



## APPENDIX B

### Manuscript workflow for multi-centre trials

- Before initiating the study, any authorship issues will be clarified in the authorship contract (see Appendix A).
- The manuscript may be prepared by a writing group typically consisting of 3-5 members or may be drafted by the first author and then undergo critical revision among the co-authors.
- The authors in the byline of the manuscript may include more people than those participating in the writing group and this is clearly defined in the authorship contract.

#### BEFORE FIRST DRAFT

- 2-3 weeks before* the first manuscript draft is ready, the author in charge of manuscript drafting should notify all co-authors by e-mail.

#### FIRST REVISION

- When distributing the manuscript draft to the co-authors, it should be pointed out that each co-author has e.g. a maximum of *two weeks* to revise the manuscript draft.
- If the co-author is not able to complete the revision within the timeframe, the author in charge of manuscript drafting should be notified as soon as possible.
- If a co-author does not report back in time, he/she should no longer be considered an author (cf. ICMJE authorship criterion two).
- After the specified timeframe, the author in charge of manuscript drafting prepares a new draft based on all co-authors' revisions.

#### SECOND REVISION

- Next, the author in charge of the manuscript distributes a new manuscript draft to the co-authors with clearly identifiable corrections, and each co-author has e.g. *one week* to revise the new manuscript draft.

Again, if the co-author is unable to complete the revision in time, the author in charge of the manuscript should be notified as soon as possible.



## FINAL APPROVAL

- When the manuscript is finished and ready for submission, it should be sent to all co-authors for final approval (ICMJE authorship criterion three). The co-authors should be given only e.g. *two days* to respond to the final approval of the manuscript. The final approval is given by e-mail as a response back to the author in charge of the manuscript and thereafter the manuscript can be submitted to a journal.

## Revision of the manuscript after editorial response from a journal

- There are no strict rules regarding involvement of co-authors in the revision process, although it may be considered good ethical behaviour to at least get critical revisions and a final approval from all co-authors before submitting the revised manuscript.
- Thus, most often the first and last author will collaborate on the preparation of a revised version of the manuscript taking into account all the issues raised by the editor and peer-reviewers. The final revised manuscript together with a cover letter describing all the changes made will then be sent to all co-authors for final approval before re-submission to the journal. A fair amount of time for this process of final approval would be e.g. *one week*.
- Final approval of the revised manuscript should be given as e-mail responses from the co-authors back to the author in charge of the manuscript before submission.

Signatures:

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