

**CHILDREN'S HEALTHY LIVING (CHL)  
GUIDELINES FOR PUBLICATION,  
ABSTRACTS (PRESENTATIONS),  
AND OTHER MEDIA**

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## **Children's Healthy Living (CHL) PUBLICATION AND DATA GUIDELINES**

### *Scope/Purpose*

1. To set a working ethic and tone for writing efforts that creates high quality output and harmonious working collaborations.
2. To facilitate planning and communication among group members and other staff who may participate in writing and reviewing manuscripts, other publications, and preparing grant applications.
3. To be proactive and avoid authorship conflicts and to promote the crediting and accountability of participants in the Children's Healthy Living (CHL) Program in an equitable and ethical manner.
4. These guidelines apply to papers (meant to be published), reports, other documents, and data to be used for any purpose, including grant applications. This document may be modified at any time if new experiences or insights necessitate.

### *Oversight*

This guideline covers papers, publications, and grants that involve data collected as a part of the CHL program. CHL guidelines and practices will be overseen by CHL Program Steering Committee (PSC) and managed by the CHL Assistant Program Director (APD). The CHL Principal Investigator (PI) will be responsible to resolve any conflict. External advisors will be consulted if necessary.

### *CHL Training Program:*

CHL Trainees who use data from the CHL trial measurements or prevalence study data collection for their CHL Project must follow these guidelines for manuscripts, grant proposals, and media products. CHL Trainees who collect data related to CHL objectives independently of the CHL trial measurements or prevalence study for their CHL Project are not required to submit their work for PSC approval though they are encouraged to follow these guidelines. Regardless of data source, all CHL Trainees must have their CHL Project and CHL related publications reviewed by their CHL advisor and Lead Jurisdiction Investigator who's role it is to assure appropriate communication of jurisdiction/community findings. All CHL Projects must be approved by the CHL Training Program Project Evaluation Committee. Semesterly updates of activities and publications must be provided for CHL tracking through the end of semester evaluation form and process. All CHL Trainees must acknowledge CHL funding and other support following the guidelines outlined in this document.

### *Program Roles*

American Samoa Community College – Study Site  
College of Micronesia (FSM, RMI and Palau)–Study Sites  
Northern Marianas College – Study Site  
University of Alaska – Study Site and Training Site  
University of Guam – Study Site and Training Site  
University of Hawaii – Coordinating Center, Study Site, and Training Site

*CHL Objectives and Outcome Measures:*

Publications and grants of the CHL Program are to be developed around the scope of the CHL objectives and its associated outcomes. Outcomes associated with each objective may be added, with approval from the CHL PSC, over time.

*Objective 1.* Conduct local program inventories and situation analysis using community based participatory approaches, especially the ANGELO framework, in order to identify culturally and economically sustainable approaches to affect community, family, and child healthy food intake and active play/ physical activity behavior in PLGA states/jurisdictions (*extension objective*).

Primary outcome(s):

1. CHL community engagement process

Secondary outcome(s):

1. Parents/Teachers/Community Leader perceptions on factors influencing healthy eating (community meeting findings)
2. Parents/Teachers/Community Leader perceptions on factors influencing physical activity (community meeting findings)

*Objective 2.* Train 22 current and future professionals and paraprofessionals in food, nutrition and public health, and in research and evaluation methods at various levels of need in the region, in order to maintain healthy weight and prevent young child obesity (*instructional objective*).

Primary outcome(s):

1. Program description and evaluation

Secondary outcome(s):

*Objective 3.* Develop a Pacific food, nutrition and physical activity data management, monitoring and evaluation system using assessment data, and aggregate, display and communicate available data, pertinent to young child obesity (*research/extension objective*).

Primary outcome(s):

1. System description and evaluation

*Objective 4.* To conduct an intervention, designed with community-based processes targeting the environment around selected school and daycare facilities, in order to prevent, maintain or decrease young child overweight and obesity in the Pacific Region (*research objective*).

Primary outcome(s):

1. Description of intervention program components
2. Description of intervention implementation (RE-AIM)

*Objective 5.* Decrease the prevalence of young child overweight and obesity (baseline to 2 y) by 8%; and its functional outcomes (increase sleep by 15

min/day); increase moderate to vigorous physical activity by 10 min/day & decrease sedentary behavior (screen time) by 10 min/day; increase healthy eating (fruit & vegetable intake by 1 serving/day, water intake by ½ cup/day; decrease sweetened beverage intake by ½ cup/day), through community-based primary prevention environmental interventions in PLGA (*research objective*).

