HCHS/SOL PUBLICATIONS COMMITTEE

Criteria for Review of Proposals

Generally, proposals need to include entire cohort rather than one center. Proposals will be reviewed upon consideration of the points listed below.

1.   The rationale for the paper should be provided.

2.   Objectives or specific aims should be stated and should be feasible to address in the HCHS/SOL cohort.

3.   Variables needed for analysis and definitions of variables if appropriate should be provided, for example, outcome variables should be defined. It is recognized that derivation of new variables may occur as the analyses progress.

4.   Analysis plans should be clearly thought through. Table shells are recommended, as these show the nature of the analyses and are a help to analysts and to authors in focusing their efforts once the proposal is approved. It is recognized that analyses may evolve as the paper progresses, but the basic analytic strategy needs to be presented.

5.   Sample size availability should be considered for specific objectives. If appropriate authors should consider power.

6.   Reviewers will consider potential overlap with other proposed papers.; authors are responsible for checking other proposals on the website for potential overlap.

7.   If the paper is not data-driven, but rather is a descriptive or opinion paper, items 3, 4, and 5 do not apply, however an outline should be provided.

8.   Priority for analyses will be assigned according to extent to which paper is deemed to address important and/or pressing questions.

Criteria for review of manuscripts:

Manuscripts should follow the plan approved in the proposal phase, recognizing that there may additional analyses needed. Major deviations from the proposal plan or expansion of the scope of the paper will need approval of the modification by the Publications Committee.
The manuscript should be accurate and the data appropriately analyzed
The writing style should be clear.
Authorship should be according to the policies posted on the HCHS/SOL website.
All co-authors must approve the final draft.