



Reminder about COHERE's authorship policy & Recommendations on preparing a manuscript for submission

COHERE's authorship policy, laid out in the [COHERE Manual of Operations](#), favours grouped over named authorship, in the following format:

“The (name of the project) Project Working Group for the Collaboration of Observational HIV Epidemiological Research Europe (COHERE) in EuroCoord”.

The authorship policy dictates that:

- all cohorts who contributed data to the analysis be represented
- 1 representative from each RCC be included in the Project Working Group (PWG)
- the order of authors in the PWG should be based on the relative contribution to the project and/or data to the analysis.

Non-standard authorship: *It is required that all requests for non-standard authorship be made as soon as possible after the project has begun as these must be approved by the COHERE EC on a case-by-case basis. All requests for non-standard authorship must be justified. Such requests must go through the supportive RCC Study Coordinator and be approved by the EC.*

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It has come to our attention that many academic journals struggle to present the designated authorship group according to the guidelines laid out in the COHERE Manual of Operations (above). **Recent experience negotiating with journals at the production stage has led to the following recommendations for submitting your paper on behalf of the COHERE Collaboration, the goal being to**

- (A) adhere to the COHERE Guidelines on authorship, and**
- (B) ensure that the institutions of the different project working group members are credited appropriately.**

Again, efforts to adhere to “grouped” authorship should be made irrespective of the target journal.

The authorship of the manuscript should read as follows:

“The (name of the project) Project Working Group for the Collaboration of Observational HIV Epidemiological Research Europe (COHERE) in EuroCoord”.

All members of the project working group, **including RCC representatives**, should be listed on a second “authorship page” (following the cover page) of the submitted manuscript. On said page, the project working group members (authors) should be listed in the chosen order together with their respective institutional affiliations.

It is the project leader’s responsibility to seek and confirm the affiliations of authors. Due to RCCs operating under minimum service, it is no longer possible to support project leaders in this process.

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An example of the appropriate citation format is available here:

<https://www.ncbi.nlm.nih.gov/pubmed/27535953>

You will note that the contributing authors are acknowledged as are their institutions but that the authorship remains grouped.

Note on Methods

COHERE is a collaboration of 40 cohorts, however, not all cohorts have participated in COHERE mergers.

In the methods section, there should be a mention of the fact that the data was merged via COHERE in EuroCoord in 20XX (Year). Authors should also make reference to the COHERE Cohort Profile (1), available here:

<http://ije.oxfordjournals.org/content/early/2016/11/07/ije.dyw211.full?keytype=ref&%2520ijkey=BINh81vUWbpNToU>

1. Chene G, Phillips A, Costagliola D, Sterne JA, Furrer H, Del Amo J, et al. Cohort Profile: Collaboration of Observational HIV Epidemiological Research Europe (COHERE) in EuroCoord. *International journal of epidemiology*. 2016.