Primary outcome(s) of intervention program (committed to USDA):

1. Food
  - a. 0.5 c / d decrease in SSB
  - b. 0.5 c / d increase in Water intake
  - c. 1 svg / d increase in Fruit and Vegetable intake
2. Physical Activity
  - a. 10 min / d increase in Physical Activity
  - b. 10 min / d decrease in Screen time
  - c. Accelerometry for Preschoolers
    1. Feasibility
    2. Validation
    3. Physical activities from PA log in multiethnic preschoolers in HI and AK
3. Body Size
  - a. 0.10 kg / m<sup>2</sup> decrease in BMI Z score
  - b. 2 cm decrease in waist circumference
4. Sleep
  - a. 15 min / d increase in sleep

Secondary outcome(s):

2. 5% decrease in Acanthosis Nigricans
3. Food Economics
  - a. Food Cost
  - b. Food Security
  - c. Food Source
    - i. Subsistence/Traditional/Local Diet
4. Dietary patterns
5. Physical activity
  - a. Cost
  - b. Local/Traditional Activity

*Objective 6.* Use Pacific food & nutrition, and physical activity data and intervention information to incur at least one “environmental” policy change per state/jurisdiction (*extension objective*).

Primary outcome(s):

1. Description of policy environment
2. Description of policy change efforts
3. Effectiveness of policy change effort?

Secondary outcome(s):

### *Definitions*

Dissemination materials – these materials include fact sheets, flyers, posters, newsletters, and articles as well as the CHL website that present information on CHL for public use.

Presentations – oral or poster: categorized in parallel to the types of articles (primary, secondary and tertiary) and follow the CHL Abstract Guidelines.

Primary Articles – a manuscript for a peer-reviewed journal of the main findings of the study and study design.

Secondary Articles – a manuscript for a peer-reviewed journal using data collected by the CHL program. The manuscript does not necessarily report on the main study design and study findings. These manuscripts might be limited to papers about aspects of study methodology that were developed during the course of the study. Another example of a secondary article is one that reports on sub-sets of the study population.

Study Site – team members at a study site conduct an intervention in communities and complete the outcome measures. The 6 study sites are Alaska, American Samoa, Commonwealth of the Northern Mariana Islands, Freely Associated States of Micronesia (Federated States of Micronesia, Republic of Palau and the Republic of the Marshall Islands; in a reduced form), Guam, and Hawaii.

Tertiary Articles – a manuscript reflecting independent ideas that are unrelated to the objectives of the main study, but use data or methods from the study for an ancillary study as an example, or to illustrate a particular point.

Training Site – a training site has CHL students enrolled in degree-seeking programs. Training sites are Alaska, Guam, and Hawaii.

Work Group – a group comprised of individuals from across the CHL Program Team that has an interest/expertise in a particular area. Examples of CHL work groups include Data Center, Training, Intervention, and Situation Analysis.

### *Authorship*

The authorship guidelines of the CHL Program are written to reflect the collaborative nature of the project while also meeting international standards for authorship. All CHL investigators, staff and students are eligible and encouraged to initiate and contribute to writing projects. Student advisors are encouraged to foster potential writing opportunities for students including noting opportunities for

student participation. Students are welcomed to initiate ideas in conversation with their advisors. Student projects must also follow these guidelines. We recommend that all CHL investigators, staff and students to work closely with their Lead Site Co-I and to plan ahead when developing their writing projects.

To be an “author” on a paper (primary, secondary, or tertiary) or grant related to CHL, the general principle is “significant contribution”, such that the individual can publically defend the work. All authors must meet the following international guidelines for authorship”, which include:

- 1) Substantial contributions to manuscript development
- 2) Drafting the article or revising it critically for important intellectual content
- 3) Reviewing and approving the final approval of the version to be published.

Based on international standards, conditions 1, 2, and 3 should be met to be considered an author. For further information on international standards from authorship please see:

- The 2<sup>nd</sup> World Conference on Research Integrity Position Statement “Responsible Research Publications: International Standards for Authors” ([http://www.publicationethics.org/files/International%20standards\\_authors\\_for%20website\\_11\\_Nov\\_2011.pdf](http://www.publicationethics.org/files/International%20standards_authors_for%20website_11_Nov_2011.pdf))
- The International Committee of Medical Journal Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reporting of Research: Authorship and Contributorship ([http://www.icmje.org/ethical\\_1author.html](http://www.icmje.org/ethical_1author.html))

The table below designates common roles that meet the criteria for authorship and those that are other contributions for the acknowledgement section.

