In this issue...

Best practices for sharing confidential materials outside MD Anderson

– Amy Ninetto

MD Anderson's size and visibility, along with the large amount of personal medical and financial information and research data generated here, make the institution a target for cybercriminals. To protect patients' and employees' personal data and the institution's intellectual property, everyone should take precautions to prevent unauthorized access.

Unpublished research data, including article manuscripts and grant proposals, are generally considered confidential materials under MD Anderson's Data Classification Guidelines and Ratings. You can take the following precautions to protect these materials when you are communicating with colleagues and collaborators outside the institution.

- Use Box to store and share documents. Box is the only institutionally approved cloud storage and sharing app. Other cloud storage providers, such as Google Drive, Apple iCloud, and Dropbox, do not conform to institutional data security requirements.

- Make a habit of encrypting all email sent to non-MD Anderson addresses. All email sent within the institution (that is, between two mdanderson.org email addresses) is automatically encrypted, but outgoing email is not. To encrypt an email in Outlook, type [SEND SECURE]

(with the square brackets) at the beginning of the subject line. Email that contains protected health information (PHI) or other confidential information, such as research data, should always be encrypted when it's going to a recipient outside the institution.

- Avoid sending data, manuscripts, and grants to or from addresses at third-party email providers like Gmail and Yahoo! Mail (including your own personal accounts), except in some limited cases. Use Box instead.

- Delete or archive old, unneeded emails and documents containing confidential information in accordance with institutional policies on records retention.

Scientific Publications takes the security of your data seriously. We use Box to share documents and encrypted email to communicate with authors outside the institution if necessary.

For more information:
https://inside.mdanderson.org/about-mdacc/data-security-at-md-anderson/

Relevant institutional policies:

ADM1187 Electronic Confidential and Restricted Confidential Information Access and Storage Policy

ADM0335 Information Security Office Policy for the Use and Protection of Information Resources

ADM0995 Institutional E-Mail Storage Policy

11th edition of the *AMA Manual of Style* to be published this month

– Stephanie Deming

The first version of the book now titled *AMA Manual of Style: A Manual for Authors and Editors* was published in 1962 (1-3). It was a 68-page compilation of style guidelines for in-house use by editors at *JAMA* and the American Medical Association's specialty journals (1-3). (You can see a photograph of the retro cover here.) Since then, the *AMA Manual of Style* has grown to 1032 pages (2) covering not only style but also ethical and legal considerations in scientific publishing, peer review guidelines, visual display of information, correct and preferred medical and scientific terminology, study design and statistics, and other topics. The book has become an essential reference for editors of medical journals and the authors who publish in those journals.

On February 3, 2020, the newest version of the manual, the 11th edition, will be published (4). Members of the *AMA Manual of Style* committee previewed changes and additions to the new edition in a presentation (2) at the American Medical Writers Association meeting last fall. Here are some of the key features they mentioned:

- New details are provided about open access; article processing charges; and hybrid open-access journals, which publish a mix of open-access and subscription-based-access articles.

- The figure examples are provided in full color, and new types of figures are covered, including genetic heat maps and network maps.

- The statistics glossary now includes descriptions of 21 types of bias.

- Guidelines are now provided for citing posts on Facebook, Twitter, and blogs.

- Guidelines are now provided for citing preprints, manuscripts in institutional repositories, apps, podcasts, data repositories, data, and clinical trials databases (e.g., clinicaltrials.gov).

The presenters also mentioned specific guidelines that have been updated or added in the 11th edition. Here are a few of them:

- If informed consent was not needed or was waived by an institutional review board, the authors should explain why.

- For Kaplan-Meier survival curves, a table of the numbers of patients at risk must be included.

- Authors should avoid the terms *alcoholic* and *addict* and instead describe a person with a problem—e.g., "she was addicted to alcohol," "he abused alcohol," "people with opiate addiction."

- For gene symbols, the official symbol is preferred over a nickname or alias (e.g., "the *TP53* gene" rather than "the *p53* gene").

