HCHS/SOL Web Guidebook

The Affiliated Investigator

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This guidebook is to assist the Affiliated Investigator of the Hispanic Community Health Study / Study of Latinos (HCHS/SOL). Topics covered include submitting proposals for manuscripts, presentations, publications, and abstracts; as well as revising the submissions during the publication process.

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Chapter 1: *Proposal Submissions*

Introduction

As an Affiliated Investigator of the HCHS/SOL study, one has the access to submit a proposal for an abstract, presentation, manuscript, or publication. This process requires knowledge of an authorized AI username and password for the study's website.

Submission Process

Step 1: Proceed to the HCHS/SOL study website

The current website for the Hispanic Community Health Study can be found by accessing http://www.cscc.unc.edu/hchs/ ⬏ on an internet browser.

Step 2: Obtain access to the Affiliated Investigator zone

In this step, an authorized username and password will be required.

On the homepage of the study website, there is a horizontal navigation bar displaying various zones. Choose the one labeled "Affiliated Investigators". This will trigger a window to appear that requests the required username and password combination.

Enter "Investigator2" for the username.

Enter _____ for the password (Principal Investigators have this information for distribution to appropriate staff).

Upon successful entry of the two fields, choose OK and you will automatically redirected to the Affiliated Investigator's zone.

Step 3: Choose the proposal type

The AI zone contains two options to proceed. The choice you make will depend on what type of proposal you are submitting.

If you are submitting a proposal for an abstract or presentation (you must have an approved manuscript proposal before submitting an abstract/presentation), then choose the first option and proceed to Step 4: Submit Abstract or Presentation of the guide.

If you are submitting a proposal for a manuscript or publication, then choose the latter option and proceed directly to Step 5: Submit Manuscript or Publication of this guide.

Step 4: Submit Abstract or Presentation

You will have been redirected to a web form, which is labeled as HCHS/SOL Abstract or Presentation Submission. If not, then return to the previous page and try again.

The top of this form holds a shaded region labeled as the "contact information." Fill out this information first. Provide a valid email address where you or the primary contact for the submission can be reached. It is the study's policy to only accept institutional and organizational email addresses (.edu and .org). Commercial email addresses are discouraged. You must also provide a password that will be used to access and edit the proposal in the future. Confirm the password in the box below.

Now you can begin filling in the necessary information for the proposal. Item 1a is the manuscript number followed by the full title. If a proposal does not have an already approved manuscript number, then only include the full title of the proposal. Item 1b is the abbreviated title. This field is limited to 40 characters. It should be descriptive enough to allow the proposal to be identified, but should omit the study name and any extra descriptive elements. Item 1c is the keywords field. Include as many keywords that are related to the proposal separated by commas. Item 1d is the meeting field, which is the time and place you would expect to present the proposed submission.

For Item 2, please follow the format to input the proposer's name. If the proposal has an affiliation with one of the centers in the study, please include that information as Item 3. Proposals require a sponsoring PI and that person's name must be included as Item 4. The next item is for inclusion of any suggested co-authors. Follow the instructions included in the form as to the syntax to follow. Note that these are not the only co-authors that would be included. The Coordinating Center has a system for recommending co-authors by study members.

Item 6, the final item, include the abstract or outline of the proposal. Also, if there is a presentation file, upload that using the provided "Browse…" function.

In order to finalize the submission, you must find the "save" button at the top of the form and click it. This will bring you to a screen that confirms that the proposal was submitted successfully.

Step 5: Submit Manuscript or Publication

You will have been redirected to a web form, which is labeled as HCHS/SOL Manuscript or Publication Submission. If not, then return to the previous page and try again. Items 1-5 are very similar to the form described in Step 4.

The top of this form holds a shaded region labeled as the "contact information." Fill out this information first. Provide a valid email address where you or the primary contact for the submission can be reached. It is the study's policy to only accept institutional and organizational email addresses (.edu and .org). Commercial email addresses are discouraged. You must also provide a password that will be used to access and edit the proposal in the future. Confirm the password in the box below.

Now you can begin filling in the necessary information for the proposal. Item 1a is the manuscript number followed by the full title. If a proposal does not have an already approved manuscript number, then only include the full title of the proposal. Item 1b is the abbreviated title. This field is limited to 40 characters. It should be descriptive enough to allow the proposal to be identified,

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Item 6 refers to the Primary Author of the proposal. This person will be the listed first and be responsible for the progress of the manuscript or publication. There are two options for this item: choose an author from the drop down list. If the proposed author is not currently in the list, select "None" from the menu and type the name in the provided box.

Item 7 requests to know whether DNA or biomarker data will be needed for the research. Item 8 is a confirmation that no overlaps exist between any current or published manuscript proposals. This is an effort to prevent multiple similar papers. Item 9 is the location where data analysis would be performed. This information is used to balance the load of analysis. Item 10 is for ancillary information. If the proposal is related to an ancillary study, then check "yes" in 10a and fill out the information for part 10b. Otherwise, check "no" for 10a and move on to Item 11.

Items 11, 12, and 13 are very important to the proposal. Strong arguments and hypothesis are needed. The final item (14) should include all relevant references formatted according to journal requirements/standards.

Chapter 2: *Submission revision*

Introduction

As an Affiliated Investigator of the HCHS/SOL study, one does not have access to revise a proposal for an abstract, presentation, manuscript, or publication using the web application. Instead, one must use email to revise and update a submission.

A revision is often requested by the Publications Committee during the review process. Comments and critiques will be sent to the Primary Author via email.

Edit/review submissions

Step 1: Read comments and critiques

Following a review of the proposal by the Publications Committee, a proposal might be decided to require changes before it would be approved. The chair of the committee will send an email to the Primary Author with a list of comments. The Affiliated Investigator is then tasked with reading and understanding the critiques. Questions regarding the comments can be discussed with the committee via email.

Step 2: Revise and edit submission

Use the comments from the Publication Committee to revise the proposal to address any concerns.

Step 3: Submit revised proposal via email

Email the revised proposal to the study administrator at HCHSAdministration@mail.cscc.unc.edu ⬚ with a subject line of "HCHS Proposal Revision: *title*" where *title* is replaced by the proposal's title.