



HBM4EU Publication Policy

Work Package 2 - Knowledge Hub

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Authors and Acknowledgements

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HBM4EU Management Board

1 Introduction

This **HBM4EU Publication Policy** sets out the procedures and obligations involved in producing publications under the HBM4EU project.

The policy refers to the commitments made by parties to the HBM4EU Consortium Agreement, in particular section 8 on “Results” (see Annex I), as well as to procedures laid down in the [HBM4EU Data Management Plan](#) and the [HBM4EU Data Policy](#).

- Aspects of producing publications addressed in the document include:
- An overview of the process for obtaining Management Board approval of proposals for publications;
- Procedures to follow when using human biomonitoring (HBM) data in publications;
- Guidelines for authorship of HBM4EU publications;
- Acknowledging funding;
- Referencing the HBM4EU project in publications;
- Open access to publications; and
- Dissemination of publications.

The requirement to establish publication policy is set out in the HBM4EU Consortium Agreement, as shown in box 1 below.

Box 1: Section 8.5.2.2 of the HBM4EU Consortium Agreement

8.5.2.2 The Management Board shall adopt upon proposal by the Leader Work Package 2, within the first year, publication rules that aim at ensuring speedy publication of Results and avoiding conflicts of authorship and that take into account the legitimate interests of all Parties and owners of Results.

In our proposal for the HBM4EU project, we estimated that the project would produce at least **50 high-level scientific articles** drawing from the on-going researches and their results.

We committed to publishing HBM4EU research in selected leading international, peer-reviewed journals, such as Environmental Health Perspectives, The Lancet, International Journal of Hygiene and Environmental Health, Environment International, Toxicology Letters, Food and Chemical Toxicology, Regulatory Toxicology and Pharmacology, Science of the Total Environment, Chemosphere, and Environmental Health.



2 Overview of procedures for producing a publication

The figure below provides an overview of the process for producing a publication under HBM4EU.

1. **Lead author** produces the publication proposal in collaboration with the relevant Work Package Leader.

2. The **Work Package Leader** submits the publication proposal to the Management Board as a decision document.

3. The **Management Board** reviews the publication proposal and decides whether to approve. The Management Board may suggest changes and for specific publications may request that "on behalf of HBM4EU" be included in the list of authors.

If there are no objections or comments from the Management Board within 15 days then the proposal is considered accepted.

4. The **Work Package Leader** communicates the response of the Management Board to the lead author.

5. The **lead author** implements any changes to the proposal and drafts the full article. The lead author is responsible for ensuring that Horizon 2020 funding is acknowledged and that the article includes a link to the HBM4EU project website.

The **Work Package Leader** reviews the full article prior to submission and provides feedback.

6. The **lead author** submits the article for publication and after acceptance of the paper informs the Knowledge Hub and the Project Coordinator.

2.1 Step 1: Developing a publication proposal

The lead author is responsible for developing the publication proposal. The proposal should include:

- The lead author and other proposed authors, affiliations to HBM4EU partner of LTP, relevant Work Package/s and Task/s (see section 4 for guidelines on authorship);
- The target journal and the level of open access foreseen for the article;
- A working title;
- A draft abstract;
- In cases where the publication uses HBM data, the proposal should provide the metadata for the dataset used.

Where the publication uses HBM data from the HBM4EU repository then the lead author must follow the procedures set out in the Data Policy in order to access the data, as described in section 3. The lead author must then invite the data owners to be co-authors of the paper, as described in section 4 of this policy.

In developing the proposal, the lead author should consult with all proposed authors and with the relevant Work Package Leader. Where more than one Work package is involved, then the lead author should consult with all relevant Work Package Leaders to get feedback and to identify which Work package Leader should take the lead in submitting the publication proposal to the Management Board.

2.2 Step 2: Submission to the Management Board

The Work Package Leader submits the publication proposal to the Management Board for feedback and decision by written procedure (see box 2). Where there are no objections or specific comments from the management Board within 15 days, the proposal is considered accepted.

