

**DEPARTMENT OF THE NAVY
NAVAL MEDICAL CENTER SAN DIEGO
34800 BOB WILSON DRIVE
SAN DIEGO, CALIFORNIA 92134-5000**

IN REPLY REFER TO:

NAVMEDCEN SDIEGO INST 5600.2F
AVA

NAVMEDCEN SDIEGO INSTRUCTION 5600.2F

From: Commander

Subj: SUBMISSION, PRESENTATION, AND PUBLICATION OF PROFESSIONAL
MANUSCRIPTS

Ref: (a) NSHSBETHINST 6000.41A
(b) BUMEDINST 5721.3
(c) SECNAVINST 3900.38B
(d) SECNAVINST 3900.39B
(e) DOD 5500.7-R, 5 CFR 2635.807
(f) DOD 5500.7-R, 5 CFR 2636.201-205
(g) SECNAVINST 5870.4
(h) SECNAVINST 5870.5
(i) SECNAVINST 5870.6

Encl: (1) Copyright Statement Form
(2) Author Agreement Form

1. Purpose. To establish procedures and provide guidance concerning the submission, presentation, and publication of professional manuscripts and related matters.

2. Cancellation. NAVMEDCEN SDIEGOINST 5600.2E

3. Applicability. This instruction applies to military and civilian members of this command who submit manuscripts for presentation and/or publication while acting within the scope of their official duties or in a private capacity.

4. Background. Clinical investigators are encouraged to write, present, and submit professional manuscripts for publication in medical and scientific journals. Internal (command level) review and approval for release of these manuscripts is required before presentation or publication. This is necessary due to possible sensitivity of certain issues; significance of findings; political, economic, or civic impact; potential interest of professional organizations; local, regional, or

international media; or any combination of these factors. The Medical Editing Division of the Clinical Investigation Department (CID) is the responsible agent for the preparation and accountability of manuscripts submitted for publication and presentation from NMCS D members.

5. Information. Reference (a) establishes basic guidelines from the Naval School of Health Sciences (NSHS), Bethesda, and guides the Clinical Investigation Program (CIP) in support of the Bureau of Medicine and Surgery (BUMED), Navy Department's mission to Graduate Medical Education (GME) and training for health care professionals. The CIP is implemented at NMCS D by the Clinical Investigation Department. Reference (b) clarifies procedures for clearance and security review of professional manuscripts prior to publication. Reference (c) provides guidelines for the use of animals in Department of Defense (DOD) programs. Reference (d) prescribes policies for the protection of human subjects in studies by the Department of the Navy. Reference (e) provides standards of ethical conduct and ethics guidance for DOD employees. Reference (f) addresses limitations on employment outside the Department of Defense - including compensation for teaching, speaking and writing. References (g), (h), and (i) convey regulations regarding copyright issues as they relate to government employees.

6. Action.

a. The CID Medical Editing Division staff will provide editorial and administrative assistance to support NMCS D authors in the submission of manuscripts for publication or presentation. Key areas of support include: 1) editorial review and consultation; 2) maintenance of a database that tracks the progress of manuscripts; 3) point of contact among author, journal editor, and publisher; 4) verification regarding journal style and formatting; 5) liaison with the NMCS D Medical Photography Division and Medical Graphics Division for inclusion of medical photos, illustrations, and figures; 6) internal routing (command level) of manuscripts for clearance (review/approval); 7) additional routing for clearance and security review through the NMCS D/BUMED Public Affairs Offices as required by reference (b); 8) procurement of permission to use copyrightable material; 9) procurement of author signatures for release on Copyright Statements (enclosure [1]); 10) procurement of author signatures on Author Agreements (enclosure [2]); 11) transmittal of manuscripts to authorized journal/publisher outlets by direction of the Commander; 12) manuscript revisions/resubmissions as necessary; 13) assistance

with timely processing of galley/page proofs; 14) acquisition and disbursement of journal reprints.

b. Authors will familiarize themselves and comply with references (a) through (i) and the requirements herein.

