



LONG-TERM CARE DATA COOPERATIVE

PUBLICATIONS POLICY

GENERAL CONSIDERATIONS

1. This document represents the Long-Term Care (LTC) Data Cooperative policy for the submission and review of presentations to any symposia, academic conferences, national, international or regional professional meeting and of publications (e.g. journal articles, reports, book chapters, etc.), resulting from work utilizing data from the LTC Data Cooperative. If an approved researcher has any other public-facing materials that include mention of the work utilizing data from the LTC Data Cooperative, please email LTCDataCooperative@AHCA.org before distributing.
2. All presentations and publications must include the required language acknowledging use of this data resource.
3. All presentations and publications must only present results that address the research objective(s) or research question(s) as stated in the plain-language summary in the application, and not present results derived from LTC Data Cooperative data that address objectives or questions beyond those clearly stated and approved.
4. All publications and presentation materials must be submitted for review to the Publications Committee **prior to** submission to a journal or third party, to ensure that:
 - a. the use is consistent with the aims and research objectives of the approved plain language summary included in the application and incorporated into the approved Data Use Agreement (DUA) and
 - b. the publication or presentation material does not inadvertently provide information that could identify either an individual resident or provider.
5. All articles published in peer-reviewed journals that use data derived from the LTC Data Cooperative **are required** to be made available in PubMed Central (PMC). The lead author(s) is responsible for ensuring the article is deposited to PMC in compliance with the [NIH Public Access Policy](#) and linked to **NIH Grant Award U54AG063546-S6**.

ACKNOWLEDGEMENT OF SUPPORT

All manuscripts and presentations utilizing data from the LTC Data Cooperative require the following acknowledgement statement:

“The Long-Term Care (LTC) Data Cooperative is sponsored by the National Institute on Aging (NIA) through a supplemental grant (U54AG063546-S6) to the NIA Imbedded Pragmatic Alzheimer’s Disease and AD-Related Dementias Clinical Trials Collaboratory (NIA IMPACT Collaboratory). The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health nor the investigators of the IMPACT Collaboratory or the LTC Data Cooperative.”

PROCEDURE FOR SUBMISSION AND REVIEW OF PUBLICATIONS

1. All publications (manuscripts, book chapters, reports, etc) must be submitted for review to the Publications Committee prior to submission to a journal or third party. Publications may be sent via email to LTCDataCooperative@AHCA.org with the subject line, **“Review Requested.”** Allow **five business days** for review. Expedited review is possible upon request but is not guaranteed.
2. The pre-publication review is conducted to assure:
 - a. publication adheres to data confidentiality and cell sizes, and
 - b. that the manuscript aligns with the aims of the approved proposal and the approved Data Use Agreement. Researchers are prohibited from presenting results beyond the research objective or research question as stated in the approved application incorporated into the approved DUA.
3. **Upon Acceptance to a journal or third party**, the final accepted manuscript and publication information should be sent via email to LTCDataCooperative@AHCA.org with the subject line, **“Article Accepted.”**

JOURNAL ARTICLES

The lead author is required to ensure the article is deposited to PubMed Central in compliance with the [NIH Public Access Policy](#) and linked to **NIH Grant Award U54AG063546-S6**.

PROCEDURE FOR SUBMISSION AND REVIEW OF ABSTRACTS AND PRESENTATIONS

All abstracts submitted to symposia, national, international or regional professional meetings, or academic conferences, must **simultaneously** be submitted to the Publications Committee (via email to LTCDataCooperative@AHCA.org with the subject line, “Review Requested”). Abstracts do

not require approval prior to conference submission, however if the researcher is invited to present on the basis of the submitted abstract, **all presentation materials must be submitted to the Publications Committee at least five business days prior to the presentation.** Presentation materials may be sent via email to LTCDDataCooperative@AHCA.org with the subject line, "Review Requested." Allow five business days for review. Expedited review is possible upon request but is not guaranteed.

1. The abstract review is conducted to assure:
 - a. that the manuscript aligns with the aims of the approved proposal and the approved Data Use Agreement. Researchers are prohibited from presenting results beyond the research objective or research question as stated in the approved application incorporated into the approved DUA. If the proposed presentation as described in the abstract describe results beyond the approved research objective or research question, the Publications Review Committee will ask the researcher to withdraw the abstract.
2. The pre-presentation review is conducted to assure:
 - a. presentation materials adhere to data confidentiality and cell sizes, and
 - b. that the presentation materials align with the aims of the approved proposal and the approved DUA. Researchers are prohibited from presenting results beyond the research objective or research question as stated in the approved application incorporated into the approved DUA.

CONTACT

Please send all inquiries to LTCDDataCooperative@AHCA.org. All requests will receive a response within 24-48 hours.