GUIDELINES FOR VITAL MANUSCRIPT PROPOSALS AND OTHER ANALYSES
(Version 4: 2/4/21)
(Also can be found on VITAL study webpage at www.vitalstudy.org [VITAL Investigators; VITAL Publications and Presentations section]).

Manuscripts and Abstracts

Proposals for manuscripts and abstracts (and any associated presentations) must be submitted to the Publications and Presentations (P&P) Committee for approval before any analyses can begin.

- For both abstract and manuscript analysis requests, a Manuscript Proposal Form must be completed, and should be *no more than 2-3 pages, not including tables*. The template form can be found on the VITAL study webpage at www.vitalstudy.org.
- For both abstracts and manuscripts, to request a dataset or an analysis performed in the Division of Preventive Medicine (DPM), an Analysis and Data Request Form must also be completed, which can be found on the VITAL study webpage.
- Non-DPM investigators must identify an associated DPM investigator who will participate in analyses and manuscript preparation as a co-author.
- Non-DPM investigators who request datasets must complete a Memorandum of Understanding, which can be found on the VITAL study webpage.
- Prior to submission of a manuscript to a journal, investigators must comply with the Manuscript Review Procedures, which can be found on the VITAL study webpage. This includes a Manuscript Check by the VITAL study programmers. Manuscript Check and Approval Forms and Analysis Program Forms can be found on the VITAL study webpage.

Timelines

Below are estimated timelines. Please remember, however, that these are minimum durations – the actual timing will depend on the availability of the data and the complexity of the request.

Manuscripts
- Manuscript proposals must be approved by the P & P Committee before analyses begin. The P & P Committee meets every 2 weeks.
- Analysis requests for manuscripts require a 2 month period, but can take longer depending on their complexity.
- Preparing a dataset requires a 2-3 month request period, depending on the availability of the data.
- Co-authors should be given at least 2 weeks to review and sign off on a final manuscript.
- **Before submission, all manuscripts must undergo a Manuscript Check by the VITAL study programmers, which requires a 1 month period. This**

manuscript must be a final (or close-to-final) version which all co-authors have seen at least once and for which NO new analyses will be added prior to journal submission.
- Once accepted for publication, please send a copy of the paper with publication information to the P&P Committee at VITALrequest@partners.org.

Abstracts
- An Analysis and Data Request form together with a completed Manuscript Proposal Form must be submitted to the P & P Committee at least 6 weeks prior to the abstract receipt deadline. Both forms are found on the VITAL study webpage.
- Co-authors should be given at least 1 week to review and sign off on an abstract.
- A copy of the abstract should be sent to the P & P Committee at the same time it is sent to abstract co-authors or at least a week before submission.
- A copy of an abstract accepted for oral or poster presentation should be sent to P&P, with the name of the meeting and presentation date indicated.
- For accepted abstracts, a request for additional analyses for either a presentation or poster requires a 6-8 week period, or longer if new data are required.
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Other Analyses (including Grants, Progress Reports)

- To request a dataset or an analysis performed in the DPM for other analyses, including a grant submission or progress report, an Analysis and Data Request Form (found on the VITAL study webpage) must be completed.

Timelines

- A request for descriptive data requires a 1 month request period.
- Preparing a more complete dataset requires a 2-3 month period, depending on the availability of the data.

PLEASE SUBMIT ALL FORMS TO VITALrequest@partners.org.

Questions regarding P&P procedures should be addressed to VITALrequest@partners.org (cc: Denise D'Agostino at ddagostino@bwh.harvard.edu) and questions regarding analysis and data requests should be sent to Vadim Bubes (vbubes@research.bwh.harvard.edu).