Types of <b>authorship</b> contributions:	Types of <b>acknowledgement</b> contributions:
1. Designed research (project conception, development of overall research plan, and study oversight)	1. Technical help
2. Conducted research (hands-on conduct and data collection)	2. Writing assistance (e.g., comments on manuscript)
3. Provided essential materials (applies to authors who contributed by providing constructs, databases, etc, necessary to conduct the research)	3. General support and scientific advisement
4. Analyzed data, performed statistical analysis, data interpretation	4. Financial support (e.g., obtained funding)
5. Wrote paper (only authors who made a major contribution)	5. Critically reviewed manuscript

6. Had primary responsibility for final content	6. Provided and cared for study participants
Content above provided by: <ul style="list-style-type: none"> <li>• The Lancet (<a href="http://www.thelancet.com/lancet-information-for-authors/statements-permissions-signatures#">http://www.thelancet.com/lancet-information-for-authors/statements-permissions-signatures#</a>)</li> <li>• The Journal of Nutrition (<a href="http://jn.nutrition.org/site/misc/ifora_4-ms-prep.xhtml">http://jn.nutrition.org/site/misc/ifora_4-ms-prep.xhtml</a>)</li> </ul>	

Due to the large size and collaborative nature of the CHL program, some particular authorship conventions will be followed:

1. The lead (first) author for all manuscripts should lead the development of the manuscript (concepts, analysis, and interpretation).
2. CHL will be identified in manuscript titles.
3. For manuscripts that are aimed at one of the primary outcomes of the 6 CHL objectives, an author from each CHL jurisdiction must be included. This author can either be the Lead Site Co-I or designated by the Lead Site Co-I. Manuscripts aimed at primary outcomes of the 6 CHL objectives will have the CHL Principal Investigator named last (if not PI not leading the thinking, writing, or data analysis).
4. For manuscripts that are site specific, the Lead Site Co-I should facilitate discussion among all Site Co-Is about authorship for Site papers. The Lead Site Co-I will assume the last author position (if not leading the thinking, writing, or data analysis).
5. Authorship for manuscripts that involve a secondary or tertiary outcome of one of the 6 CHL objectives should invite authorship following conventions outlined above. Manuscripts must be reviewed by the Lead Site Investigator(s) of the data origins, who will be named last (alphabetically if more than one) if above authorship conventions are met. If the manuscript involves data from all CHL jurisdictions the CHL Principal Investigator should review the manuscript and will be named last (if not leading the thinking, writing, or data analysis).
6. Given the large number of individuals involved in CHL work, and rules limiting authorship of some publications, if the number of authors must be limited, the acknowledgement section will be used to recognize contributors who are not authors.
6. Outside of the conventions outlined above, authorship order will be based on contribution.

*Acknowledgement*

The following acknowledgements should be included in any presentation, report, or publications:

1. Participants
2. All jurisdiction team members (contributor list) to which the data relate
3. All funding sources to include the NIFA/USDA acknowledgement named below in the Publication, Analysis, Use, and Dissemination of Data section.

Authors should identify contributors to be acknowledged, with their specific contribution identified, and permission obtained.



Example: The authors gratefully acknowledge the study participants in (jurisdiction name[s]) and the CHL Project team in (jurisdiction name[s]) who collected, entered and analyzed data. The support of the Agriculture and Food Research Initiative Grant no 2011-68001-30335 from the USDA National Institute of Food and Agricultural Science Enhancement Coordinated Agricultural Program who funded the CHL Program is also acknowledged.

The lead author will determine whether writing group members meet the above guidelines. Resolution of authorship and acknowledgement disagreements will be the responsibility of the CHL PI. Should additional authorship guidance be required, the CHL EAC will be consulted.

