



This document guides authorship categories and standardized text for funding acknowledgments, conflict of Interest, authors, collaborators and individual acknowledgements on Continuous Evidence Evaluation outputs (systematic review publications, consensus on science and evidence to decision tables posting on ILCOR.org).

For published systematic reviews, COSTR postings on ILCOR.org will fall into 4 categories:

ROLE (TF or non-TF member)	Criteria	Searchable on Pubmed
Author	meets all ICMJE authorship criteria	✓
Collaborator	meets 2-3 ICMJE authorship criteria	✓
Acknowledgement	meets <2 ICMJE authorship criteria	✗
No contribution	TF member that did not make a contribution, for a variety of reasons unique to the individual/subject/timing etc., are not listed in any category.	✗

Author (Searchable on pubmed)

1. Fulfills all requirements for authorship based on ICMJE criteria (Appendix 1)
 - a. For SR: At the discretion of the KSU lead or ESR and Domain lead and TF chair agree with the authorship list and order
 - b. For COSTR: At the discretion of the TF chair and consideration should be given to including the KSU lead, ESR, domain lead, CEE rep on writing group, CEE rep on the TF and ESR mentee if warranted.
2. Each potential author agrees they have met the requirement for authorship and agree with the author order. This is documented by the ESR or KSU lead for the SR manuscript using their own system of documentation and the TF chair for the CoSTR and EtD with email approvals.(see Appendix 2 for a draft template) A summary email stating all authors approved the SR manuscript or CoSTR and EtD and agree with author order, should be submitted to CEE with the final submission for CEE review. (see Appendix 3 and Appendix 4 for draft templates)

Author Text

First author.....last author on behalf of the XXX Task Force(s) of the International Liaison Committee of Resuscitation.

Collaborator (searchable in pubmed)

1. Fulfills two or three requirements for authorship based on ICMJE criteria (Appendix 1)
2. Documented significant contribution:
 - a. Participation on majority of conference calls documented as attendance and contributed significantly to shaping the document through dialogue, providing drafts or edits would be sufficient for collaborator status.
3. For SR: At the discretion of the KSU lead or ESR and Domain lead and TF chair agree that the proposed collaborators contributed significantly to shaping the document and have documentation to support this.
4. For CoSTR: At the discretion of the TF chair and consideration should be given to including the KSU lead, ESR, ESR mentee, Domain lead, CEE rep on writing group, CEE rep on the TF if warranted. Participation on the majority of conference calls where the CoSTR and EtD framework was reviewed and each collaborator contributed significantly to shaping the final documents and have documentation to support this.
5. Potential collaborator agrees and acknowledges by email that his or her contribution met these requirements. This is documented by the ESR or KSU leads (SR) using their own system of documenting author contribution and TF chair (CoSTR and EtD) with email approval.(see Appendix 2 for draft template) A summary email from the ESR or KSU leads (SR) and TF chair (CoSTR and EtD) stating all collaborators approved the SR manuscript or CoSTR and EtD and agree with being listed as a collaborator should be submitted to CEE for final review.(see Appendix 3 or Appendix 4 for draft template)

Collaborator Text

Members of the International Liaison Committee on Resuscitation XXX Task Force(s) who met criteria as a collaborator include: List any members of the TF(s) approved by ESR or KSU lead, domain lead and TF chair. The following non-task force members also met criteria as a collaborator: list all non-TF member collaborators.

Acknowledgement (not searchable in pubmed)

1. TF chair proposes list of all the TF members who participated on the majority of conference calls and contributed to the discussion in a minimal way (does not contribute significantly to shaping the document) and would merit acknowledgement. The TF chair should consider acknowledging the KSU lead, ESR, ESR mentee, Domain lead, CEE rep on writing group, CEE rep on the TF if warranted on the CoSTR and EtD posting on ILCOR.org.
2. KSU or ESR with Domain Lead and TF chair agree on individuals to be listed under acknowledgements for the SR. Consideration should be given to acknowledging individuals who do not meet author or collaborator status, including the CEEWG representative, the domain lead, the information specialist, and any others who may have contributed in the review process.
3. Anyone who meets the requirement for acknowledgement must agree and acknowledge this by email. This is documented by the ESR or KSU lead (SR) using their own system of documenting authorship and TF chair (CoSTR and EtD) with email approvals (see Appendix 2 draft template) and a summary email stating all agree with the acknowledgement should be submitted to CEE for final review.(see Appendix 3 and Appendix 4 draft template)

Individual does not meet criteria as an author, collaborator or acknowledged individual

1. TF member who does not participate on the majority of conference calls should not be included
2. A TF member is on the majority of calls but does not appear to be engaged in the topic

Acknowledgement Text

Besides the authors **XX, XX, XX**, and **XX**, and collaborators **XX and XX** the members of the International Liaison Committee on Resuscitation Advanced Life Support Task Force include: **List names of all the TF members who contributed enough to be acknowledged**. In addition, the following non-task force members are also acknowledged for their contributions: **List names of all non-TF members and contribution**.

Acknowledgement of funding

Approved funding text by AHA legal

Acknowledgement of funding source and authors who accepted payment

Every ILCOR systematic review should include this funding acknowledgment:

This Systematic Review was funded by the American Heart Association, on behalf of The International Liaison Committee on Resuscitation (ILCOR). The following authors received payment from this funding source to complete this systematic review:

XXX as Expert Systematic Reviewer or Knowledge Synthesis Unit Lead

XXX as Information Services, St Michael's Hospital

XXX as etc etc etc

Conflict of Interest

All individuals with a conflict of interest on the TF should be listed and how their conflict was managed during the SR and the CoSTR and EtD should be documented.

