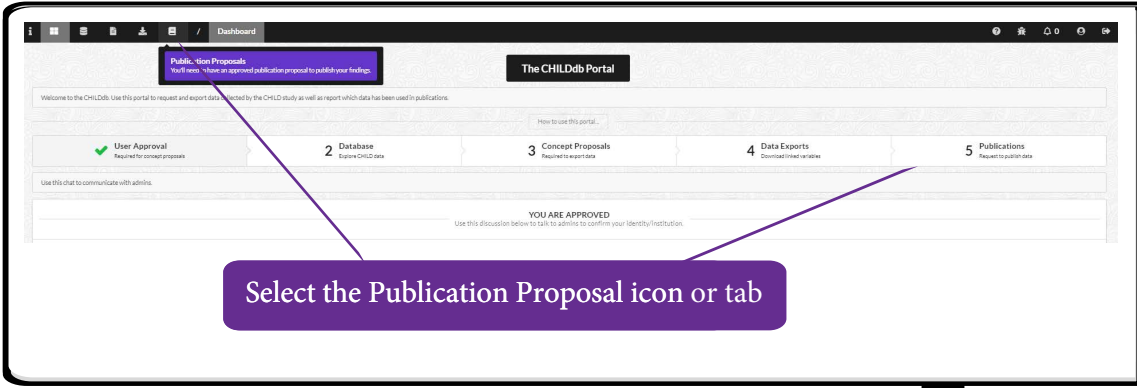


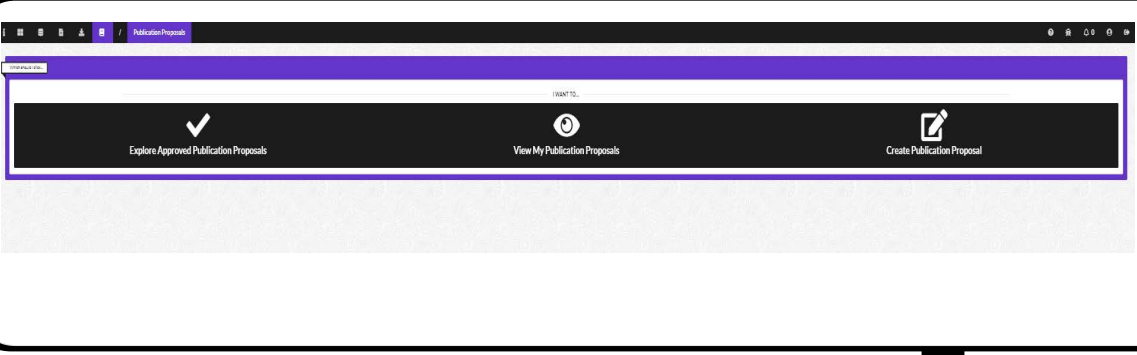
## How to create a Publication Proposal (PP)

*An approved Concept Proposal is required to publish CHILD data*



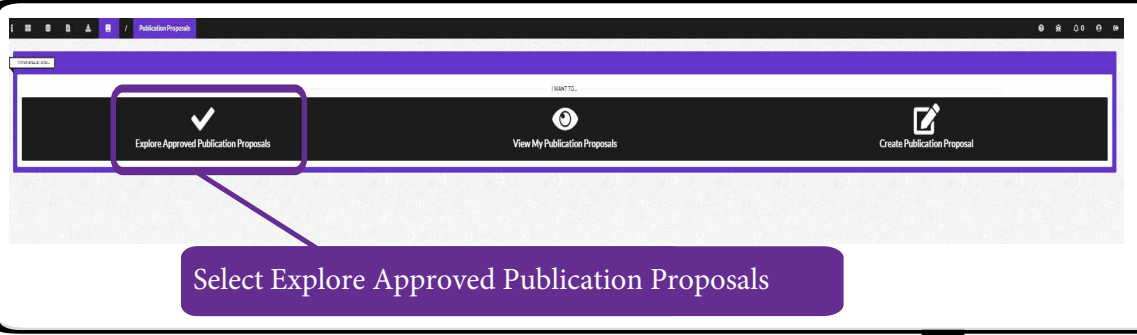
1. From the CHILD db Dashboard, select the **Publication Proposal (PP)** icon or tab.

