Cohort data analysis results are available. Writing Team Leaders should strive to draft manuscripts for submission soon after presenting results in meeting abstracts or presentations—following iterative revisions, the CC editor completes all submission steps in concert with the Writing Team Leader or corresponding author (see document— ECHO Coordinating Center Editorial Services Guideline).
- Ensure compliance with regulatory guidelines governing data sharing if non-ECHO data is included in the ECHO-wide Cohort analysis.
- Determine the order of authors (see ECHO Publications Policy, Section V.D). If the journal or congress limits the number of authors, the Writing Team Leader decides with Writing Team members which authors are listed (if the lead author provides justification, journals will often waive the number of authors).
- Ensure authors meet the criteria for authorship (see ECHO Publications Policy, Section V.D.2.).
- Resolve disputes that arise during the process of manuscript development and seek assistance from the ECHO Publications Committee, Steering Committee, or Executive Committee when needed.
- Identify the corresponding author.
- Identify the target journal and/or congress.
- Personally and publicly guarantee the authenticity of the research and its report when required by the journal.
- Submit all research products to the ECHO CC Publications Operation Team (Echocc-publications@dm.duke.edu) for Publications Committee review and approval prior to sending them to external parties (e.g. journals, pre-print sites, conferences).
- Promptly respond to Publication Committee research product review decisions of requests for reviewer comment responses and/or revisions.
- The ECHO CC highly encourages the use of its editorial services. However, if the Writing Team Leader opts not to use these services, he/she is required to submit the final research products to the ECHO CC Publications Operation Team (Echocc-publications@dm.duke.edu) for editorial oversight prior to submission to ensure that proper boilerplate for corporate authorship, funding information, and acknowledgements are included.
- Notify the ECHO CC Publications Operation Team (Echocc-publications@dm.duke.edu) of changes in manuscript status (e.g., rejected, accepted, revisions requested, published).



- Ensure the submission of accepted manuscripts to PubMed Central to satisfy the National Institutes of Health Public Access Policy (see ECHO Publications Policy, Section V.G).

2. Writing Team Members

Writing Teams prepare ECHO research products. Writing Team members may arise from ECHO working groups, ECHO cohorts, or other ECHO components. The composition of a Writing Team may differ somewhat for various publication types.

While ECHO encourages Writing Teams to collaborate with ECHO investigators, Writing Teams are permitted to invite ECHO affiliate investigators and those investigators who have no current relationship to ECHO.

An ECHO investigator is defined as any member of the ECHO consortium who is supported by an ECHO grant, subcontract, or consultancy. Support is reflected by the designation as a Principal Investigator, Multi-Principal Investigator, or Co-Investigator on the grant or subsequent progress reports.

An ECHO Affiliate Investigator is defined as any investigator who is sponsored by an ECHO Investigator, and located at the sponsoring investigator's institution.

In forming a Writing Team, the Writing Team Leader should consider inviting other ECHO investigators with relevant expertise. The size of and representation on a Writing Team depends on the topic.

Writing Team members may come from a variety of sources: Working Groups, CC, DAC, HHEAR, PRO Core, National Institutes of Health project scientist or other federal agencies with appropriate ECHO involvement and relevant expertise, and the broader scientific community not formally affiliated with ECHO. When such federal employees are involved, clearance is required as per their agency's policies.

When the Analysis Proposal calls for a particular ECHO component to be involved in the research, the Writing Team must invite a representative from that ECHO component to join the Writing Team. Writing Team Leaders must also invite a representative from every ECHO-wide cohort award contributing data and/or any type of ECHO biospecimens to the analysis.

The ECHO Steering Committee, Publications Committee, Executive Committee, and National Institutes of Health Program Office may suggest individuals for Writing Team participation. ECHO strongly encourages Writing Team Leaders to involve junior investigators and to have each work with a mentor (e.g., the principal investigator of the cohort with which the junior investigator is affiliated).

3. Writing Team Appeals Process

In any large multicenter, multidisciplinary effort, conflicts are bound to arise, particularly regarding publication. Investigators should attempt to resolve conflicts by first discussing with the appropriate ECHO Committee or Working Group. For example, if a



conflict relates to an Analysis Proposal, the appropriate ECHO entity would be the Publication Committee. If a conflict relates to the data analysis plan, the appropriate ECHO component would be the Data Analysis Working Group. If a conflict is not resolved by discussing with the appropriate ECHO entity, the investigator may formally appeal to the ECHO Executive Committee. The CC facilitates a review of all relevant materials and provides the opportunity for the investigator to make a written or oral presentation to the Executive Committee, if the Executive Committee requests such a presentation.

