



## **Guidelines for CSCC Endorsement of Publications**

When a CSCC body, including a Special Interest Group (SIG) or Working Group (WG) or CSCC representative to an external body is planning to publish their work (e.g., position statement or other articles) to a peer-reviewed scientific journal or other printed/electronic medium, then CSCC Council endorsement might be required. For example, if a work clearly identifies as originating from a CSCC body or CSCC representative, then endorsement is needed.

### **The Publications Division provides this guideline to standardize the process for review, approval, and endorsement:**

- The lead author (or CSCC delegate) notifies the Head Office ([info@csc.ca](mailto:info@csc.ca)) or the respective CSCC Division Head along with the work for consideration.
- The receiving party then forwards the request to the Publications Division Head and/or the CSCC President, who then initiates the endorsement request process.
- The CSCC Executive determines whether the request is appropriate for further review by Council.

### **In order to standardize the approach Council has for these requests, the following must be considered:**

- CSCC Council must provide endorsement for the:
  - Use of society name “CSCC” in the submission title (e.g. “CSCC Position Statement [...]”).
  - Mention of CSCC involvement (e.g. “[...] endorsed/supported by CSCC”).
  - Use of the society name “CSCC” in acknowledgment section of the publication.
- CSCC Council does not provide a formal peer-review process. This is the sole responsibility of the scientific journal or body where the work will be submitted.
- For journal submission, CSCC Council does not approve or disapprove the submission process, nor approve or disapprove the selection of the journal of submission.
  - CSCC Council can provide recommendations to authors on the submission process and/or the selected journal.
- Members from Council who are among the authorship or involved in the peer-review process shall declare any relevant conflicts of interest related to the work. Council may require those with significant conflict of interest to recuse themselves from the final decision.

### **Endorsement provided by Council is formalized after consideration to the following:**

- The Publications Division Head initiates the endorsement request process to Council.
- To expedite time-sensitive publications, all Council members are given 7 days to comment and reach an endorsement decision.
  - If a member is away or unable to be reached, this will not delay the 7 days if Council quorum (majority of members) is reached, and at least 2 Executive Council members provide comment.

- The endorsement request decision is not to focus on review of the scientific validity (this is for the peer-review process); however, it is possible to provide scientific-related comments.
- The process must ensure the integrity of the Society, including consideration to the following questions:
  - Does the position statement, key principles, and/or conclusion align with the mission and vision of the CSCC?
  - Are there any sensitive matters to point out that would generate conflict of interest or negative consequences directed at the CSCC?
  - Is the authorship reflective of CSCC members who are engaged in the publication, considering the origin of submission (e.g. SIG or WG)?

Communication to the CSCC body or representative(s) requesting endorsement will be made by the Publications Division Head and include notification to the CSCC Executive and Head Office.