**Note:** A Publication Proposal (PP) is a request to publish data. You must have an approved CP to create a PP.

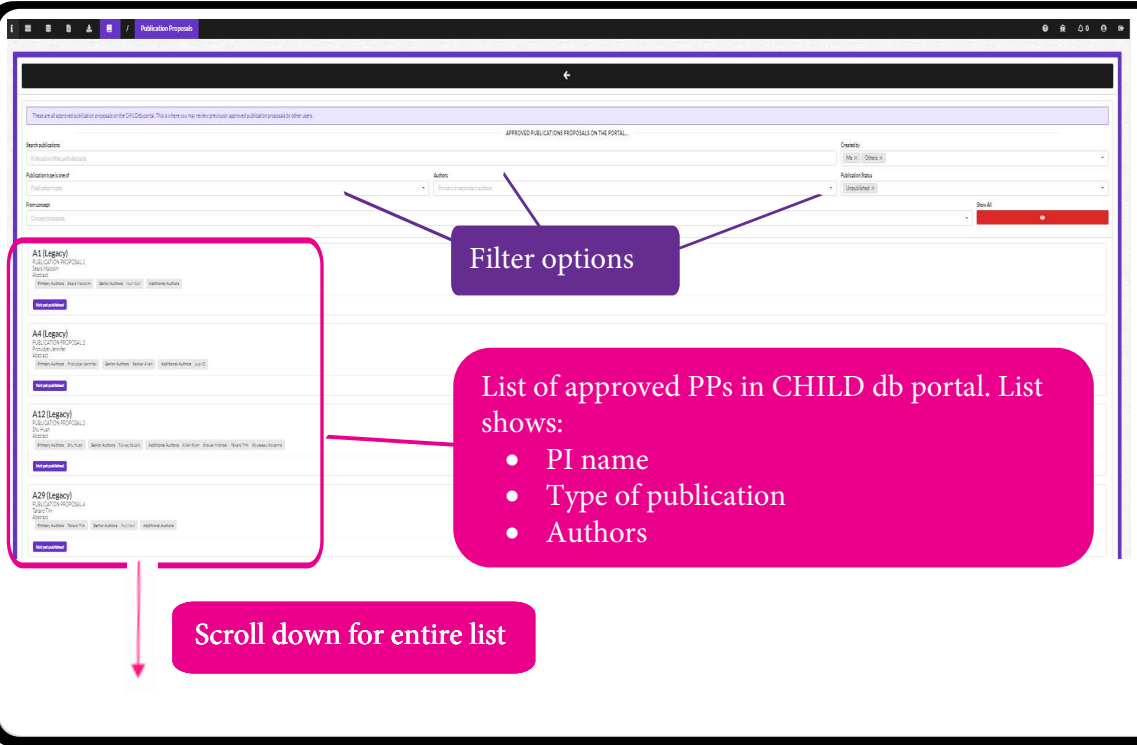


2. You have three options to select from:

- Explore Approved Publication Proposals
- Create Publication Proposal
- View MyPublication Proposals