Conflict of Interest Text example

Some of the authors (**XXXXXXX**) and Task Force collaborators (**XXX**) have published manuscripts related to **XXXX** which are included in this review. However, none of the authors have any financial conflicts of interests and none of the authors have academic conflicts related to ongoing or planned trials. Authors with identified conflicts of interest as per the guidance of the ILCOR Conflict of Interest Committee were not involved in the decision to (***insert aspects of the SR or CoSTR or EtD which were restricted to manage COI***)

Example for this insertion include:

1. Authors with identified conflicts of interest as per the guidance of the ILCOR Conflict of Interest Committee were not involved in the decision to include/exclude those articles and did not perform the initial data extraction or bias assessment. OR
2. Dr. **XX** (author) is the Principal Investigator of a randomized trial evaluating the combination of **XX versus XX** for in-hospital cardiac arrest, and Dr. **XX** is a non-paid consultant on that trial (**NCT number**) Trials including **XXX** were excluded from this review prior to commission.

Drs. XXX, (authors) and XX (collaborator) have published observational studies that were included in this review. Dr. XXX (collaborator) is a co-author on a randomized trial evaluating XX versus placebo that was included in this review. Dr XX was not directly involved as an investigator in this systematic review however he/she did review the findings and participate in Task Force discussions on synthesis of the data as a Task Force member.

Appendix 1

Excerpt taken from Dec 2017 Guidance document published by the ICMJE www.icmje.org

Who is an author?

The ICMJE recommends that authorship be based on the following 4 criteria:

- 1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND**
- 2. Drafting the work or revising it critically for important intellectual content; AND**
- 3. Final approval of the version to be published; AND**
- 4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.**

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors. All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged—see Section II.A.3 below.

These authorship criteria are intended to reserve the status of authorship for those who deserve credit and can take responsibility for the work. The criteria are not intended for use as a means to disqualify colleagues from authorship who otherwise meet authorship criteria by denying them the opportunity to meet criterion #s 2 or 3. Therefore, all individuals who meet the first criterion should have the opportunity to participate in the review, drafting, and final approval of the manuscript. The individuals who conduct the work are responsible for identifying who meets these criteria and ideally should do so when planning the work, making modifications as appropriate as the work progresses. It is the collective responsibility of the authors, not the journal to which the work is submitted, to determine that all people named as authors meet all four criteria;

When a large multi-author group has conducted the work, the group ideally should decide who will be an author before the work is started and confirm who is an author before submitting the manuscript for publication. All members of the group named as authors should meet all four criteria for authorship, including approval of the final manuscript, and they should be able to take public responsibility for the work and should have full confidence in the accuracy and integrity of the work of other group authors. They will also be expected as individuals to complete conflict-of-interest disclosure forms.

When a large multi-author group has conducted the work, the group ideally should decide who will be an author before the work is started and confirm who is an author before submitting the manuscript for publication. All members of the group named as authors should meet all four criteria for authorship, including approval of the final manuscript, and they should be able to take public responsibility for the

work and should have full confidence in the accuracy and integrity of the work of other group authors. They will also be expected as individuals to complete conflict-of-interest disclosure forms.

Non-Author contributors

Contributors who meet fewer than all 4 of the above criteria for authorship should not be listed as authors, but they should be acknowledged. Examples of activities that alone (without other contributions) do not qualify a contributor for authorship are acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading. Those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading (e.g., “Clinical Investigators” or “Participating Investigators”), and their contributions should be specified (e.g., “served as scientific advisors,” “critically reviewed the study proposal,” “collected data,” “provided and cared for study patients”, “participated in writing or technical editing of the manuscript”). Because acknowledgment may imply endorsement by acknowledged individuals of a study’s data and conclusions, editors are advised to require that the corresponding author obtain written permission to be acknowledged from all acknowledged individuals.

Appendix 2: Template Email from TF chair to all potential authors of CoSTR and EtD

To all task force members and non task force potential contributors

The <CoSTR and EtD> (is attached and I have assigned roles based on the authorship categories posted on ILCOR.org and as summarized in a table below with a brief description of the categories. You have been identified as a <insert author, collaborator or acknowledged person>. Please reply by return email your approval for your role in this scholarly work as outlined in each of these documents, along with the correct spelling and initials of your name as desired in the publication. If you have any questions or suggestions about authorship, inclusion or author order please contact me directly by email or by phone (insert cell).

ROLE (TF or non-TF member)	Criteria	Searchable on Pubmed
Author	meets all ICMJE authorship criteria*	✓
Collaborator	meets 2-3 ICMJE authorship criteria*	✓
Acknowledgement	meets <2 ICMJE authorship criteria*	×
No contribution	TF member that did not make a contribution, for a variety of reasons unique to the individual/subject/timing etc., are not listed in any category.	×

*The ICMJE recommends that authorship be based on the following 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Task Force Chair

Appendix 3: Template Letter from ESR or KSU lead (SR) to CEE rep on writing group documenting the process compliance and the retention of all emails.

To the CEE rep on the writing group (SR manuscript)

I am writing as the ESR/KSU lead to confirm the approval from the authors, collaborators, acknowledged individuals on this <systematic review>. I have a copy of all correspondence from each member of the Task Force listed as authors and collaborators and individuals who should be acknowledged confirming their approval to be included or not on this <systematic review>

ESR/KSUlead for SR

Appendix 4: TF chair (CoSTR and EtD) to CEE rep on TF documenting the process compliance and the retention of all emails.

To the CEE rep on the Task Force (CoSTR and EtD)

I am writing as the TF chair to confirm the approval from the authors, collaborators, acknowledged individuals on this <CoSTR and EtD>. I have a copy of all correspondence from each member of the Task Force listed as authors and collaborators and individuals who should be acknowledged confirming their approval to be included or not on this < CoSTR and EtD>.

TF chair for CoSTR and EtD