If member(s) of the Management Board raise concerns by email, then the proposal is added as an AOB item for the discussion at the next Management Board meeting.

Box 2: Management Board, Rules of Procedure, Article 7, Paragraph 7

Any decision may also be taken without a meeting if the Coordinator circulates to all Members of the Management Board a decision proposal in writing, usually by email that shall include the deadline for responses. Decisions taken without a meeting shall be considered as accepted if, within a period of 15 days, not more than one third of the Members has sent an objection in writing to the chairperson. The decisions will be binding after the chairperson has sent to all Members of the Consortium Body and to the Coordinator a written notification of this acceptance.

2.3 Step 3: Management Board decision

The Management Board reviews the decision document on the proposed publication and decides whether to approve it for publication or not.

The Management Board can also provide feedback, including suggestions for improvement. If necessary, the Management Board can request that the publication proposal be revised and re-submitted to the Management Board for approval.

For specific publications, the Management Board may request that “on behalf of HBM4EU” be added at the end of the list of authors (see section 4.2).

2.4 Step 4: Feedback to the lead author

The Work Package Leader summarises the feedback from the Management Board and communicates it to the lead author by email in a timely fashion (within two weeks).

Should the lead author not agree with proposed changes, then this should be discussed with the Work Package Leader. The Work Package Leader is responsible for deciding whether the discussion needs to return to the Management Board in the case of disagreement on content or authorship.

2.5 Step 5: Drafting the full article, acknowledging funding and referencing the HBM4EU project

The lead author communicates the decision of the Management Board to all authors.

Where the decision is positive, the lead author works with the other authors to draft the full publication. The lead author should respect any conditions and implement changes proposed by the Management Board.

The draft publication must acknowledge funding received from the European Commission (see section 5 for guidance) and must include reference to the HBM4EU project, as well as the address of the project website (see section 6 for guidance).

In cases where the publication uses HBM data, **the lead author is responsible for ensuring that procedures regarding the use of HBM data in publications all respected.** These are summarised in section 3 of this Publication Policy, and further detailed in the [HBM4EU Data Policy](#).

The lead author submits a full draft of the publication to the Work Package Leader prior to submitting the publication to the proposed journal. The Work Package Leader checks the content and ensures the quality of the publication. The Work Package Leader must come back to the lead author with comments publication within two weeks. If no comments are received, the lead author can proceed with submission.

2.6 Step 6: Final submission to the journal and informing the Knowledge Hub

The lead author submits the draft to the journal and handles all exchanges with the journal. All authors must be consulted on any changes to the publication resulting from the peer-review process and prior to submission of the final draft.

The lead author is responsible for informing the Project Coordinator (HBM4EU@UBA.de) and the Knowledge Hub (HBM4EU @eea.europa.eu and Joana Lobo Vicente Joana.Lobo@eea.europa.eu) that the publication has been accepted by email. The email should include a hyperlink to the publication.

3 Use of data in publications

The use of data in publications must respect the procedures laid down in the [HBM4EU Data Management Plan](#) and the [HBM4EU Data Policy](#). These documents serve to implement the commitments on data management set out under section 8.4 of the HBM4EU Consortium Agreement.

3.1 Use of data accessible via the HBM4EU repository

Section 4 of the Data Policy sets out the procedures that consortium partners must follow when requesting access to data held in the HBM4EU repository. Main steps are summarised in box 3.

