

COST Action CA24118

Publications and Authorship Policy

General principles

- All COST Action members are encouraged to contribute to joint publications and to actively propose topics for original research, meta-analyses, or review articles.
- The **Core Group** shall have oversight of all ongoing publications conducted on behalf of the COST Action. Lead (first and senior/corresponding) authors of each manuscript are required to inform the Core Group about the project and its timeline.
- Paper topics defined as deliverables in the **Memorandum of Understanding** have priority for realization, but additional papers may be proposed during the course of the project.
- Lead authors are responsible for adhering to the timelines established for deliverable-related publications.
- Any manuscript submitted on behalf of the COST Action must receive **Core Group approval** prior to submission.

Authorship Policy

- The order of authors for each manuscript will be proposed by the lead authors and discussed and agreed upon in the initial phase of the development.
- Membership in a Working group does **not automatically guarantee co-authorship**. Active intellectual contribution is required, such as conceptual input, literature review, data sharing, or data analysis.
- Non-members of the COST Action may be included as co-authors on publications prepared on behalf of the COST Action but should not serve as lead authors.
- The list and order of co-authors may be revised during the manuscript preparation process to reflect the actual contributions.
- **Original research manuscripts** involving multi-site patient cohorts (e.g. brainstem bank database) shall include at least one author from each center that contributed data.
 - The number of co-authors per center will be determined by the project lead and communicated clearly in the early stages of the development.

- Co-authors should be listed in an order reflecting their contribution to the work presented in the manuscript (e.g., quantity of research data, the concept of the project, data analysis etc.).
- Once finalized, lead authors will forward the final version of the manuscript to the Core Group for approval.
- **Review manuscripts** (including Overview, Best Practice, and Consensus papers) fall under the responsibility of the relevant **Work Package Leaders**.
 - Lead authors will discuss the criteria for co-authorship, including concrete responsibilities for the development, writing, and review of the manuscript.
 - Lead authors will invite co-authors to contribute to the initial draft. All co-authors are expected to provide substantial sections of the manuscript.
 - The order of co-authors shall be discussed and agreed upon at the beginning of the process. If contributions are comparable, an alphabetical order of authors is recommended.
 - Lead authors may invite additional co-authors during the draft preparation if specific expertise is required.
 - Once finalized, lead authors will forward the manuscript to the Core Group for approval.
 - Lead authors may seek feedback from the Core Group at any stage of manuscript preparation.
- Contributors who do not meet the criteria for authorship but provide relevant input (e.g., data collection, administrative support, or technical assistance) should be acknowledged in the manuscript's Acknowledgment section, subject to their consent.

Journal submission

- Lead authors are responsible for selecting the target journal and handling the submission process.
- All publications arising from the Action must be published under an open access license, preferably **Creative Commons Attribution (CC BY)** or equivalent, in line with COST open science policies.
- Should article processing charges arise, their coverage from the COST Action budget must be approved by the Management Committee.
- If article processing charges cannot be covered by the COST Action or other available budgets, **Open Research Europe (ORE)** (<https://open-research-europe.ec.europa.eu/>) may be considered as a publishing platform, as it provides a **gold open access** without article processing charges.

- In accordance with the COST Action publication policy, all articles must include the following acknowledgment:
“This article/publication is based upon work from COST Action CA24118 *Advancing human brainstem MRI and its application in clinical research and practice*, supported by COST (European Cooperation in Science and Technology).”
- Lead authors must provide bibliographic details (DOI, citation, and link) of accepted publications to the Core Group for inclusion in the Action’s official publication record and reporting to COST.

Compliance and Oversight

- All members are expected to uphold the principles of academic integrity, transparency, and equitable recognition of contributions in accordance with COST and international publication ethics standards.
- In case of disagreement regarding authorship or publication procedures, the matter should first be discussed among the involved authors. If unresolved, it will be referred to the Core Group for mediation and, if necessary, to the Management Committee for final decision.
- This policy will be reviewed annually by the Core Group and updated as necessary.