### *Review Process*

All manuscripts and grant applications containing CHL data must be reviewed and approved by the CHL PSC before submission. Drafts should be submitted to the CHL PI and APD for review by the CHL PSC. The online CHL Publication Proposal form must be submitted with draft (form is online at <http://www.chl-pacific.org/chl-publication-proposal-form>). Proposals will be reviewed in the CHL PSC meeting on the first Wednesday of every month (this may change throughout the year due to other conflicts; authors are responsible for monitoring the CHL calendar). The CHL APD will coordinate the manuscript tracking and review process. In order to be eligible for review, manuscript proposals should be submitted to the CHL APD one week in advance of the CHL PSC meeting. The CHL PSC proposal decisions will be made during the PSC meeting. In instances when the PSC is not holding regular monthly meetings, proposals should be emailed to the CHL APD. The CHL APD will facilitate the review and CHL PSC decision via email. CHL PSC will be given one week for email decisions on proposals. The CHL APD will follow up with the first author on the CHL PSC's decision. Proposals will receive one of three designations:

1. Approved
2. Approved with CHL PSC requested modifications
3. Not approved

Proposals receiving the designation of approved with modifications will need to re-submit the modified proposal to the CHL APD for record keeping within one week of decision receipt.

### *CHL Recommended Journals for publication*

American Journal of Epidemiology
American Journal of Health Promotion
Epidemiology
Hawaii Journal of Medicine and Public Health
Health Promotion International
International Journal of Behavior, Nutrition, and Physical Activity
International Journal of Circumpolar Health
International Journal of Epidemiology

International Journal of Obesity
Journal of Community Health
Journal of Nutrition
Journal of Nutrition Education and Behavior
Journal of Physical Activity and Health
Journal of the Academy for Nutrition and Dietetics
Journal of the American Medical Association
Obesity
Pediatrics
Preventative Medicine
Public Health Nutrition
Social Science and Medicine

### *Initiation of writing projects*

CHL writing projects can be initiated in two ways:

1. Submission of a brief proposal to the CHL PSC via the web form <http://www.chl-pacific.org/chl-publication-proposal-form> to CHL PI and APD following the Writing Proposal Submission and Review section.
2. Appointment by the CHL PI, or Lead Site Co-Investigator for Site-specific writing projects.

### *Writing Proposal Submission and Review*

Writing Proposals consist of an abstract that specifies:

- Date submitted
- A tentative title
- A preliminary author list
- The research question(s)/needs being addressed
- The dataset (variables) needed OR data analysis needed
- Possible places for manuscript submission
- Manuscript outline
- Timeline for completion

A complete list of writing proposals, approvals, submissions, and publications will be posted on the CHL website at <http://www.chl-pacific.org/working-output> (See specific links below)

- Manuscripts <http://www.chl-pacific.org/publicationlog>
- Abstracts <http://www.chl-pacific.org/presentations>
- Other Media <http://www.chl-pacific.org/other-media-proposals>

### *Dataset Requests*

Please follow the CHL Guidelines for Data and Data Request.

### *Writing/Presentation groups*

Once the writing project is approved, the lead author will initiate and manage the writing project.

The lead author will provide the CHL PI and APD with an electronic copy of the writing project at least 14 days before submission of the manuscript so that the PI can provide a final review prior to submission.

#### *Publication practices*

The lead author will inform the CHL PI and APD of acceptance or rejection of writing projects, which will be included in CHL tracking and reporting. The lead author will provide an electronic copy of the submitted abstract, submitted manuscript to the CHL PI and APD, and a final version (in pdf format) after publication, with citation, for any published manuscript. These will be included by CHL Lead Site Co-Investigators in monthly progress reports. The CHL PI/APD will distribute an annual report of publications and presentations.

#### *Data security*

All authors must complete IRB and HIPAA training prior to collecting data and receiving datasets. IRB training and HIPAA training is available via CITI (available at <http://www6.miami.edu/citireg/>).

#### *Publication, Analysis, Use, and Dissemination*

1. CHL Co-Investigators should agree not to independently publish study data without written permission from the CHL PI and PSC.
2. Primary research findings should not be reported in the public media before they have been reported to a research audience of experts in the field of research—preferably by publication in a peer-reviewed journal.
3. The jurisdiction lead will be responsible for ensuring that relevant stakeholders are consulted and results are disseminated to the community according to local protocols (but without key results entering the published press, which would violate future opportunity to publish in peer-reviewed academic journals) prior to being reported to wider academic communities via conferences and publications.
4. Lead Site Co-Investigators will be responsible to ensure local/community/applicable native group approval and to provide findings back to the community in an aggregated form.
5. Person(s) choosing to do secondary or tertiary analyses are responsible for their own statistical analyses.
6. Data from a given site can be used for presentations, articles, etc. following CHL dataset request guidelines.
7. All materials should carry recognition that the data collection and analyses were funded through the CHL Program. The recognition should read as follows: "This material is based upon work that is supported by the

National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number 2011-68001-30335."