- In temperatures, a space now appears between the number and the degree symbol (e.g., *37.5 °C* is now correct).

For more information, you can view the [entire presentation](#) or read the updated manual once it is released. Oxford University Press plans to ship printed books starting February 3, and the [online version of the manual](#), which is accessible to users at MD Anderson, is scheduled to be released the same day.

References

1. Gray T. A blueprint for scientific editing. *AMA Style Insider* blog. Posted November 21, 2019. Accessed January 20, 2020. https://amastyleinsider.com/2019/11/21/a-blueprint-for-science-editing/

2. Christiansen S, Flanagin A. What's new in AMA style? Presentation at: American Medical Writers Association Annual Conference; November 7, 2019; Baltimore, MD. Accessed January 20, 2020. https://cdn.ymaws.com/www.amwa.org/resource/resmgr/conference/2019/handouts/AMWA_presentation_Nov_2019.pdf

3. Brief history of the manual. In: *AMA Manual of Style*. 10th ed. Oxford University Press; 2007. https://www.amamanualofstyle.com/page/brief-history-of-the-manual

4. Oxford University Press. AMA Manual of Style: A Guide for Editors and Authors. 11th edition. Accessed January 20, 2020. https://global.oup.com/academic/product/ama-manual-of-style-9780190246556

MD Anderson's policies on disclosure of foreign relationships

– Laura L. Russell

MD Anderson's global collaborations have made invaluable contributions to our mission. It is critical, however, for faculty and researchers to disclose their foreign relationships and activities to protect everyone's interests. Because of previous incidents that have affected academic medical centers, universities, and corporate research programs in the United States—such as theft of technology or patented compounds, plagiarism, false claims regarding inventions, and fraud—several federal funding agencies, including the National Institutes of Health (NIH), the Department of Energy, and the Department of Defense, require federally funded researchers to disclose their foreign relationships and activities. Researchers and institutions who do not disclose these relationships risk losing current funding and eligibility for future funding. Similarly, disclosure of foreign relationships is required to secure funding from the Cancer Prevention and Research Institute of Texas (CPRIT).

MD Anderson requires disclosure of foreign relationships in the following circumstances:

- You are providing institutional resources (e.g., your own or your research team's knowledge, research tools, data, animals, chemical compounds or reagents, DNA components, biologic materials, or funding) to an outside or foreign person, institution, or component.

- You receive financial resources (e.g., grants, contracts, cooperative agreements, rewards, or even lab space) from an outside or foreign source; are involved in collaborations that may have foreign funding sources; host visiting foreign scientists; or are involved with a foreign talent program in any capacity.

- You have an appointment with a foreign institution, even if that appointment is unpaid or honorary.

- You have foreign interests related to or received from a foreign entity.

MD Anderson's disclosure matrix, which lists relationships and financial interests that must be disclosed, can be found here.

Foreign relationships should be disclosed in all applicable parts of an NIH grant application, including in the Biosketch and on the Cover Page Supplement Form.

If you are uncertain whether a foreign relationship or activity requires disclosure, please contact the Conflict of Interest Team at 713-563-1234 or COIC@mdanderson.org. Principal investigators who have identified an omission of a foreign disclosure or a mistake in a previously submitted proposal should contact the Grants and Contracts team at 713-745-9400 or Grants_Management@mdanderson.org (if information was missing from a final research performance progress report [RPPR]) or the Office of Sponsored Programs at 713-792-3220 (if information was missing from a grant application or annual RPPR).