Box 3: Main steps in requesting access to data in the HBM4EU repository summarized from the Data Policy section 4

Summary of main steps:

1. The researcher leading the analysis consults the metadata of the repository and submits an online request for access to data, summarizing the research purpose and the studies, variable and years for which data is requested.
2. Work Package leader confirms the proposed research question.
3. The proposal is evaluated by the leader of Work Package 10.
 - For data accessible for use under by HBM4EU, the leader of Work package 10 leader is responsible for approving the request.
 - For data not directly accessible for use under HBM4EU, Work Package 10 consults the data owner/data provider to request permission to use the data. The data owner/provider shall approve the request within 30 calendar days and is responsible for identifying any issues related to ethics compliance.
4. Upon approval of a proposal, a data use agreement shall be completed by each data user listed in the proposal.
5. After signing the data use agreement by the project coordinator, the requested data are made accessible to the user via the HBM4EU repository by the HBM4EU repository administrators within 14 calendar days upon signed agreement.

HBM4EU consortium partners will have direct access to a list of studies and relevant metadata for all HBM data in the repository. Partners can consult this information preparing a request to access and use the data for HBM4EU research.

The lead author is responsible for ensuring that these procedures are correctly followed when using HBM data accessed via the HBM4EU repository to support a publication.

For further details on data management under HBM4EU, please see the HBM4EU [webpages on data management](#).

3.2 Ensuring data confidentiality and integrity

Section 4.1 of the Data Management Plan sets out the requirements for ensuring data confidentiality and integrity when handling data, with details provided in box 4 below.

The lead author is responsible for working with individuals handling data in the production of a publication to ensure that these requirements are respected.

Box 4: Data Management Plan, section 4.1 data confidentiality and integrity

- Data confidentiality and integrity are implemented at various levels:
- Data at rest - stored at the JRC Data Repository - is protected against unauthorised access by means of standard EU Login (former ECAS authentication). Appropriate access levels will be granted by the creation of groups
- Data in transit is secured by means of secure data transfer mechanisms, such as TLS 1.22 (Transport Layer Security)
- Data access is logged by a tamper-proof logging mechanism built into NextCloud software, the log files are stored within an encrypted file system, and configured in append-only
- Consortium partners will impose a strict policy on all employees, co-workers, subcontractors and any other parties with access to the data. This policy will include, but is not limited to,
 - allowing copies on local devices only during processing of the data with guaranteed erasure after being processed
 - extending the access control policies to the local copies
 - contractual clauses
 - agreement to terms and conditions before access is granted etc.
- Data will be pseudonymised or anonymised up to the level as to not interfere with the quality of the research
- Lastly, awareness on data privacy and security will be enhanced (a.o. by attending a webinar on this matter prior to be granted access to the repository; attending this webinar shall be mandatory at least yearly during the course of the project.)

4 Authorship

4.1 Identifying authors of a publication

Authors shall include individuals who made a significant contribution to the design and realization of the study described in the publication. This can include contributing to:

- Questionnaire development and/or implementation;
- Quality assurance protocols and programmes;
- Chemical analysis;
- Data generation;
- Data preparation;
- Data analysis;
- Conceptual development of the publication; and/or
- Drafting the publication.

All authors shall be consulted by the lead author when drafting the publication proposal and when drafting the publication. All authors must have seen and approved the final draft before submission to the journal.

4.2 Inclusion of data owners/data providers as authors

Section 5 of the HBM4EU Data Policy sets requirements for the lead author of any paper or any conference abstract using data accessed via the HBM4EU repository **contact the data owner and/or data provider at least 30 days prior to submission of any articles for publication, providing the title, abstract and author list.**

The data owner and/or data provider may then propose a maximum of two co-authors for inclusion in the publication.

The relevant text is included in box 5 below.

Box 5: HBM4EU Data Policy, Section 5. Publication of results based on data obtained from the HBM4EU repository

The procedures described in the HBM4EU publication policy shall be followed considering submission of any papers for publication and/or abstracts for conferences. At latest 30 calendar days prior to submission of any papers for publication considering data that are provided to HBM4EU partners via the HBM4EU repository, the lead author shall contact the Data Owner/Data Provider by sending a title, abstract, and author list. The Data Owner/Data Provider is entitled to request to include 2 co-authors in scientific publications of results considering the provided data. It is advised to consult the Data Owner/Data Provider as early as possible.