8. In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must contain the following statement: "Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture."
9. You are also encouraged to use the NIFA identifier available for download (<http://nifa.usda.gov/resource/official-nifa-identifier>) in various formats for the acknowledgement slide of your PowerPoint presentations or posters at meetings. The logo will look similar to the one below:



**United States Department of Agriculture**  
National Institute of Food and Agriculture

*Misconduct*

Any CHL Team member disregarding the guidelines above will face disciplinary consequences as deemed appropriate by the PSC, PI, and APD. Possible consequences range from forfeiting all authorship rights to dismissal from the project. All cases of alleged misconduct will be thoroughly investigated and fairly judged.

We would like to thank Boyd Swinburn, Wendy Snowdon and Lynne Millar of the Obesity Prevention In Communities (OPIC) Project for their advice in developing the CHL Publication Guidelines.

## **Children's Healthy Living (CHL) ABSTRACT (PRESENTATION) GUIDELINES**

### *Scope/Purpose*

1. To set a CHL guideline for abstract/presentation (both oral and poster) submission, that creates high quality output and harmonious working collaborations.
2. To facilitate planning and communication among group members and other staff who may participate in developing abstracts for oral presentations and posters.
3. To be proactive to avoid authorship conflicts and to promote the crediting and accountability of participants in the Children's Healthy Living (CHL) Program in an equitable and ethical manner.
4. These guidelines apply to abstracts for oral presentations and posters. This document may be modified at any time if new experiences or insights necessitate.

### *Oversight*

This guideline covers abstracts, posters and oral presentations that involve data collected as a part of the CHL program. CHL guidelines and practices will be overseen by CHL Program Steering Committee (PSC) and managed by the CHL Assistant Program Director (APD). The CHL Principal Investigator (PI) will be responsible to resolve any conflict. External advisors will be consulted if necessary.

### *CHL Training Program:*

CHL Trainees who use data from the CHL trial measurements or prevalence study data collection for their CHL Project must follow these guidelines for abstracts, posters, and oral presentations. CHL Trainees who collect data related to CHL objectives independently of the CHL trial measurements or prevalence study for their CHL Project are not required to submit their work for PSC approval though they are encouraged to follow these guidelines. Regardless of data source, all CHL Trainees must have their CHL Project and CHL related abstracts and presentations reviewed by their CHL advisor and Lead Jurisdiction Investigator who's role it is to assure appropriate communication of jurisdiction/community findings. All CHL Projects must be approved by the CHL Training Program Project Evaluation Committee. Semesterly updates of activities and presentations must be provided for CHL tracking through the end of semester evaluation form and process. All CHL Trainees must acknowledge CHL funding and other support following the guidelines outlined in this document.

For further information on CHL outcome measures and definitions please review the CHL Publication and Data Guidelines.

### *Authorship*

All CHL investigators, staff and students are eligible and encouraged to initiate and contribute to abstracts for oral or poster presentations. Student oral

presentations and posters must also follow these guidelines. We recommend that all CHL investigators, staff and students work closely with their Lead Site Co-I and to plan ahead when developing their abstracts.

To be an “author” on an abstract (both oral and poster) the general principle is “significant contribution”, such that the individual can publically defend the work. Usually this requires that an author participates in the conceptualization or conduct of the study, or in data analyses or preparation of the presentation or poster.

Abstracts that encompass work done across the CHL Region (e.g., Alaska, American Samoa, CNMI, FAS, Guam, and Hawaii) should include an author from each jurisdiction. This author can either be the Lead Site Co-I or designated by the Lead Site Co-I. For these abstracts the CHL PI will take the last author slot if not leading the thinking, preparation, or data analysis.

On abstracts containing work that is from one site only, this last author position will be taken by the local CHL Lead Site Investigator.

#### *Review process*

Abstracts for an oral presentation or poster must be reviewed and approved by the CHL PSC before submission. Drafts should be submitted to the CHL PI and APD for review by the CHL PSC. The online CHL Publication Proposal form must be submitted with abstract <http://www.chl-pacific.org/chl-publication-proposal-form>. Proposals will be circulated for review with a one week deadline for review. Comments will be compiled by the APD and returned to the lead author. Final submitted abstracts should be sent back to APD for file in the CHL Folder on the server. Abstract Proposals will receive one of three designations:

1. Approved
2. Approved with CHL PSC requested modifications
3. Not approved

Proposals receiving the designation of approved with modifications will need to re-submit the modified proposal to the CHL APD for record keeping within one week of decision receipt.