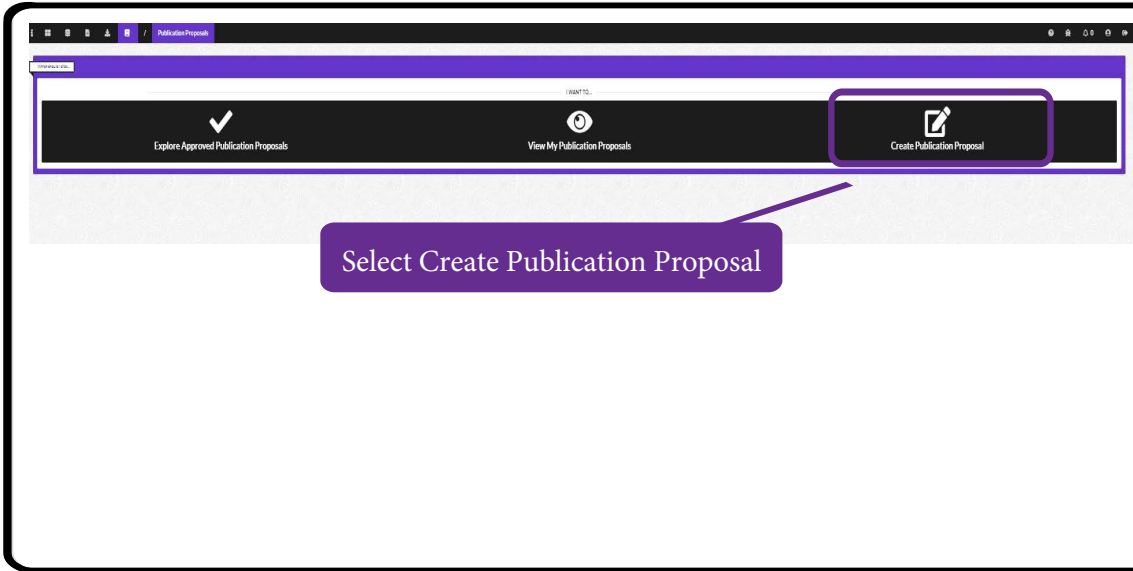
3. Select **Explore Approved Publication Proposals** if you wish to view a list of all approved PPs in the CHILD db portal.



4. You may filter the list by PP title / publication type (e.g. abstract, original scientific article, *etc.*) / author / CP number.

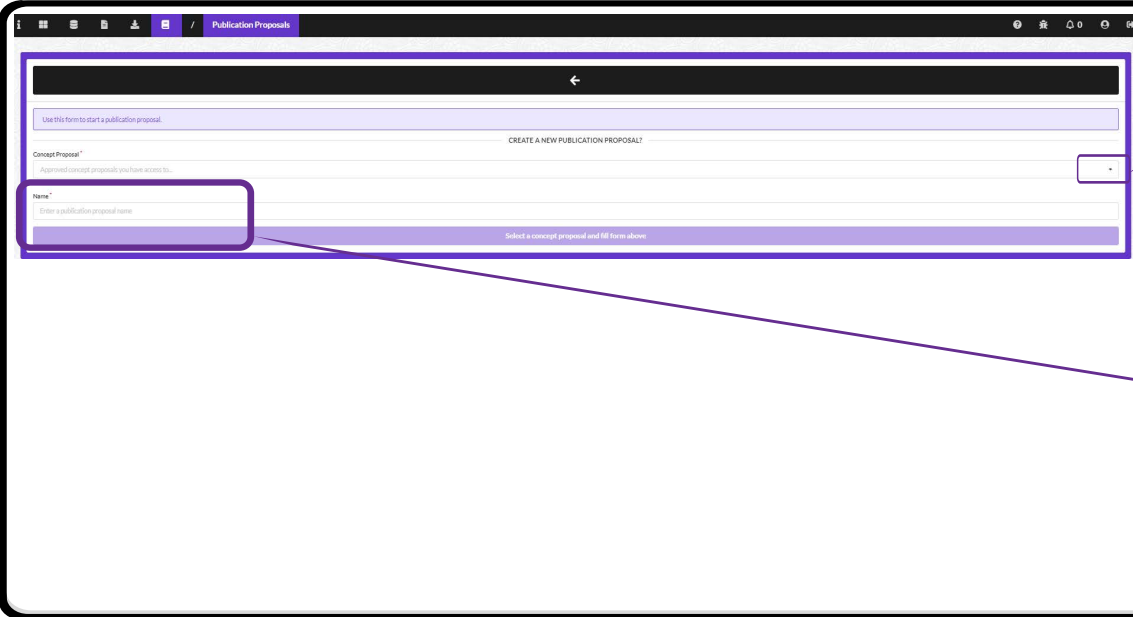
# Create a new Publication Proposal (PP)