D. Authorship

1. Identifying Authors

As described in the ECHO Publications Policy, Section V.C, before and during the development of an Analysis Proposal, the Writing Team Leader recruits Writing Team members and considers suggestions for Writing Team members from other ECHO investigators. Typically, most, and sometimes all, Writing Team members become authors of resulting publications. At the time of Analysis Proposal submission, the Writing Team Leader should include a preliminary list of Writing Team members and order of authors. The Writing Team Leader may also add Writing Team members as they see fit throughout the manuscript development process.

2. Authorship Guidelines

Authorship guidelines for ECHO publications follows the International Committee of Medical Journal Editors (ICMJE) Guidelines, which recommend authorship based on the following 4 criteria:

- a. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- b. Drafting the work or revising it critically for important intellectual content; AND
- c. Final approval of the version to be published; AND
- d. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

As a general rule, unless the journal limits the number of authors, the Writing Team should include all Writing Team members as authors as long as they meet the criteria for authorship as defined by the ICMJE Guidelines. The order (except for first and senior) should align with the level of contribution to the writing.

In addition to journal submission requirements, the Publications Committee Co-Chairs may ask the Writing Team Leaders to specify each author's contributions.



3. Identifying the Corresponding Author

The Writing Team Leader selects the corresponding author(s) with guidance from the Publications Committee, as needed. The corresponding author should be someone who plans to be at his/her current institution for at least 1 year.

4. Writing Team Acknowledgements

The Writing Team should acknowledge individuals whose efforts contributed to the ECHO consortium research described in a manuscript but who do not qualify for authorship. The CC assists the Writing Team by identifying individuals from the various ECHO program areas, including: site principal investigators (individuals who provided access to study participants at a specific site within a cohort), cohort principal investigators, IDeA States Pediatric Clinical Trials Network principal investigators, and members from the DAC, PRO Core, Genetics Core, HHEAR, CC, and National Institutes of Health scientific leadership. Writing Team Leaders may acknowledge other individuals (e.g., someone who solely provided technical or writing assistance or a department chair who solely provided general support).

5. Boilerplate for Corporate Authorship

Prior to submission of a manuscript for review by the Publications Committee, the Writing Team Leader should include a standard acknowledgement of ECHO contributors who do not qualify for authorship, using text as below:

The authors wish to acknowledge the contribution of the following ECHO program collaborators (include Institution name, city, state, Principal Investigators):

- Coordinating Center
- Data Analysis Center
- Person-reported Outcomes Core
- Human Health Exposure Analysis Resource
- Genetics Core (when available)
- Idea States Pediatric Clinical Trials Network (ISPCTN)
- ISPCTN Data Coordinating and Operations Center
- Pediatric Cohorts (see details under ECHO cohort awardees and Cohort Sites)
- ECHO Awardees: Include names of each awardee principal investigator(s)
- ECHO Cohort: Include names of each cohort principal investigator(s)

For accurate names, credentials, and approvals, the CC updates the ECHO boilerplate (see document—Boilerplate for ECHO-wide Acknowledgements).

6. Disputes in Authorship

Writing Team members should first discuss amongst themselves, and attempt to resolve, disagreements about authorship. If disputes still exist, the CC arranges for a conference call with the ECHO Publications Committee Co-Chair(s) and the Writing Team member(s) to discuss and resolve the dispute. If this is not successful, the CC arranges a conference



call with the Publications Committee Co-Chair(s), Writing Team member(s), and EC Co-Chair(s) to discuss the dispute and develop a plan for resolution. A Writing Team member may also confidentially discuss a dispute about authorship decisions with the Publications Committee Co-Chairs.

7. Presentations of Previously Published ECHO Data

Publications Committee approval is not required for public presentation of ECHO data that was previously published (i.e., presentations of previously published ECHO data by ECHO investigators at local, regional, national, or international meetings); however, for tracking purposes, investigators should inform the ECHO CC Publications Operation Team (Echocc-publications@dm.duke.edu) of all ECHO-related presentations.

E. Acknowledgment of National Institutes of Health Support

For presentations and publications emerging from grant-supported activities of ECHO, investigators are legally required to acknowledge the funding sources from the National Institutes of Health and other groups, along with the following disclaimer:

Funding acknowledgement: *Research reported in this publication was supported by the Environmental influences on Child Health Outcomes (ECHO) program, Office of The Director, National Institutes of Health, under Award Number U2COD023375 (Coordinating Center), U24OD023382 (Data Analysis Center), and UH3ODXXXXXX (for each cohort grantee author).*

Add disclaimer: *The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.*

Prior to issuing a press release concerning the outcome of ECHO research, the Writing Team Leader should notify the National Institutes of Health's ECHO office via the ECHO CC Publications Operations Team (Echocc-publications@dm.duke.edu) in advance to allow for coordination.