Resources

International Relationships & Disclosure
http://inside.mdanderson.org/about-mdacc/international-relationships-and-disclosure-requirements/index.html

Disclosure and Reporting Requirements
https://inside.mdanderson.org/about-mdacc/international-relationships-and-disclosure-requirements/disclosure-and-reporting-requirements-.html

Disclosure Matrix
https://inside.mdanderson.org/departments/conflict-of-interest/disclosure-matrix.html

Conflict of Interest Policy for Faculty Members, Trainees, Faculty Supervisors, Institutional Decision Makers, and Investigators of the University of Texas MD Anderson Cancer Center (MD Anderson Institutional Policy #ACA0001); access at "Search Institutional Policies" https://inside.mdanderson.org/policies/institutional-policies-and-procedures/search-tips.html

New NIH grant application instructions and forms coming in spring 2020

– Amy Ninetto

The NIH has issued a notice that a new application package, FORMS-F, will be required for grant applications with due dates on or after May 25, 2020. Fortunately, FORMS-F involves substantive changes to only a few documents:

- PHS 398 Career Development Award Supplemental Form

- PHS 398 Cover Page Supplement

- PHS Assignment Request Form

- PHS Fellowship Supplemental Form

- PHS Human Subjects and Clinical Trials Information

- SBIR/STTR Information

The only change to all other forms will be an updated expiration date. More detailed information about the changes can be found in a preview document from the NIH.

For applications with due dates on or before May 24, 2020, applicants should continue to use the FORMS-E application package.

Cabell's Blacklist

– Sarah Bronson

MD Anderson faculty and staff can now access Cabell's Blacklist, a database of potentially predatory journals, before submitting their research articles for publication. Predatory journals scam authors by offering publication in exchange for a fee without ensuring the quality of the published work through peer review or editing. Launched in 2017, Cabell's Blacklist tracks

potentially predatory journals on the basis of tiered [inclusion criteria](#) that indicate a lack of integrity, a lack of peer review, poor publication practices, misleading metrics, or suspicious practices involving fees. Examples of severe violations are:

- Appearance of the same article in more than one journal

- Inconsistencies in information between the journal website and correspondence with the journal editors

- False claims of academic positions or qualifications by the owner or editor of the journal

- Editors who are nonexistent, are deceased, or do not know they are listed by the journal

- Data showing that little to no peer review is done despite the journal claiming to be peer reviewed

- Publication of articles that are not academic

- An absence of published articles

- False claims that the journal is indexed in well-known databases

- Acceptance of fake articles

- Use of an "impact factor" other than the Thomson Reuters Impact Factor

- Mention of an article processing charge (APC) with no information, or conflicting information, on the amount

- An option to prepay APCs for future articles

- Mention of membership discounts on APCs without information on how to become a member or membership fees

- Request for payment of APCs before article submission

- Fees or APCs that are mentioned only after article submission

The current blacklist includes more than 12,000 journals and their violations in a searchable database, accessible at http://www2.cabells.com/blacklist. The blacklist also has a transparent [appeals policy](#).

If a journal is on Cabell's Blacklist, and especially if it has many severe violations, then it is likely predatory and should be avoided. However, not every predatory journal appears on the blacklist. Ultimately, you should evaluate journals using multiple resources, such as the list of [journals indexed in MEDLINE](#), the [Journal Citation Reports](#) database, the [Directory of Open Access Journals](#), the Research Medical Library staff, and your own knowledge.

Unusual terms used in scientific writing and publishing: Hybrid journal and mirror journal

– Bryan Tutt

"Hybrid" and "mirror" journals are two types of publications used by academic and scientific publishers to offer both subscription-only (i.e., available only to paid subscribers) and open access (i.e., available to the public free of charge) (1) content.

Hybrid journals

As with traditional open access journals, hybrid journals typically require authors of open access content to pay an article processing charge; authors of subscription-only content do not pay this charge. Most hybrid journals allow authors to wait until the article is accepted before informing the journal's editors whether they want the article to be published as an open access or subscription-only article (2).

Mirror journals

Whereas a hybrid journal has both open access and subscription-only content in the same journal, a mirror journal is essentially a fully open access version of an existing subscription-only or hybrid journal. A mirror journal has the same editorial board and submission requirements as its parent journal, but it has its own international standard serial number and a slightly different title (often the same title as the parent journal followed by the letter *X*) (3). Authors typically pay an article processing charge to publish in mirror journals. The parent and mirror journals share a submission system, and authors can specify which of the two they want the article to be published in.