*An approved Publication Proposal is required to publish your findings.  
Each publication (article, thesis, abstract) requires its own unique PP.*



## 5. Select Create Publication Proposal.

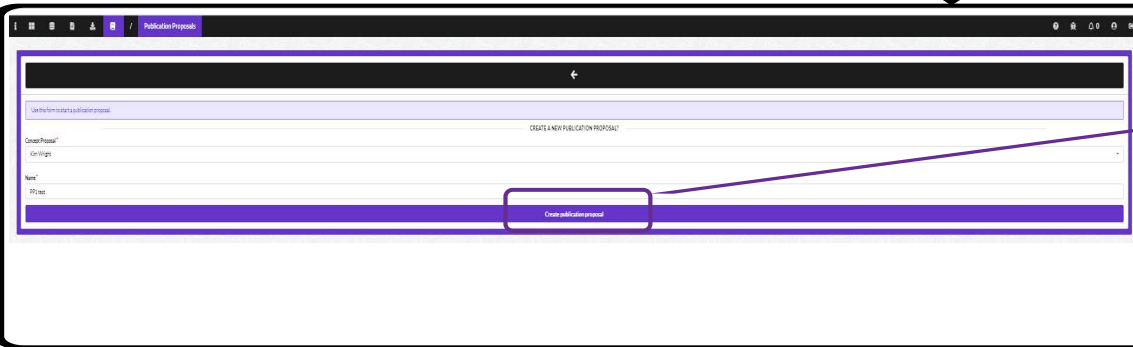
**IMPORTANT:** To open a new PP, an author must have a CHILddb account **AND** must be a co-applicant on the associated, approved CP. If you are not named on the approved CP associated with the PP you wish to create, contact the CP's PI. Request that the PI open the PP and invite you as a co-author.



## 6. If you are a co-applicant on the associated CP, click on the dropdown list to see the CPs available to you.

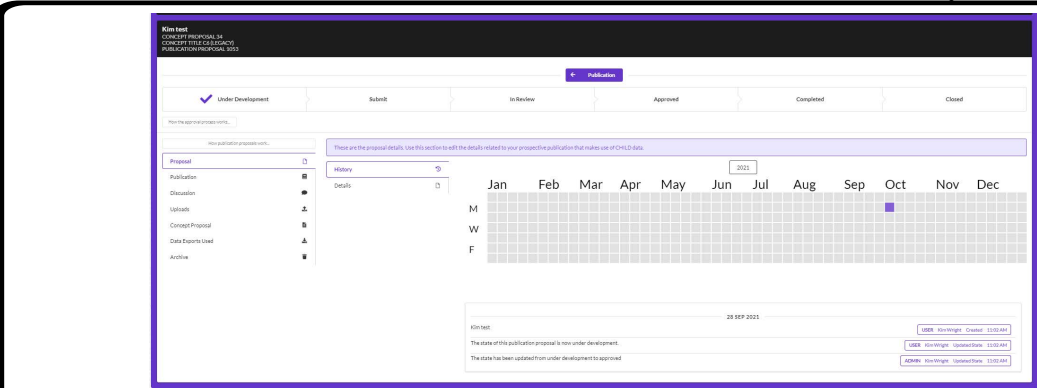


Select an approved CP and enter a name for the Publication Proposal.