F. ECHO Logo

When presenting ECHO data at scientific or public meetings, all presentations (oral and poster) are encouraged to use the ECHO logo and should acknowledge the grant using the above statement. The ECHO logo and template slides are available in the Program Manual: Communications (Section 1.d).

G. PubMed Central Submission of Published Manuscripts

To advance science and improve human health, the National Institutes of Health Public Access Policy requires the peer-reviewed articles it funds to be made publicly available via PubMed Central no later than 12 months after the official date of publication. Immediately upon acceptance for publication, ECHO requires Writing Team Leaders to submit their final peer-reviewed manuscripts to PubMed Central and follow directives until PubMed Central assigns a PMCID number. For ECHO manuscripts, the primary awardees of ECHO grants (generally



listed as a coauthor on the manuscript) remain responsible for compliance. If needed, the ECHO CC can provide guidance.

H. Ensuring Timeliness of Publications and Presentations

The Publications Committee and Writing Team Leaders, with support from the CC, monitor the progress of approved Analysis Proposals. To facilitate timely completion of research studies and dissemination of results, Writing Team Leaders submit a Manuscript Development Timeline and progress reports to the ECHO CC Publications Operation Team (Echocc-publications@dm.duke.edu). The CC provides a summary of these updates to the Publications Committee and the Publication Committee may escalate delays/issues as needed.

As a general rule, the Writing Team Leaders should submit a draft manuscript for Publications Committee review within nine months of obtaining Publications Committee approval of the Analysis Proposal. This projected timeframe provides six months for data analysis of available harmonized data and three months to complete a draft of the manuscript. Factors specific to individual Analysis Proposals (e.g. data availability/harmonization or required biospecimen assays) may impact timelines. Writing Team Leaders should address these factors when developing the Manuscript Development Timeline.

I. Publication Costs

If required by the journal, the ECHO CC considers, on a case-by-case basis, covering the cost of journal fees for ECHO-wide Cohort manuscripts (see guidance document in Program Manual—ECHO Coordinating Center Coverage of Journal Fees for ECHO-Wide Cohort Manuscripts).

VI. Review and Revision

All ECHO Program Manual documents are to be reviewed at least every two years; however, more frequent reviews may be warranted as processes change or major edits are identified.

VII. Supporting Documents

None

VIII. References

- A. Publications Committee Charter: ECHO SharePoint Site/Program Manual/01. Program Information & Governance/c. Charters
- B. Publications Process: All Processes: ECHO SharePoint Site/Program Manual/07. Publications Program/a. Processes
- C. Publications Process: Review of Research Products: ECHO SharePoint Site/Program Manual/07. Publications Program/a. Processes



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- D. Publications Process: ECHO Publication Process STEP 1 – Analysis Concept: ECHO SharePoint Site/Program Manual/07. Publications Program/a. Processes
- E. Publications Process: ECHO Publication Process STEP 2 – Analysis Proposal: ECHO SharePoint Site/Program Manual/07. Publications Program/a. Processes
- F. ECHO Coordinating Center Medical Communications Editorial Services Guidelines: ECHO SharePoint Site/Program Manual/07. Publications Program/c. Guidelines
- G. ECHO Manuscript Development Timeline Template: ECHO SharePoint Site/Program Manual/07. Publications Program/ b. Templates and Forms
- H. ECHO Navajo Birth Cohort Study (NBCS) Publications Review Checklist: ECHO SharePoint Site/Program Manual/07. Publications Program/ b. Templates and Forms
- I. International Committee of Medical Journal Editors Guidelines:
<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
- J. ECHO Boilerplate for ECHO-wide Acknowledgements UH3: ECHO SharePoint Site/Program Manual/07. Publications Program/b. Templates and Forms
- K. National Institutes of Health Public Access Policy : <https://publicaccess.nih.gov/policy.htm>
- L. PubMed Central: <https://www.ncbi.nlm.nih.gov/pmc/>
- M. ECHO Coordinating Center Coverage of Journal Fees for ECHO-Wide Manuscripts: ECHO SharePoint Site/Program Manual/07. Publications Program/c. Guidelines

IX. Linked Attachments

- A. Overview Flow Chart: Concept to Research Product Submission: ECHO SharePoint site/Program Manual/07. Publications Program/b. Templates and Forms
- B. Overview Checklist: Sequential Steps: ECHO SharePoint site/Program Manual/07. Publications Program/b. Templates and Forms



