



2019/2020 CTN Publication Guidelines

As an investigator with an approved CTN study, you must acknowledge the CIHR Canadian HIV Trials Network in any publications, printed or digital materials, and/or presentations resulting from this study.

Please also inform CTN Communications (ctninfo@hivnet.ubc.ca) of any published articles, posters, or presentations related to your CTN supported studies.

Relevant materials must acknowledge investigators as CTN Investigators, and contain the statement: *“This work was supported by the CIHR Canadian HIV Trials Network.”*

CTN-related material subject to this policy may result from CTN-approved studies, the work of CTN Postdoctoral Fellows, and/or materials resulting from cohorts, centres, or groups that have received direct or indirect support from the CTN in the following ways:

Financial or in-kind support; and/or

- i. Design, management, data, methodology, communications support; and/or Core or National Centre support.

Scientific Publications and Articles

Are you a CTN Investigator?

If you have a publication or article resulting from your CTN supported study, according to your Investigators Affiliation agreement you must complete the following items:

- 1) The phrase *“This study is supported by the CIHR Canadian HIV Trials Network (CTN XXX)”* is included in the Acknowledgments section of the publication/article
- 2) List the CIHR Canadian HIV Trials Network (CTN) as an affiliate institution for all CTN-related publications/articles and confirm your affiliation with the CTN as you would with your home institution
- 3) Contact the CTN Communications team (ctninfo@hivnet.ubc.ca) to alert them to the pending publication/article and send a draft publication/article to ctninfo@hivnet.ubc.ca in advance
- 4) When possible, list the CTN study number in the publication/article title
- 5) Articles where the CTN has supported a study group or surveillance program with no resulting CTN study must acknowledge the CTN.
 - a. Example: *“The Canadian Perinatal HIV Surveillance Program was supported by the CIHR Canadian HIV Trials Network.”*



Author Affiliation for CTN Affiliated Investigators

When appropriate, list the CTN in the Author Affiliation.

Suggested phrase

Jane Doe, ^{1,2}

¹ Research Institute, McGill University Health Centre, Montreal, QC

² CIHR Canadian HIV Trials Network, Vancouver, BC

Or, if address is requested

¹ Research Institute, McGill University Health Centre, Montreal, QC

² CIHR Canadian HIV Trials Network, 588-1081 Burrard Street, Vancouver, BC, V67 1Y6

Are you a CTN Postdoctoral Fellow?

All CTN postdoctoral fellows need to acknowledge the support of the CTN Postdoctoral Fellowship Program. If the fellowship has an additional sponsor, the sponsor must also be acknowledged and the order will be determined by the level of support.

Suggested Phrase: This study was supported by the CIHR Canadian HIV Trials Network (CTN 222). Dr. First Last Name is supported by (Sponsor)/CTN Postdoctoral Fellowship Award.

If the fellow is writing on a specific CTN study, the fellow should list the overall support of the CTN and the CTN study.

Author Affiliation for CTN Postdoctoral Fellows

In Author Affiliation, list CTN organization name, city and address if requested by the publication.

Suggested phrase:

Jane Doe, ^{1,2}

¹ Research Institute, McGill University Health Centre, Montreal, QC

² CIHR Canadian HIV Trials Network, Vancouver, BC

or if address is requested

¹ Research Institute, McGill University Health Centre, Montreal, QC

² CIHR Canadian HIV Trials Network, 588-1081 Burrard Street, Vancouver, BC, V67 1Y6

Are you a Non-CTN author writing on a CTN study?

All non-CTN authors writing on CTN studies need to acknowledge the CTN study number and the type of support the CIHR Canadian HIV Trials Network provided to the study.

It is recommended that non-CTN authors include the CTN study number in the title of their article.

Suggested Phrase: CTN XXX was supported by the CIHR Canadian HIV Trials Network.



Scientific Presentations, slides, posters, and printed materials

- 1) The following statement must be included: *“this study was supported by the CIHR Canadian HIV Trials Network (CTN XXX).”*
- 2) Include a high resolution and properly scaled image of the CTN’s logo (English and French).

Social Media

- 1) Investigators should acknowledge the support of the CTN in the text of any post promoting a CTN supported study by tagging [@CIHR.CTN](#) on Facebook, [@CIHR_CTN](#) on Twitter, and [@CIHR Canadian HIV Trials Network](#) on LinkedIn.
- 2) The following statement must be included in the post: *“this study was supported by the CIHR Canadian HIV Trials Network (CTN XXX).”*

Press Releases

Prior to issuing a press release concerning the outcomes of CTN supported research:

- 1) Notify the CTN’s Communications team to allow for coordination and to amplify promotion of the study results.
- 2) Include acknowledgment of CTN support and the full name – *CIHR Canadian HIV Trials Network* in all press releases.

Knowledge Translation Fees

Investigators should account in the study budget for publication fees resulting from a CTN study as well as any applicable knowledge translation activities.