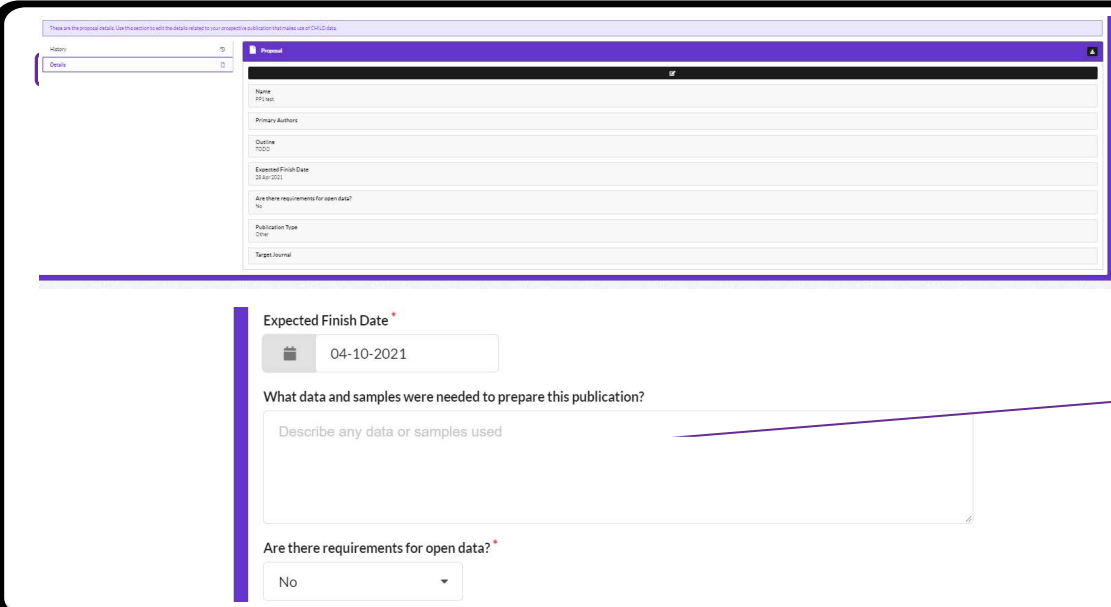
## 7. Click Create Publication Proposal. You will be taken to the main page of your newly created PP.

**Note:** You must have an approved PP to publish your findings.



## 8. From this main page, you can:

- view the history and details of your PP
- add co-authors
- upload documents
- chat with the CHILddb administrator



## 9. Select Details.

Fill in the form for your PP. Enter details about the authors, outline, expected finish date, publication type and target journal.

You must also list the data and samples needed to prepare the publication. If the data/samples differ from the approved CP, the CP must be revised and re-submitted for approval.

Proposal

Download icon

Edit

10. You can download a copy of your PP by clicking the download button on the right-hand side of the Details page.

PP235: Early-life exposure to house dust allergens, endotoxin and  $\beta$ -glucan impacts lung function in preschool children

CONCEPT PROPOSAL 144

CONCEPT TITLE C159 (LEGACY)

PUBLICATION PROPOSAL 102

Publication

Under Development

Submit

In Review

Approved

Completed

Closed

How the approval process works...

How publication proposals work...

Proposal

Publication

Discussion

Uploads

Concept Proposal

Data Exports Used

Archive

Use this section to upload any files related to this publication proposal.

Uploads

11. From the main page, select **Uploads** to upload documents, files or materials related to your PP (e.g. draft manuscript, journal acceptance etc.)

Under Development

Submit

In Review

Approved

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How the approval process works...

How publication proposals work...

Proposal

Publication

Discussion

Uploads

Concept Proposal

Data Exports Used

Archive

This is the concept proposal related to this publication proposal.

CONCEPT PROPOSAL

C164 (Legacy)

12. To go to the associated Concept Proposal, select **Concept Proposal**. Click on the Concept Proposal link. You will arrive at the approved CP where you can review it in full.

**Note:** If the data and/or samples identified for the PP differ from the approved CP, the CP must be amended and receive approval before the PP can be reviewed.

Under Development

Submit

In Review

Approved

Completed

Closed

How the approval process works...

How scientific concept proposals work...

History

Concept

Linked Variables

Discussion

Authors

Uploads

Data Exports

Publication Proposals

Archive

These are all publication proposals associated with this concept proposal. Every publication (scientific article, abstract, thesis, presentation etc.) must have its own PP. A CP may generate multiple PPs.