Plan S

The future of hybrid and mirror journals appeared to be jeopardized by the announcement of Plan S, an initiative by European funding agencies to mandate the publication of research articles in open access journals or similar platforms beginning in 2021 (4,5). The guidelines for Plan S prohibit publication in hybrid or mirror journals unless they are part of a plan to transition to an open access–only model (6). It remains to be seen what effect Plan S will have on hybrid and mirror journals.

References

1. Tutt B. Unusual terms used in scientific writing and publishing: Gold, platinum, and green open access. *The Write Stuff*, Winter 2018. Accessed January 13, 2020. https://inside.mdanderson.org/departments/scipub/2018---winter-issue-vol-15-no-1-.pdf

2. Matthias L. The worst of both worlds: Hybrid open access. OpenAIRE blog, 2018. Accessed January 13, 2020. https://www.openaire.eu/blogs/the-worst-of-both-worlds-hybrid-open-access

3. Cochran A. Are mirror journals a better path to the open access flip? *Scholarly Kitchen*, October 29, 2018. Accessed January 14, 2018. https://scholarlykitchen.sspnet.org/2018/10/29/are-mirror-journals-a-better-path-to-the-open-access-flip

4. Ninetto A. European Plan S aims to mandate open access by 2020. *The Write Stuff*, Spring 2019. Accessed January 13, 2020. https://inside.mdanderson.org/departments/scipub/2019---spring-issue-vol-16-no-2-.pdf

5. Ninetto A. Changes to Plan S give researchers and publishers time to adapt. *The Write Stuff*, Summer 2019. Accessed January 13, 2020. https://inside.mdanderson.org/departments/scipub/2019---summer-issue-vol-16-no-3-.pdf

6. Rationale for the revisions made to the Plan S Principles and implementation guidance. May 31, 2019. Accessed January 13, 2020. https://www.coalition-s.org/rationale-for-the-revisions

Editing services

Scientific Publications, Research Medical Library, is here to help MD Anderson faculty and trainees get published and get funded. We provide a wide range of editorial, educational, and publishing services, free of charge, to the MD Anderson community, including:

- editing grant proposals and research articles;
- teaching workshops and giving lectures on writing research articles and grant proposals;
- teaching scientific English for non-native speakers;
- providing writing advice and support.

For more information about our editing services and how to use them, please visit Our Editing Services.

Upcoming events for authors

Please see the Scientific Publications website for more information on our educational courses.

Writing and Publishing Scientific Articles (WAPSA). WAPSA is a structured, practical, in-depth writing-education program for postdoctoral fellows and clinical trainees at MD Anderson taught by Scientific Publications, Research Medical Library. This 2-day course provides an excellent opportunity for advancing participants' skills in writing and publishing research articles while developing their in-progress manuscripts under the guidance of scientific editors.

Locations and times to be announced. Registration is required through Scientific Publications, Research Medical Library. Details: John McCool (scipubseducation@mdanderson.org), 713-792-3174.

February 19 and 26, 2020

May 7 and 14, 2020

Short Courses in Scientific English for Non-Native Speakers of English. Courses last 7 weeks and meet twice a week for 1 or 1.5 hours each day. Classes are held early in the morning, during the lunch hour, or late in the afternoon. Classes are free of charge. Participants must speak English at the intermediate or higher level and be familiar with research and general biomedical terminology.

Dates are subject to change. Registration is required through the Research Medical Library's [LibCal](#) system and opens in late January 2020.

Details: Mark Picus (mapicus@mdanderson.org), 713-792-7251, or John McCool (scipubseducation@mdanderson.org), 713-792-3174.

> **Session 2 – March 9 through April 23, 2020**
>
> **Pronunciation 2, Conversation 1, Conversation 2, Writing 3, Making Presentations**

Friday Conversation Group. The Friday Conversation Group provides an informal atmosphere for non-native speakers of English to practice their conversational abilities, learn more about American culture, and meet new friends. The class meets every Friday in the Mitchell Building (BSRB), room S3.8003, from 12:00 to 1:00 pm.

