

## Publication Procedure for The Maastricht Study

*Before* submitting any manuscript to a journal for publication or an abstract to a conference, its final version must be reviewed and approved by The Maastricht Study Management Team (MT)<sup>a</sup>

In general, the rules of the International Committee of Medical Journal Editors ([www.icmje.org](http://www.icmje.org)) apply to each publication in which data of The Maastricht Study are used.

Additional guidelines are:

- Domain experts<sup>b</sup> for variables and/or materials are granted the opportunity to opt for co-authorship. Which domain experts will be co-authors is determined during the evaluation of the request for data and/or materials via the online data request portal.
- Members of the MT have the right to be co-authors on publications, reflecting their efforts in making The Maastricht Study possible. MT members who will be co-authors are identified during the evaluation of the proposal.
- The order of the co-authors is determined, preferably in advance, based on contributions and in agreement with the senior lead-author.
- The final version of the abstract for a conference and the completed application form 'C.Application\_for\_review\_manuscript\_abstract.DOCX', must be submitted for review to the MT *prior to submission to a journal or conference* via [um-researchdms@maastrichtuniversity.nl](mailto:um-researchdms@maastrichtuniversity.nl)
- The final version of the manuscript of abstract and the completed application form 'C.Application\_for\_review\_manuscript\_abstract.DOCX', including a layman's abstract in Dutch must be submitted for review to the MT *prior to submission to a journal or conference* via [um-researchdms@maastrichtuniversity.nl](mailto:um-researchdms@maastrichtuniversity.nl)
- The MT will assess formal conditions (title, description of The Maastricht Study data collections, funding) and overall scientific quality and communicate its advice within 30 working days.
- Only after approval by the MT may the abstract/manuscript be submitted to a conference/journal.
- It is the applicant's responsibility that this above-mentioned final version of a manuscript or abstract was seen by all co-authors and that all co-authors have had ample opportunity to give feedback.
- If it concerns a manuscript, the above-mentioned final version for review must be accompanied by the datasets and syntaxes (e.g., SPSS, R, Stata, MATLAB) that were used.
- Abstracts must be submitted to the MT at least 1 week before the abstract submission deadline.
- If deemed necessary, the MT can seek additional epidemiological advice from external advisors<sup>c</sup>, or domain experts<sup>b</sup>.
- It is the applicants' responsibility that all co-authors are kept updated on the status of the manuscript/abstract after submission (reviewers' comments, correspondence, acceptance for publication or resubmission to another journal).

- After acceptance, the *published* version of manuscript, including any syntaxes for additional analyses requested by journal reviewers must be submitted to the MT via [um-researchdms@maastrichtuniversity.nl](mailto:um-researchdms@maastrichtuniversity.nl)

<sup>a</sup> MT: Prof. M. Brouwers, Dr. C. van der Kallen, Dr. A. Koster, Dr. M. van Greevenbroek, Dr. A. Wesselijs, Prof. S. Köhler, Prof. B. de Galan.

<sup>b</sup> Domain expert: An MUMC and/or UM employee with a senior position in a research discipline who made a substantial contribution to the collection of data and/or materials, whether financially or content based. In case a domain expert no longer holds a position at the UM or MUMC, the position as domain expert is terminated. The head of the department will appoint a new domain expert. A list of domain experts is available from the MT. If a variable and/or materials have more than one domain expert, a contact person will represent the interests of the other domain experts.

<sup>c</sup> External epidemiological advisors: Prof. I. Arts, Dr. S. Eussen.