

Journal of Clinical Oncology Author Submission preparation worksheet

Each author should complete and return this form to the corresponding author.

FOR REFERENCE ONLY – DO NOT SEND TO JCO

- Author Disclosure Declaration
- *Journal of Clinical Oncology* Author Contribution Form
- Additional Questions for First, Last and Corresponding Authors for original research reporting

Inform the corresponding author if your disclosure is reported in coi.asco.org. The manuscript submitter will indicate that your disclosure has been completed by ASCO's COI system and you will not have to answer the following eleven disclosure questions. If your disclosure is reported in coi.asco.org, proceed to the **Author Contribution Form below**. If you are a first, last or corresponding author of original research, please answer the **Additional Disclosure Questions**.

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Author Disclosure Declaration

Manuscript Title: _____

Name: _____ Manuscript No. JCO/_____

It is ASCO's policy to promote balance, independence, objectivity, and scientific rigor in all of its activities through the disclosure of financial interests and other relationships, and management of potential conflicts. The financial interests or relationships requiring disclosure are outlined in [ASCO's Policy for Relationships With Companies](#). All authors are expected to answer each question below to disclose any relationships with for-profit health care companies. Each author who does not have a record on file in ASCO's Disclosure Management System should complete and return this form to the corresponding author. Corresponding authors should enter disclosures online (<http://submit.jco.org>) at the time of submission. The corresponding author is encouraged to keep completed forms on file for future reference.

Definitions for terms are found at the end of this document.

1. Employment

Have you or an immediate family member been employed by any for-profit health care company currently or during the past 2 years?

Yes, I have employment to disclose.

Company*: _____

Recipient*: You An Immediate Family Member

* - required field

No, I have no employment to disclose.

2. Leadership

Have you or an immediate family member been compensated for a leadership role (such as officer or member of a board of directors) in any for-profit health care company, currently or during the past 2 years?

Yes, I have a leadership role to disclose.

Company*: _____

Recipient*: You An Immediate Family Member

* - required field

No, I do not have a leadership role to disclose.

3. Stock or Other Ownership

Have you or an immediate family member owned stock or held an ownership interest in any for-profit health care company (publicly traded or privately held), currently or during the past 2 years?

You do not need to disclose ownership in diversified funds that are not controlled by you or an immediate family member.

Yes, I have stock or other ownership Interest to disclose.

Company*: _____

Recipient*: You An Immediate Family Member

* - required field

No, I do not have stock or other ownership Interest to disclose.

4. Honoraria

Have you or an immediate family member been paid honoraria directly by any for-profit health care company, currently or during the past 2 years?

You do not need to disclose honoraria for certified Continuing Education.

Yes, I have honoraria to disclose.

Company*: _____

Recipient*: You An Immediate Family Member

* - required field

No, I do not have honoraria to disclose.

5. Consulting or Advisory Role

Have you or an immediate family member been paid for any consulting or advisory role by any for-profit health care company, currently or during the past 2 years?

You do not need to disclose an uncompensated consulting or advisory role.

Yes, I have a consulting or advisory role to disclose.

Company*: _____

Recipient*: You An Immediate Family Member Your Institution

* - required field

No, I do not have a consulting or advisory role to disclose.

6. Speakers' Bureau

Have you or an immediate family member been paid to participate in a speakers' bureau for any for-profit health care company, currently or during the past 2 years?

Yes, I have a speakers' bureau to disclose.

Company*: _____

Recipient*: You An Immediate Family Member

* - required field

No, I do not have a speakers' bureau to disclose.

7. Research Funding

Have you or an immediate family member conducted any research project funded, in whole or in part, by any for-profit health care company, currently or during the past 2 years?

Disclose research funding if: research payments are/were made directly from the for-profit health care company to the individual, if the individual's salary is supported (in whole or part) through the research funding, if the individual is/was the national or overall principal investigator, if the individual has a role as a regulatory principal investigator, if the individual is a site principal investigator, or if the individual is a member of a steering committee of a study that does not have a principal investigator.

You do not need to disclose funding from National Institutes of Health (NIH) or a non-profit foundation.

Yes, I have research funding to disclose.

Company*: _____

Recipient*: You An Immediate Family Member Your Institution

* - required field

No, I do not have research funding to disclose.

8. Patents, Royalties, Other Intellectual Property

Do you or an immediate family member hold patents, have patents pending, receive royalties, participate in royalty sharing agreements, or have other intellectual property interests from a discovery or technology relating to health or medicine, currently or during the past 2 years?

Yes, I have a patent or intellectual property interest to disclose.

Company*: _____

Recipient*: You An Immediate Family Member Your Institution

* - required field

No, I do not have a patent or other intellectual property interest to disclose.

9. Expert Testimony

Have you or an immediate family member been paid to provide expert testimony on behalf of any for-profit health care company, currently or during the past 2 years?

Yes, I have expert testimony to disclose.

Company*: _____

Recipient*: You An Immediate Family Member

* - required field

No, I do not have expert testimony to disclose.

10. Travel, Accommodations, Expenses

Have you or an immediate family member had travel, accommodations, or other expenses paid or reimbursed by any for-profit health care company, currently or during the past 2 years?

You do not need to disclose travel, accommodations, or expenses that were part of roles or activities you have already disclosed above.

Yes, I have travel, accommodations, or expenses to disclose.

Company*: _____

Recipient*: You An Immediate Family Member

* - required field

No, I do not have travel, accommodations, or expenses to disclose.