4.3 Reference to HBM4EU in the list of authors

For specific publications, the Management Board may request that the list of authors state that the publication is **on behalf of HBM4EU**. The text “on behalf of HBM4EU” should be included at the end of the list of authors.

In such cases, the Management Board will communicate this request to the lead author when providing feedback on the publication proposal under step 3 of the procedures for producing a publication.

An example of how this is to be presented in a publication is provided below for the ANRS PRIMO Cohort Study, available at: <https://retrovirology.biomedcentral.com/articles/10.1186/s12977-017-0339-4>

Research | Open Access

Spatiotemporal dynamics of HIV-1 transmission in France (1999–2014) and impact of targeted prevention strategies

Antoine Chaillon , Asma Essat [†], Pierre Frange [†], Davey M. Smith, Constance Delaugerre, Francis Barin, Jade Ghosn, Gilles Pialoux, Olivier Robineau, Christine Rouzioux, Cécile Goujard, Laurence Meyer, Marie-Laure Chaix and on behalf the ANRS PRIMO Cohort Study

[†]Contributed equally

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5 Acknowledging European Commission funding

Following the HBM4EU Consortium Agreement (section 8.5.2.2.2, see box 6 below), all publications that use HBM4EU results, including data, must acknowledge support and funding with the text below. Where possible, please also include the European Union flag.



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 733032 HBM4EU.

For an example of a publication acknowledging funding, please see [here](https://www.sciencedirect.com/science/article/pii/S1438463916303613?via%3Dihub), <https://www.sciencedirect.com/science/article/pii/S1438463916303613?via%3Dihub>

Box 6: Section 8.5.2.2.1 of the Consortium Agreement on acknowledgement of funding

8.5.2.2.1 Scientific publications that use HBM4EU results, including Data, shall acknowledge support and funding with the following clause: "This project has received funding from the European Unions' Horizon 2020 research and innovation Programme under grant agreement No 733032 HBM4EU".

6 Reference to HBM4EU

All publications that use HBM4EU results, including data, must include reference to the HBM4EU project in the **keywords** and in the **body of the article**. The project website, www.HBM4EU.eu must also be included, for example in a footnote, acknowledgements section or in the reference list.

In cases where HBM4EU partners produce a publication that refers to HBM4EU, but does not actually draw on results produced under the initiative, partners are asked to **acknowledge** HBM4EU.

Example text describing the project is provided below. This example can be adapted to serve the needs of the specific publication.

"HBM4EU represents a joint effort of 28 countries, the European Environment Agency and the European Commission, co-funded by Horizon 2020. The main aim of the initiative is to coordinate and advance human biomonitoring in Europe. HBM4EU provides evidence of the actual exposure of citizens to chemicals and the possible health effects to support policy making. The project involves collaboration between several Commission services, EU agencies, national representatives, stakeholders and scientists, demonstrating how research funding can build bridges between the research and policy worlds. HBM4EU launched on 1 January 2017 and will run until 31 December 2021. HBM4EU will contribute to the overarching goal of ensuring that EU chemical policies minimise the adverse effects of chemicals on human health."

7 Access to publications

In order to promote the maximum uptake and exploitation of HBM4EU results, when publishing scientific articles HBM4EU partners must adopt open access, either gold or green. All articles published under conditions of open access are permanently free for everyone to read and download.

Section 8.5.2.2.1 of the Consortium Agreement states that **“Authors should ensure open access that grants online access free of charge for any user.”**

Fees paid for gold open access can be submitted as costs under HBM4EU financial reporting.

This approach is also in line with the 2016 [Council conclusions on The transition towards an Open Science system](#) (adopted on 27/05/2016), with the relevant text shown in box 7.