PUBLICATION PROPOSALS

3 PUBLICATION PROPOSALS

PP224 (Legacy) PUBLICATION PROPOSAL 377

PP231: Rapid research in the CHLD Cohort to inform Canada's response to the COVID-19 pandemic: investigating the prevalence and predictors of SARS-CoV-2 infection, and the health and psychosocial impact of the COVID-19 crisis on Canadian families. PUBLICATION PROPOSAL 1010

PP236: COVID-19 vaccination uptake, experience, and beliefs among Canadian children and families in the CHLD Cohort Study PUBLICATION PROPOSAL 1054

13. To return to the PP, click **Publication Proposals**.

Choose the PP you are working on from the list. Click the PP to go back to it.

How publication proposals work...

Proposal

Publication

Discussion

Uploads

Concept Proposal

Data Exports Used

Archive

Use this chat to communicate between authors and admins

Messages may not appear immediately after sending. Refresh the page to see new messages.

Type a message to the CHLDdb administrator

Enter your message here

Send your message

14. Select **Discussion** if you wish to contact the CHLDdb administrator. Enter your message in the dialogue box and click the **Send** arrow.

KIM test

CONCEPT PROPOSAL 144

CONCEPT TITLE C159 (LEGACY)

PUBLICATION PROPOSAL 102

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How the approval process works...

How publication proposals work...

Proposal

Publication

Discussion

Uploads

Concept Proposal

Data Exports Used

Archive

These are the proposal details. Use this section to edit the details related to your prospective publication that make use of CHLD data.

History

Details

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

M W F

28 SEP 2021

KIM test

The state of this publication proposal is now under development.

The state has been updated from under development to approved

Submit

Cancel

Update

Cancel

Update

15. When you have completed your PP, click **Submit** at the top of the page.

Click **Confirm** in the pop-up dialogue box.

Publication Proposals

Under Development

Submit

In Review

Approved

Completed

Closed

Each publication (article, abstract, thesis etc.) needs its own PP. A single Concept Proposal may have multiple PPs associated with it.

16. Congratulations! Your PP has been submitted for review.

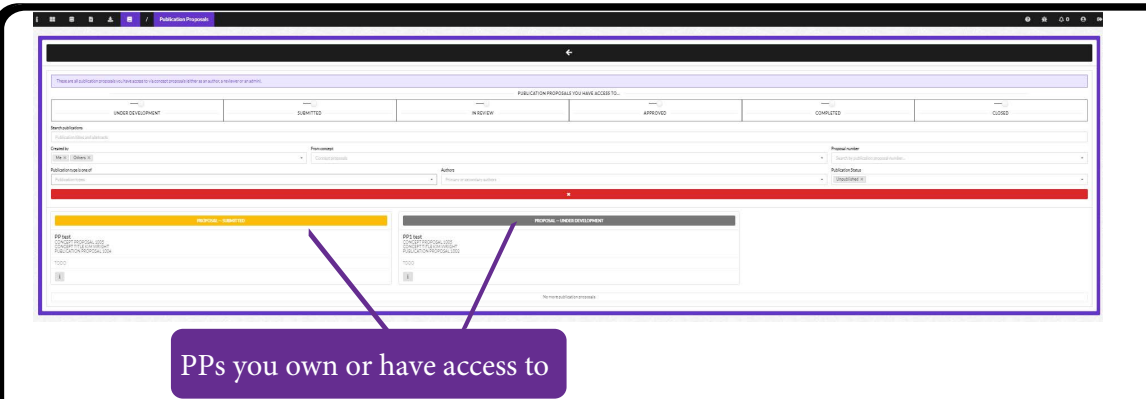
You will receive an email when the PP has been approved. You may also check the status of your PP from within the CHLD db portal.

