

Development of EADC statements/position papers/consensus papers/surveys

The EADC aims at publishing statements, position papers and consensus paper, which address timely topics in the areas of interest of the EADC. The following guidance describes, how such papers are developed.

The EADC performs surveys on different topics. Since surveys are also coordinated EADC activities, their development and conduction should follow the same procedures.

General principles for the development of EADC publications and surveys:

- Promotion of transparency of the process
- Flexibility of the author list
- Prevention of the creation of privileged groups
- Prevention of overlapping or conflicting initiatives
- Preservation of the capacity of decision making of the initiator (first or senior author) and to the executive board (EB)

Procedure

1. Topics for papers and surveys may be proposed by any EADC member and must be submitted with title, topic and description to the chair of the EB. The proposal should contain a general outline with key points and a list of main contributors. The EB will discuss the proposal with the initiating author (by mail possible). If the paper or survey is in the scope of the EADC and if there are no specific concerns or conflict with other ongoing or approved initiatives, the EB will approve the paper or survey. The EB can make suggestions and comments on key points of the proposal and can propose additional contributors. Alternative to EB submission, the proposal can be presented at one EADC meeting, where it can also be approved. It is encouraged to present proposals for papers or surveys without time pressure at the bi-annual EADC meetings for wider discussion.
2. After EB approval, all EADC member will be notified by E-mail about the proposal by the EB. The PI will define and contact the initial list of authors. The PI can formulate an open invitation to the EADC members to join the author group. Primary criteria for authorship are expertise and active participation in the development of the design of the position paper or survey and in the writing process. In order to stimulate EADC involvement, care should be taken to actively recruit junior members and members from diverse sites of the EADC. If an EADC member expresses an interest to actively participate, he or she is accepted as co-author. Objections have to be substantiated to the EB by the initiator. All final co-authors must meet all criteria at the time of submission (taken active part in the design and in the writing of the paper, and in the final approval of the paper according to Vancouver criteria). The initiator will have the responsibility to reject invited co-authors who do not meet these criteria at the time of submission. After drafting of the manuscript or survey, the final work is presented to the EB and simultaneously by E-mail to all EADC members. A timeframe of usually two weeks will be granted for feedback. No response of EADC members is interpreted as an agreement. The initiator will have the sole responsibility of accepting or disregarding comments.

3. After two weeks and inclusion of comments, the final publication is submitted to the EB for final approval (one week). The EB must provide active approval before submission. The EB is entitled to withdraw the EDAC as an institution from the author list and from the content of the paper, if it is not compatible with the mission and the governance of the EADC. In case of overall agreement with the mission and governance of the EADC, differences of personal opinions of individual EB members with the specific parts of the content of the publication cannot lead to EB rejection of the status as an EADC position paper or survey.
4. After approval by the EB, the publication will be submitted to the journal. An explicit mention of the contribution of each author will be added to the paper, independently of journal requirements. The accepted manuscript will be circulated to all EADC members by e-mail. In case of surveys, distribution to all recipients and EADC members will occur at that stage. Publication of survey results will follow the same procedures as position papers or statements.
5. The EADC will be listed at the end of the author list: "...for the European Alzheimer's Disease Consortium (EDAC)". Mentioning in the title: "... and EADC position paper", "...an EADC survey" is encouraged. All individual authors will add their personal affiliations. In case of surveys, the participating sites can be listed in the acknowledgement section of papers.
6. A consensus in the publication is aimed for. Disagreeing opinions, however, can be described. If the disagreement is fundamental and cannot be presented in one publication, the paper cannot be an EADC publication and can only be published under the names of the individual authors, who are free to name their EADC affiliation.
7. Papers and surveys, which do not adhere to this procedure cannot be EADC products, and can only be published or conducted under the names of individual authors.
8. The EADC EB will maintain a list of papers and surveys in progress in order to avoid overlapping papers. This list will be posted on the EADC website.