Box 7: Text on open access from the Council Conclusions on the transition towards an open science system

Open access to scientific publications

WELCOMES open access to scientific publications as the option by default for publishing the results of publicly funded research;

RECOGNISES that the full scale transition towards open access should be based on common principles such as transparency, research integrity, sustainability, fair pricing and economic viability; and CALLS on Member States, the Commission and stakeholders to remove financial and legal barriers, and to take the necessary steps for successful implementation in all scientific domains, including specific measures for disciplines where obstacles hinder its progress.

INVITES the Commission to develop and encourage measures for optimal compliance with the provisions for open access to scientific publications under Horizon 2020, together with the stakeholders and the Member States;

ENCOURAGES Member States to work with stakeholders to do the same at the national level on publicly funded research.

In terms of granting access to results to the EU institutions and to Member States, all project partners must comply with Article 31.5 of the Grant Agreement on “Access rights for the EU institutions, bodies, offices or agencies and EU Member States” (see box 8), as stated in the Consortium Agreement.

Box 8: Article 31.5 of the Grant agreement, Access rights for the EU institutions, bodies, offices or agencies and EU Member States

The beneficiaries must give access to their results — on a royalty-free basis — to EU institutions, bodies, offices or agencies, for developing, implementing or monitoring EU policies or programmes.

Such access rights are limited to non-commercial and non-competitive use.

This does not change the right to use any material, document or information received from the beneficiaries for communication and publicising activities (see Article 38.2).

8 Dissemination of publications

Section 8 of the Consortium Agreement outlines the requirements for disseminating results through scientific publications under HBM4EU (see box 9 below). In particular, publications shall be made available in the Knowledge Hub and disseminated to relevant policy bodies at national and EU levels.

The HBM4EU website provides a list of articles produced under the project, linking to the relevant edition of the online journal. In addition, links to all publications will be disseminated via social media and via the HBM4EU newsletter.

Partner will also be invited to disseminate hyperlinks to article via their own networks.

The HBM4EU partners recognise that policy makers need access to results in a timely fashion, in order to feed evidence into the tight timeframes under an evolving policy agenda. HBM4EU partners will make every effort to rapidly disseminate results through peer reviewed publications.

Our engagement with policy makers and risk assessors in the EU Policy Board also provides a channel for the direct communication of results to expert groups and committees through bilateral dialogue. In a case where a publication is not expected until after a specific deadline for feeding evidence into a policy process, and where the results included in the publication are of particular relevance for the process, HBM4EU partners will work directly with relevant representatives of the EU institutions to ensure that the results can be entered into the process. This may require agreement between HBM4EU partners and the representatives of EU institutions on an embargo period before the specific results can be made public, in order to give time for the results to be published.

Box 9: HBM4EU Consortium Agreement, section 8.5 on the dissemination of results

8.5 Dissemination

8.5.2 Dissemination of own Results

8.5.2.1 Unless it goes against their legitimate interests, each owner of Results must - as soon as possible - disseminate its Results by disclosing them to the public by appropriate means, in particular through scientific publications and contributions to other media. During the Programme and for a period of 1 year after the end of the Programme, the dissemination of own Results by one or several Parties or Linked Third Parties or other owners of Results including but not restricted to publications and presentations, shall be governed by the procedure of Article 29.1 of the Grant Agreement subject to the following provisions.

8.5.2.3 Publications shall be made available in the Knowledge Hub and disseminated to relevant policy bodies at national and EU levels when deemed useful.



8.5.3 Dissemination of another owner's unpublished Results or Background

A Party shall not include in any dissemination activity another owner's Results or Background without obtaining that owner's prior written approval, unless they are already published. Parties shall ensure in their contracts with Linked Third Parties and other subcontractors that this obligation is extended to their Linked Third Parties and other subcontractors.

8.5.4 Cooperation obligations

The Parties, including their Linked Third Parties and other subcontractors, undertake to cooperate to allow the timely submission, examination, publication and defence of any dissertation or thesis for a degree that includes their Results or Background subject to the confidentiality and publication provisions agreed in this Consortium Agreement.