#### *Initiation of abstracts for oral presentations or poster*

CHL oral presentations or posters can be initiated in two ways:

1. Submission of a brief proposal to the CHL PSC via the CHL PI and APD following the Abstract Proposal section following. <http://www.chl-pacific.org/chl-publication-proposal-form>
2. Appointment by the CHL PI, or Lead Site Co-Investigator for Site-specific oral presentations or posters

Abstract proposals (both oral and posters) must include:

- A tentative title (use of CHL name highly recommended)
- A preliminary author list

- Meeting to be submitted to (location, dates, organization)
- Abstract
- Description of data analysis planned or needed

A complete list of presentation (oral and poster) proposals, approvals, and submissions will be posted on the server in the CHL Folder (See :\\CHL\CHL Publications and Presentations\Publications\Log\Web CHL\_ManuscriptandPresentation\_Log\_updated\_AUG1.xlsx).

#### *Dataset Requests*

Please follow the CHL Guidelines for Data and Data Request.

#### *Presentation groups*

Once the abstract project is approved, the lead author will initiate and manage the project.

The lead author will provide the CHL PI and APD with an electronic copy of the oral presentation or poster one week before submission to provide a final review prior to submission.

#### *Publication practices*

The lead author will inform the CHL PI and APD of acceptance or rejection of the abstract for presentation (both oral and poster), which will be included in CHL tracking and reporting. The lead author will provide an electronic copy of the submitted abstract and submitted presentation (including presentations and posters) to the CHL PI and APD, with citation for any published abstract or presentation. These will be included by CHL Lead Site Co-Investigators in monthly progress reports. The CHL PI/APD will distribute an annual report of publications and presentations.

#### *Abstract (both oral and poster) policies*

1. All presentation materials should carry recognition that the data collection and analyses were funded through the CHL Program. The recognition should read as follows: All materials should carry recognition that the data collection and analyses were funded through the CHL Program. The recognition should read as follows: "This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number 2011-68001-30335."
2. You are also encouraged to use the NIFA identifier available for download (<http://nifa.usda.gov/resource/official-nifa-identifier>) in various formats for the acknowledgement slide of your PowerPoint presentations or posters at meetings. The logo will look similar to the one below:



United States Department of Agriculture  
National Institute of Food and Agriculture

3. All presentation materials should use the CHL logo (for image file please contact the CHL Administrator).



4. Authors are **strongly** encouraged to use CHL in your presentation title.
5. Authors that would like to further develop the material presented (either orally or as a poster) into a manuscript must follow the CHL Publications and Data Guidelines to request approval to submit a manuscript.
6. Lead Site Co-Investigators will be responsible to ensure local/community/applicable native group approval.

*Misconduct*

Any CHL Team member disregarding the guidelines above will face disciplinary consequences as deemed appropriate by the PSC, PI, and APD. Possible consequences range from forfeiting authorship rights to dismissal from the project. All cases of alleged misconduct will be investigated and fairly judged.



## Other Media Publications

### *Scope/Purpose*

The CHL program will generate a variety of media beyond manuscripts that may be desirable for publishing. Items could include but are not limited to books, e-books, guides, curriculum and training manuals. A proposal should be generated for any material being considered to publish (defined by Oxford Dictionary as to “[of an author or company] prepare and issue [a book, journal, piece of music, or other work] for public sale). Proposals can be initiated in two ways.

1. Use the online CHL proposal form to submit a brief proposal to the CHL PSC via the CHL PI and APD following the Proposal Guidelines for Other Media Publications. Online form here <http://www.chl-pacific.org/chl-publication-proposal-form>
2. Appointment by the CHL PI, or Lead Site Co-Investigator for Site-specific writing projects.

### *Proposal Recommendations for Other Media Publications*

Your proposal should provide the reader a clear and detailed idea of what your media publication will be about. It should include the type of publication format that you are seeking. The proposal should tell the readers how this item being published relates to the CHL objectives and outcome measures. Proposal requests will be considered in light of the integrity of the overall CHL program objectives.