7. Responsibility.

a. Manuscript Clearance. Prior to submission to journals for publication, manuscripts are cleared by means of review through an internal (command level) routing process, with final approval provided by the Head, Clinical Investigation Department, by direction of the Commander. If the manuscript, presentation, or professional article to be submitted for publication deals with a subject requiring higher review (see reference [b]), such material shall be forwarded to the NMCS D and/or BUMED Public Affairs office. Specific categories which may require higher authority review/approval include topics relating to HIV/AIDS, high risk human subject research, research using an animal model, biological or toxic research, and high-energy laser applications in medicine. For overall guidance, if the paper is of interest to more than a select medical (professional) group, and it might find its way into public print (through the media), it should be reviewed by higher authority. Each month a "reading file" containing the title page and abstract of all manuscripts submitted for publication during that month is routed through the Medical Education Director, Deputy Commander, and Commander.

b. Writing in a Private Capacity. When writing and submitting for publication in a private capacity (not in conjunction with official duties), authors must ensure that the subject matter is not in conflict with reference (b), that the work is not done during normal working hours or with the use of government facilities, property, or personnel, and that non-public information is not used.

c. Presentations. Abstracts submitted for oral or poster presentation must be cleared through the same internal routing system as manuscripts for publication - and when applicable, through higher authority. Completed abstracts are to be submitted to the Medical Editing Division staff within five days of submission for presentation for timely routing and processing. Authors are responsible for the proper submission of the abstract to the scientific program committee for the meeting to which he/she intends to present. If an abstract from an approved CIP study is accepted, temporary additional duty

(TAD) funding from NSHS may be available through CID. This funding includes registration fees, travel, and per diem, with funding availability being predicated upon current fiscal year policy.

d. Disclaimers. Manuscripts and professional articles which are completed in an official capacity, or funded by the Government, shall identify the author with complete name, military grade, title, and command, and shall show the following disclaimer in a prominent place:

"The views expressed in this article are those of the author and do not reflect the official policy or position of the Department of the Navy, Department of Defense, or the United States Government."

In addition, authors who prepare manuscripts to report a CIP study will state on the title page:

"The Chief, Bureau of Medicine and Surgery, Navy Department, Washington, DC, Clinical Investigation Program, sponsored this study #(insert CIP study #)."

(1) If human subjects are used in the study, also include:

"The voluntary informed consent of the subjects used in this research was obtained, as required by SECNAVINST 3900.39B."

(2) If animal subjects are used in the study, also include:

"The animals involved in this study were procured, maintained, and used in accordance with the 'Animal Welfare Act of 1996, as amended' and the 'Guide for the Care and Use of Laboratory Animals' prepared by the Institute of Laboratory Animal Resources, National Academy of Sciences - National Research Council, as required by SECNAVINST 3900.38B."

e. Copyright Statement/Author Agreement.

(1) Granting of Copyright. Copyright protection is not available for works prepared by employees of the United States Government as part of their official duties; these works belong in the public domain. Authors will sign the disclaimer

statement contained on the Copyright Statement form (enclosure [1]) that should accompany manuscripts submitted for publication. Note: Journal-specific copyright transfer forms should not be signed unless the following statement is included: "If the author is a U.S. Government employee and the manuscript was prepared in that capacity, the copyright transfer applies only to the extent allowable by U.S. law." If at least one co-author is not a government employee, said author should sign the copyright transfer form.

(2) Obtaining Copyright. For guidelines on how to obtain permission to use copyrighted material, see SECNAVINST 5870.5 (section 5B).

(3) Questions as to whether a particular work is protected by copyright or whether a particular use would be an infringement of copyright law should be referred to the local Navy Patent Counsel (Naval Station 32nd Street, San Diego, CA).