# View my Publication Proposals

To review or revise existing PPs



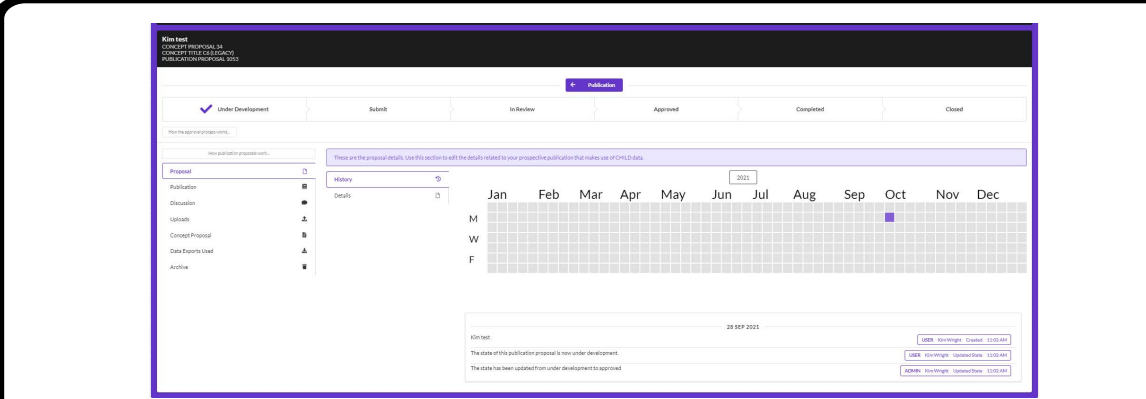
17. Select View My Publication Proposals.



18. Select from a list of PPs that you "own" or have access to. This includes any PP in which you are listed as an author.

**Note:** All co-authors may modify/edit the PP.

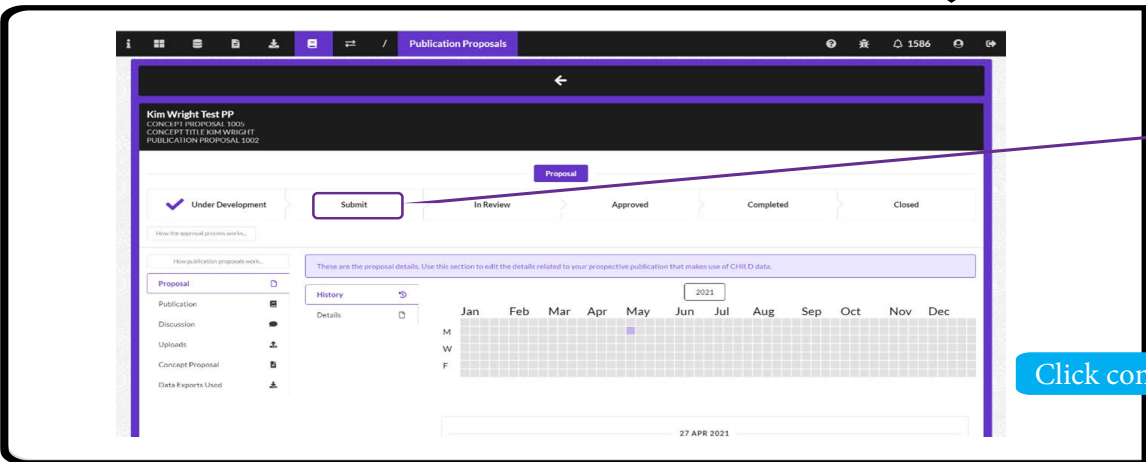
Only PPs that are under development (*i.e.* unsubmitted) may be modified. Once submitted, a PP is locked to editing. You may contact the CHILD db administrator to reopen a locked CP if editing is required.



19. Click on the PP you wish to modify. From the PP's main page, you can:

- view the history and details of your PP
- add co-authors
- upload documents
- chat with the CHILD db administrator

Follow the steps for **How to create a new Publication Proposal** to revise your PP.



20. When you have completed your PP, click **Submit** at the top of the page.

Click **Confirm** in the pop-up dialogue box.