### *Proposals Guidelines for Other Media Publications*

Proposals should include but are not limited to the following sections

- A narrative description of the proposed publication including themes, arguments, goals and expected audience. State how publishing this falls within the CHL objectives and outcome measures
- A comparison of the proposed publication to similar items available for the audience that you seek
- A summary of your own professional experience, past publications, and relevant research aimed at explaining why you are the right author for the publication
- A table of contents with a brief description of the contents of each chapter, if applicable
- Provide an estimated length of the publication. Include figures, photographs, and tables.
- Timeline for completion
- Possible places for submission/publication
- A tentative title
- A preliminary author list in accordance with the authorship guidelines of the CHL Program
- Plan for expert review

- This section should be coordinated with the CHL PD and APD in advance to determine the appropriate CHL experts that should be a part of the review process

### *Review Process*

#### *How to provide collegial, helpful, and useful feedback on a CHL-based product*

Proposals must be reviewed and approved by the CHL PSC and identified CHL expert committee before final publication/dissemination. Drafts should be submitted to the CHL PI and APD for review by the CHL PSC and CHL Expert Committee. Proposals will be circulated for review with a one week deadline for review. The purpose of these internal reviews is to make sure a CHL-based product is accurate and well presented. Reviews provide constructive, precise, and helpful feedback to enhance product quality. For example, instead of just saying that you “do not like” something (text or photo), suggest a replacement sentence or provide a better photo. We ask the reviewers to contribute to making the new CHL product better.

Comments will be compiled by the APD and returned to the lead author of the product. Proposals will receive one of three designations:

4. Approved
5. Approved with CHL PSC and CHL Expert Committee requested modifications
6. Not approved

Proposals receiving the designation of approved with modifications will need to re-submit the modified proposal to the CHL APD for record keeping within one week of decision receipt.

### *Electronic Text Files*

A complete list of other media proposals, approvals, submissions, and publications will be posted on the server in the CHL Folder (See :\\CHL\\CHL Publications and Presentations\\Publications\\Log\\WebCHL\_ManuscriptandPresentation\_Log\_updated\_AUG1.xlsx). Listed under the tab “Other Media Proposals.

Provide your final text in electronic form. This text must match the printout and should be saved as Microsoft Word files or adobe pdf.

Final Electronic text files should be posted on the server in the CHL Folder (See :\\CHL\\CHL Publications and Presentations\\Publications)

### *Foreign Languages*

As manuscripts and other media publications may need to be distributed in other languages, translations should follow the CHL protocol for translation or the publishing body’s protocol. Consistency and integrity of the publication should be maintained throughout.

## *Acknowledgement*

The acknowledgement in any media should at minimum contain the following recognition:

1. Support from the CHL team
2. All funding sources to include the NIFA/USDA acknowledgement named below in the Other Media Policies.

Authors should identify contributors to be acknowledged, with their specific contribution identified, and permission obtained.

Example: The authors gratefully acknowledge the Children's Healthy Living Program (CHL) team in Alaska, American Samoa, the Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Guam, Hawaii, the Republic of the Marshall Islands and the Republic of Palau. This project came to fruition due to their support. This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number 2011-68001-30335.

The lead author will determine acknowledgement inclusions. Resolution of authorship and acknowledgement disagreements will be the responsibility of the CHL PI. Should additional authorship guidance be required, the CHL EAC will be consulted.

## *Other Media Policies*

1. All materials should carry recognition that the project was funded through the CHL Program. The recognition should read as follows: "This material is based upon work that is supported by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award number 2011-68001-30335."
2. In addition, all publications and other materials, except scientific articles or papers published in scientific journals, must contain the following statement: "Any opinions, findings, conclusions, or recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the view of the U.S. Department of Agriculture."
2. You are also encouraged to use the NIFA identifier available for download (<http://nifa.usda.gov/resource/official-nifa-identifier>) in various formats for the acknowledgement slide of your PowerPoint presentations or posters at meetings. The logo will look similar to the one below:



**United States Department of Agriculture**  
**National Institute of Food and Agriculture**

3. All materials should use the CHL logo (for image file please contact the CHL Administrator).



4. Authors are **strongly** encouraged to use CHL in media title.
5. Lead Site Co-Investigators will be responsible to ensure local/community/applicable native group approval.

*Misconduct*

Any CHL Team member disregarding the guidelines above will face disciplinary consequences as deemed appropriate by the PSC, PI, and APD. Possible consequences range from forfeiting authorship rights to dismissal from the project. All cases of alleged misconduct will be investigated and fairly judge.