(4) An Author Agreement form (enclosure [2]) which attests to the validity of the author's/authors' work should accompany manuscripts submitted for publication.

f. Records. The Medical Editing Division staff maintains a database of manuscripts emanating from the NMCSO. An annual inventory report which numerically summarizes abstracts submitted and presented, manuscripts published, and manuscripts pending author action will be prepared and submitted to the Commanding Officer of NSHS, Bethesda with the CIP annual report.

g. Reprints. High quality, offset printed copies of articles created from a publisher's original materials (reprints) are commonly used by health care professionals as an educational resource. The cost of reprints for articles that emanate from approved, funded research projects at NMCSO will be borne by the CID. Articles that do not originate from approved research projects (case reports, literature reviews, etc.) will be purchased by the CID when funds permit. Reprint orders to journals will be processed by the Medical Editing Division staff; the Medical Editing Division staff will respond to reprint requests from the general public. Reprint files are retained for published articles for a period of five years; thereafter, remaining reprints are sent to the lead author's Department Head.

h) Honoraria

(1) The honoraria prohibition is not enforceable against Federal employees below grade GS-16. Therefore, those Federal employees may receive honoraria. However, an employee may not accept honoraria for teaching, speaking, or writing that relates to that employee's official duties.

(2) An employee may not accept honoraria and then provide a donation of the honorarium to a charitable organization. An honorarium that is paid on behalf of the employee to a charitable organization is deemed not to be received by the employee and may be accepted in lieu of honoraria per reference (f).

(i) Rewards and Prizes. Rewards and prizes may be accepted by an individual unless entry in the contest or event is required as part of his/her official duties. An employee may accept gifts with a value of \$200 or less as such gifts are a bonafide award for meritorious public service or achievements. There are, however, limitations on this rule. The Command Judge Advocate's office can address questions relating to both honoraria and rewards and prizes.

8. Academic Research Competition. The Academic Research Competition (ARC) is sponsored annually by the CID Medical Editing Division. Authors who wish to present their research studies submit their abstracts to the Head, Clinical Investigation Department (usually in February or March). The purpose of the ARC is to stimulate interest in clinical studies being conducted in support of Graduate Medical Education and to promote excellence in Navy research. Annual competitions are held locally at the three major teaching facilities; resident and attending staff winners of local competitions advance to a Navy-wide ARC, the location of which rotates yearly among the three facilities.

NAVAL MEDICAL CENTER SAN DIEGO
Clinical Research Department
34800 Bob Wilson Drive, Ste. 5
San Diego, California 92134-1005



**COPYRIGHT STATEMENT
(GOVERNMENT EMPLOYEE)**

Manuscript Title: _____

I am an officer or employee of the U. S. Government. The above-entitled work was prepared as part of my official duties. Title 17 U.S.C. 105 provides that "copyright protection under this title is not available for any work of the United States Government." Title 17 U.S.C. 101 states: "A 'work of the United States Government' is a work prepared by an officer or employee of the United States Government as part of that person's official duties."

Date

Lead Author: _____
...(author's name-no title)...
...(rank & corps)...
...(USN/USNR-spell out)...

Date

Co-Author: _____

Date

Co-Author: _____

Date

Co-Author: _____

NAVAL MEDICAL CENTER SAN DIEGO
CLINICAL INVESTIGATION DEPARTMENT
34800 BOB WILSON DRIVE, Ste. 5
SAN DIEGO, CALIFORNIA 92134-1005



AUTHOR AGREEMENT

Manuscript identification:

- A. *I agree to be named as the lead author and/or co-author of the above manuscript.*
- B. *I attest to the validity and legitimacy of data in the above manuscript.*
- C. *I have reviewed the final version of the manuscript and approve it for publication.*
- D. *I attest that the material is original, has not been published previously and is not simultaneously under consideration by any other publication.*
- E. *I warrant that I have no financial interest in the drugs, devices or procedures described in the foregoing article.*
- F. *I have signed the copyright statement applicable to military personnel/governmental employees (see attached).*
- G. *I attest that all authors made a substantial contribution to this article.*

_____ Lead Author Signature: _____
Date

_____ Co-author Signature: _____
Date

_____ Co-author Signature: _____
Date

Enclosure (2)