No registration is required. Details: Mark Picus (mapicus@mdanderson.org), 713-792-7251, or John McCool (scipubseducation@mdanderson.org), 713-792-3174.

Third Thursday Writing Retreat. The Research Medical Library sponsors afternoon writing retreats for faculty and trainees. These retreats, offered the third Thursday of every month from 12 to 4 pm in the Research Medical Library conference room (FCT21.6040), allow 4 hours of protected time for researchers to work on their grants and manuscripts. A scientific editor is present the entire time to answer questions, offer advice, and provide consultations on early drafts. (A separate room is available for lengthy consultations.) A librarian is also present to help with literature searches, reference formatting, EndNote issues, etc. *Details: John McCool (scipubseducation@mdanderson.org), 713-792-3174.*

> **February 20, 2020**
>
> **March 19, 2020**
>
> **April 16, 2020**

Writing Scientific Articles (WSA): A Workshop for Faculty. WSA is a structured, practical, in-depth writing-education program for clinical and basic science research faculty at MD Anderson taught by the Department of Scientific Publications, Research Medical Library. This 1-day workshop provides an excellent opportunity to advance your skills in writing research articles with focus and clarity.

Locations and times to be announced. Registration is required through Scientific Publications, Research Medical Library. Details: John McCool (scipubseducation@mdanderson.org), 713-792-3174.

> **April 8, 2020**

INTEREST Program. The INTEREST program is a series of mock study sections that leverage the expertise of experienced MD Anderson faculty in writing fundable research proposals. It involves a rigorous review of extramural grant proposals to improve, critique, and offer experience in the grant review process, from the applicant's and the reviewer's points of view. For more information, contact INTEREST@mdanderson.org.

Important upcoming dates:

April 17, 2020 – Deadline to submit your INTEREST Intent Form and a copy of your grant abstract

May 1, 2020 – Full application submission deadline

May 15, 2020 – INTEREST Review Meeting

Webinars Presented by Scientific Publications. Scientific Publications continues to host a series of webinars on various topics. Webinars previously presented and recorded by Scientific Publications are available here. Links to upcoming webinars will be posted as they become available on the Research Medical Library and Scientific Publications websites.

Grant Writing Advice. Scientific Publications, Research Medical Library, now offers grant writing suggestions (Writing R01 Grant Proposals) in the Writing Advice section of our website. This information, stemming from the Grant Writers' Seminars and Workshops presented annually at MD Anderson and from the NIH's SF424 (R&R) Application Guide, focuses on R01 grants but can be applied to other types of NIH grants as well.

Writing the Specific Aims Section of a Grant Application. In this video, Sunita Patterson, senior scientific editor, presents a summary of the National Institutes of Health's grant review process and how it affects the grant proposal, an overview of the structure of an R01 grant proposal, and a model for writing the Specific Aims section. The video is available on the Scientific Publications intranet website.

Writing Abstracts Online Tutorial. Writing Abstracts, an interactive, Web-based tutorial, covers the most important aspects of writing good abstracts. The lesson includes many examples and an optional self-assessment.

Improve Your Chances for IRG Funding. This PDF presentation by Walter Pagel, former Director of the Department of Scientific Publications, guides researchers through the process of applying for institutional research grants.

Anatomy of a Research Article Video Presentation. In this video, Stephanie Deming, senior scientific editor, presents advice on writing the parts of a research article: Introduction, Methods, Results, Discussion, title, and abstract. The slides shown in the presentation and the presentation handout can be downloaded as well.

Classes, Workshops, and Webinars Presented by the Research Medical Library. More classes, workshops, and webinars will be posted on the Research Medical Library website once they have been finalized.

Classes and workshops are located in the Research Medical Library classroom in the Pickens Academic Tower (in either FCT21.6008 or FCT21.6040). Details: Laurissa Gann (lgann@mdanderson.org), 713-794-1111.

February 7, 2020, 10:30 am, class, Introduction to Systematic Reviews

April 24, 2020, 12:00 pm, class, Introduction to Systematic Reviews

To register for a Research Medical Library webinar or class, please visit the library's Education & Events Calendar.