

# R&A process for publications

## Getting started



### PROPOSAL

Research project proposal drafted- see *proposal elements*

- Proposal review by manager
- Proposal review by RD
- Proposal approved



### IRB

Research project to IRB- see *IRB process*

- Manager review
- RD review
- IRB secretary review

IRB approved



### OUTLINE

Research report outline drafted

- Outline reviewed by manager
- Outline reviewed by RD
- Outline approved



### PUBLICATION DRAFT

- Research report or web article drafted
- Report review- see *review process*
- Publication approved



### PREPARE FOR WEB POSTING

Step 1:

- Researcher puts article (or report's key findings) AND any tables in [www.stackedit.io](http://www.stackedit.io)

#### Proposal elements

- Purpose of research
- Background, literature (if applicable)
- Benefits to ICJIA, field
- Research questions
- Methods
- Staff involvement
- Stakeholders/subject matter experts/external assistance/requests
- Tentative timeline

Proposal questions? See your manager

#### Process for IRB

- Draft 4 weeks in advance of meeting
- Manager review
- RD review
- IRB secretary review
- Sent to IRB members 1 week before meeting

IRB questions? See Lynne Mock, IRB manager

#### Review process

- Team members if applicable
- Manager
- Clearinghouse manager if CHRI or data trends
- OPI (provide photo options for cover)
- Manager 2nd review
- RD
- Stakeholders if applicable
- Subject matter expert review
- Other executive staff

- Don't forget you can use hyperlinks to publically-available sites and doc, including ICJIA pubs
- Graphs made by designated R&A staff



### Step 2:

Send one email of the publication package to Chris, copy Sal, Cristin

- Markdown (download as Markdown .md file, not html)
- Full report pdf with cover page (if applicable)
- 2 or 3 photo options (send url links, do not buy photo)- see *photo tips*
- Abstract: 3 to 5 sentences
- Key words
- Publication type
- Subject area

#### Photo tips

- Istock.com
- Do not purchase; ICJIA has an account.
- Select a horizontal picture
- No words
- No people looking directly at camera



### DRAFT LINK CREATED

Web developer shares draft link of publication

- Hidden draft link reviewed by researcher
- Draft link reviewed by manager
- Draft link reviewed by OPI
- Draft link reviewed by RD
- Draft link reviewed by Exec Dir (if a web article/ key findings of a technical report become the web article, so it would have been reviewed)
- Approved, final link (ready to be shared publically) sent to OPI for promotion.