11. Other Relationship

Have you or an immediate family member had another relationship, role, activity, or interest, currently or during the past 2 years, that could be perceived to influence your work or your professional activities?

Disclosure is encouraged.

Yes, I have another relationship to disclose.

Company*: _____

Recipient*: You An Immediate Family Member

* - required field

No, I do not have another relationship to disclose.

Additional Questions for First, Last and Corresponding Authors of Original Research

The first, last and corresponding authors are required to answer additional questions concerning their manuscript. ASCO will not enforce restrictions on first, last, and corresponding authors until after a period of data gathering and analysis that will continue at least through April 22, 2016. Financial relationships of first, last, and corresponding authors are still required to be disclosed and will be managed in accordance with ASCO procedures.

1. Has this author been an employee of any for-profit company that funded all or part of this research, currently or at any time during the 2 years prior to submission of this manuscript?

Yes, I have another relationship to disclose.

Company: _____

No, I do not have another relationship to disclose.

2. Has this author had a significant ownership interest in any for-profit health care company that funded all or part of this research, currently or at any time during the 2 years prior to submission of this abstract or manuscript?

Yes, I have another relationship to disclose.

Company: _____

No, I do not have another relationship to disclose.

3. Has this author been on a speakers' bureau (on any subject) for any for-profit health care company that funded all or part of this research, currently or at any time during the 2 years prior to submission of this abstract or manuscript?

Yes, I have another relationship to disclose.

Company: _____

No, I do not have another relationship to disclose.

Journal of Clinical Oncology Author Contribution Form

Manuscript Title: _____

Name: _____ Manuscript No. JCO/ _____

Independent of the number of authors, contributions must be substantive to justify authorship. Each author must have participated in each of the following sections: 1) the conception and design of the study, collection and assembly of data, or data analysis and interpretation; and 2) writing the manuscript; and 3) final approval of the manuscript. Authors themselves, not JCO, are responsible for settling any disputes about authorship. Additionally, authors must be able to take public responsibility for the content. All other contributors, who do not meet sufficient criteria for authorship as described above, should instead be noted in the Acknowledgements section. Equally important, all individuals who participated in all of the proceeding activities must be listed as an author.

If someone other than the authors, such as a science writer or corporate employee, has participated in only writing the paper, this participation must be disclosed. If a multicenter group conducted the research, the group should identify a writing committee that accepts direct responsibility for the manuscript.

Every submission must include the Author Contribution information. As part of the online submission process, the corresponding author must enter this information on behalf of every author. We recommend, therefore, that each author complete the Author Contribution form and forward it to the corresponding author before the formal online submission.

Indicate this author's contributions to the manuscript below:

SECTION 1 (ONE ROLE REQUIRED):

- Conception and design
- Collection and assembly of data
- Data analysis and interpretation

SECTION 2 (REQUIRED):

- Manuscript writing

SECTION 3 (REQUIRED):

- Final approval of manuscript

SECTION 4 (REQUIRED):

- Agree to be accountable for all aspects of the work, which includes ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

ADDITIONAL INFORMATION ON ROLES NOT JUSTIFYING AUTHORSHIP (NOT REQUIRED):

- Financial support
- Administrative support
- Provision of study material or patients

I confirm that all information reported is accurate. I understand that, where appropriate, this information may be disclosed publicly. I further understand that the American Society of Clinical Oncology reserves the right to decline to publish my work if the Society believes a significant conflict of interest exists. Furthermore, I understand that failure to complete this Author Contribution will disqualify me from submitting my manuscript to the *Journal of Clinical Oncology*.

Print Name: _____ Signature: _____

Date: _____

Definitions

For-profit health care Company: means a business that develops, produces, markets or distributes drugs, devices, services or therapies used to diagnose, treat, monitor, manage, or alleviate health conditions.

Immediate family member: means a spouse or dependent child.

Honoraria: means money paid to recognize participation in an activity such as a speech or seminar presentation. If you directed your honoraria to another individual or to a charity, please note.

Consulting or advisory role: means the provision of any services, including advisory boards, scientific review, or editorial services. If you participated in an unpaid capacity but received travel expenses or reimbursement, please disclose either in this category or the "Travel" category.

Speakers' bureau: means a compensated role as a presenter for which any of the following criteria are met: (a) a for-profit health care company has a contractual right to dictate or control the content of the presentation or talk; (b) a company creates the slides or presentation material and has final approval of the content and edits; or (c) the presenter is expected to act as a company's agent or spokesperson for the primary purpose of disseminating company or product information. ASCO recognizes that some activities called "speakers' bureaus" may not meet these criteria and, conversely, that activities may meet these criteria and not be termed "speakers' bureaus." ASCO will rely on the judgment and integrity of disclosing individuals to determine whether an activity constitutes a speakers' bureau under this Policy. This definition of "speakers' bureau" does not extend to employees of a for-profit health care company who make presentations as part of their employment.

A Company may review a speaker's slides strictly for regulatory or compliance purposes. So long as the speaker has control and approval rights over scientific content and is not acting as the Company's agent or spokesperson, the activity will not fall within the definition of a speaker's bureau.

Research funding: Disclose research funding if: research payments are/were made directly from the for-profit health care company to the individual, if the individual's salary is supported (in whole or part) through the research funding, if the individual is/was the national or overall principal investigator, if the individual has a role as a regulatory principal investigator, if the individual is a site principal investigator, or if the individual is a member of a steering committee of a study that does not have a principal investigator.

You do not need to disclose funding from National Institutes of Health (NIH), other government agency, or a non-profit foundation.