**Appendix 1: Manuscript Proposal**

Please:

* Complete Section A to indicate the type of publication.
* Complete the relevant accompanying information template in Section B.
* Send the completed form by email to the LegacyNet Directors (Caroline, John and Carsten; email addresses at: <https://legacynet.scss.tcd.ie/leaders-members.php>).

The LegacyNet Directors will acknowledge receipt of requests that are for notification only. For requests requiring approval, the LegacyNet Directors will liaise with the Publications Committee on your behalf and will respond with a decision as soon as possible. **IF THE TYPE OF PUBLICATION YOU WISH TO PURSUE IS NOT LISTED, PLEASE CONTACT THE CHAIR OF THE PUBLICATIONS COMMITTEE (John Finn,** **john.finn@teagasc.ie****) TO CLARIFY THE APPROVALS PROCESS.**

**NB:** **when a planned publication or output using LegacyNet data deviates from an original approved proposal, then an updated publications proposal must be sent for re-approval by the Publications Committee.**

**Section A**

Please indicate (****) the publication type that best matches your submission

|  |  |  |
| --- | --- | --- |
| **Publication type** | **Action**  | **Tick** (****) **where applicable** |
| **MAGAZINE** |
| Popular article (in a magazine) | Notify the LegacyNet Directors with the details of the article prior to submission. Please provide the details requested in Section B **template 1**. |  |
| **CONFERENCE**  |
| Presentation at a *national* conference with no published proceedings | Notify the LegacyNet Directors before the conference with the details of your presentation. Please provide the details requested in Section B **template 2**. |  |
| Presentation at an *international* conference with no published proceedings | Notify the LegacyNet Directors before submitting abstract to coordinate potential multiple LegacyNet abstracts to the same conference. Please provide the details requested in Section B **template 2**. |  |
| Presentation at a *national* conference with published proceedings  | Requires approval from the LegacyNet Directors prior to submission. Please provide the details requested in Section B **template 2**. |  |
| Presentation at an *international* conference with published proceedings  | Requires approval from the LegacyNet Directors prior to submission. Please provide the details requested in Section B **template 2**. |  |
| **JOURNAL ARTICLE –** please seek approval *prior* to the manuscript development |
| Journal article using data from an individual LegacyNet site or from a subset of LegacyNet sites | Requires approval from LegacyNet Publication Committee. Please provide the details requested in Section B **template 3**. It is important to provide a justification as to why using data from a single site or subset of sites is appropriate.  |  |
| Journal article using data from all LegacyNet sites | Requires approval from LegacyNet Publication Committee. Please provide the details requested in Section B **template 3**.  |  |
| **PHD THESIS CHAPTER OR MSC (BY RESEARCH) THESIS –** please seek approval *prior* to the development / planning of the work.*Please note that approval to publish as a PhD thesis chapter or MSc (by research) thesis does* ***NOT*** *equate to approval to publish in a journal. Separate approval is required for journal publication. However, if appropriate, the approvals for thesis chapter or MSc thesis and journal article can be submitted in the same document (with both Information templates 3 and 4 completed).* |
| PhD thesis chapter or MSc (by research) thesis using data from an individual LegacyNet site or from a subset of LegacyNet sites | Requires approval from LegacyNet Publication Committee. Please provide the details requested in Section B **template 4**. It is important to provide a justification as to why using data from a single site or subset of sites is appropriate. |  |
| PhD thesis chapter or MSc (by research) thesis using data from all LegacyNet sites | Requires approval from LegacyNet Publication Committee. Please provide the details requested in Section B **template 4**. |  |

**Section B –** information templates, delete those not applicable to your request

**Information template 1:** Magazine

|  |  |
| --- | --- |
| **Magazine name** |  |
| **Article title** |  |
| **Authors** |  |
| **Any other relevant information (if any)** |  |

**Information template 2:** Conference

|  |  |
| --- | --- |
| **Conference name** |  |
| **Conference date** |  |
| **Conference type** | National / International (delete as appropriate) |
| **Published proceedings** | Yes / No (delete as appropriate and indicate length of publication if answering Yes) |
| **Title of submission**  |  |
| **Authors** |  |
| **Draft abstract** |  |

**Information template 3:** Journal article

|  |  |
| --- | --- |
| **Manuscript title**  |  |
| **Lead author** |  |
| **Intended author list** |  |
| **Lead statistician (if already agreed)** |  |
| **Target journal** |  |
| **Data to be used** | (Include which site(s) and what responses / additional treatments etc are to be analysed and included. Site numbers are available at <https://legacynet.scss.tcd.ie/the-sites.php>.) |
| **Description of the research aims (research questions, type of analysis, likely scientific impact)****(250 – 400 words)** |  |
| **Justification as to why suited to individual site or subset of sites analysis** | (Answer ‘not applicable’ if proposing an ‘all site’ paper.) |
| **Indicative timeline**(Estimated in each case) | Date for first draft ready for feedback:Date for advanced draft ready for feedback:Date for submission to journal:Any other relevant information regarding timeline: |

**Information template 4:** Thesis chapter or MSc (by research) thesis

|  |  |
| --- | --- |
| **Type** | PhD thesis chapter or MSc (by research) thesis (delete as appropriate) |
| **Chapter or thesis title**  |  |
| **PhD or MSc thesis owner**  |  |
| **Supervisor(s)** |  |
| **Data to be used** |  |
| **Description of the research aims (research questions, type of analysis, likely scientific impact)****(250 – 400 words)** |  |
| **Justification as to why suited to individual site or subset of sites analysis** |  |
| **Thesis submission timeline** |  |
| **Additional comments** |  |