X. History of Change

| Section Affected | Effective Date | Changes Made |
|--|----------------|---|
| Version 3.0 | | |
| I | 07Dec2021 | Clarified types of research products applicable to this policy. Changed “ECHO” to “ECHO-wide Cohort”. |
| II | 07Dec2021 | Clarified goals and types of research products that require Publication Committee review. Changed “ECHO” to “ECHO-wide Cohort”. |
| III | 07Dec2021 | Clarified types of research products applicable to this policy. |
| IV | 07Dec2021 | Removed specific terms and provided link to ECHO Glossary. |
| V.A | 07Dec2021 | Minor semantic changes. Added Publication Committee responsibility of identifying manuscript development barriers and escalating as needed. |
| V.B | 07Dec2021 | Added section to include Publications Committee Diversity, Equity, and Inclusion statement. |
| V.C | 07Dec2021 | Minor semantic changes. |
| V.C.1 | 07Dec2021 | Minor semantic changes. Added Writing Team Leader responsibilities: complying with ECHO publications processes, complying with Navajo Birth Cohort Study use requirements, submitting Manuscript Development Timelines, notifying the Publications Committee of changes to Publications Committee approved Analysis Proposals, complying with data sharing regulatory guidelines. |
| V.C.2; V.C.3; V.D.1; V.D.2; V.D.3; V.D.4; V.D.5; V.D.6 | 07Dec2021 | Minor semantic changes. |
| V.D.7 | 07Dec2021 | Updated text for clarity and added the ECHO CC Publications Operations Team email address. |
| V.E | 07Dec2021 | Updated grant number prefix and added the ECHO CC Publications Operations Team email address. |
| V.G | 07Dec2021 | Minor semantic changes. |



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|------------------|----------------|---|
| V.H | 07Dec2021 | Added requirements for Writing Team Leaders to submit Manuscript Development Timelines and CC reporting procedures. Updated Publications Committee expected timeframe for Writing Teams to develop a manuscript after Publications Committee approves the Analysis Proposal. |
| V.I | 07Dec2021 | Minor semantic changes. |
| VIII | 07Dec2021 | Added references to: publications processes, ECHO Boilerplate for ECHO-wide Acknowledgements, Manuscript Development Timeline Template, Navajo Birth Cohort Study Publications Review Checklist. |
| Version 2.3 | | |
| V.B | 28May2020 | Clarified cohorts and components as ECHO |
| V.C | 28May2020 | Added in abbreviation, ICMJE, and pluralized corresponding authors |
| Version 2.2 | | |
| IV | 27Dec2019 | Updated formatting and explanation of Definitions |
| V.B | 30Dec2019 | Updated that If a conflict relates to the data analysis plan, the appropriate ECHO component would be the Data Sharing Work Group (previously Data Analysis Work Group) and that CC would send a quarterly (previously monthly) progress report and added a link to ECHO Coordinating Center Medical Communications Editorial Services Guideline) |
| V.C | 30Dec2019 | Removed verbiage that justification of primary and senior authors should also be included when submitting a preliminary list of writing team members and order of authors, added link to the document- Boilerplate for ECHO-wide Acknowledgements, and added location details and links to the ECHO logo and Template Slide |



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| V.E | 30Dec2019 | Added location details and links to the ECHO Logo and Template Slide |
| V.H | 30Dec2019 | Edited details to clarify ECHO-wide Publications Cost may be covered by ECHOCC when required by the Journal |
| VIII & IX | 30Jan2020 | Removed hyperlinks and updated document locations in Program Manual and web links |
| All | 30Jan2020 | Removed hyperlinks throughout the document |
| All | 30Dec2019 | Updated formatting and hyperlinks and replaced the word 'Children's' with 'Human' to note Human Health Exposure Analysis Resource (previously Children's Health and Exposure Analysis Resource) within the document |
| Version 2.1 | | |
| B.2 (minor) | 24JUN2019 | Modified ECHO Investigator definition and added a new designation for an ECHO Affiliated Investigator. |
| C.5 | 07FEB2019 | Aligning language between the policy and guidance document. |
| D | 29MAY2019 | Updated email address to ECHO Publications Mailbox |
| All | 29AUG2019 | Updated hyperlinks within the document. |
| Version 2.0 | | |
| V.A (major) | 27OCT2017 | Changed the ECHO Publications Committee scope of work to exempt single cohort that requests biospecimen analysis from CHEAR labs for cohort-specific aims. |
| B.1 (minor) | 17JAN2018 | Clarified the role of Writing Team Leader and explicitly stated when an investigator may lay claim to an idea and/or biosamples. |
| VIII | 05APR2018 | Added hyperlinks to updated process documents |
| Version 1.3 | | |
| All | 05APR2018 | Divided document into Policy document and individual process documents for each step in the Publications Process. |



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| All | 05APR2018 | Updated document to reflect new terminology for Analysis Concept and Analysis Proposal. |
| All | 05APR2018 | Updated Links |
| Version 1.0 | | |
| | 04May2017 | New document |



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Approval Page

| Name/Title | Signature/Date |
|---------------------------------|---|
| ECHO Steering Committee (Major) | 13Jan2022 (v3.0; via electronic survey) |

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