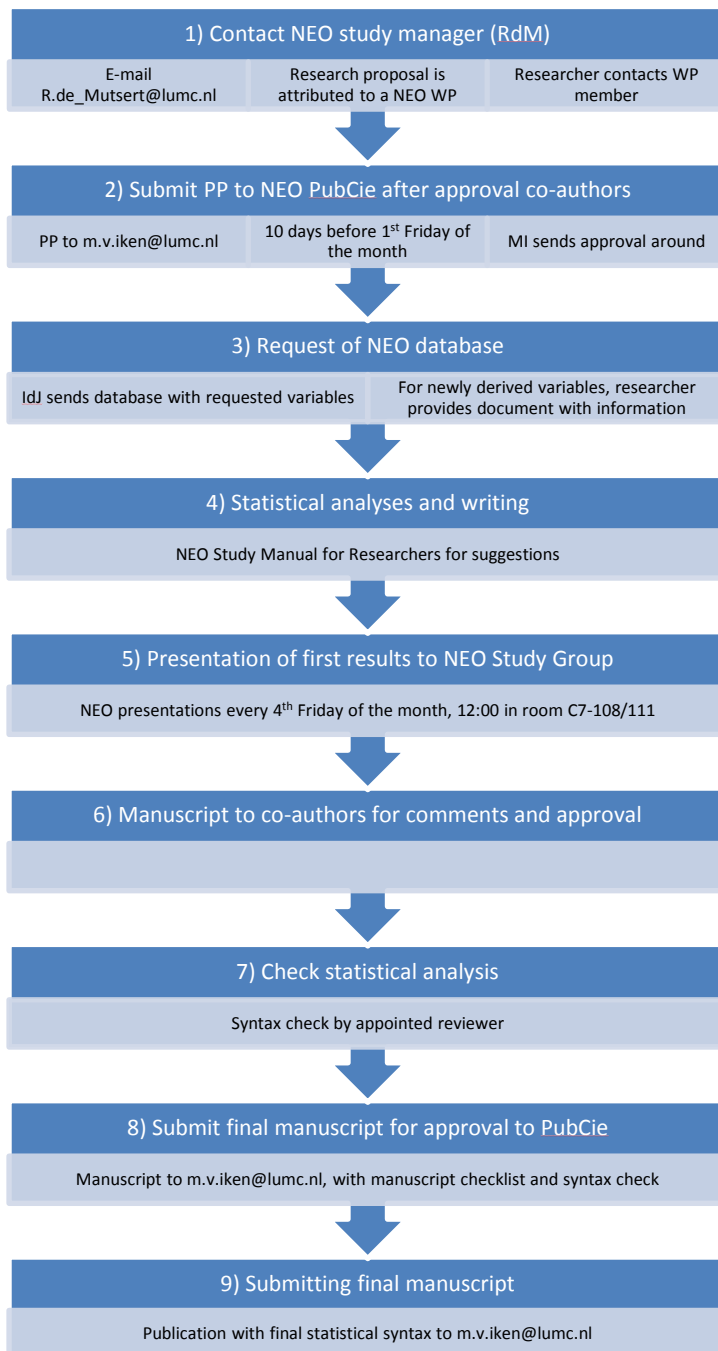


NEO research procedure

In order to receive a database for analysis, each research question needs to be submitted for approval by the NEO publication committee in the format of a *paper proposal*. Each paper proposal results in a manuscript for publication. Newly generated research questions are submitted as new paper proposals. The NEO research procedure is shown in the flow chart below and described in more detail on the following pages.

NEO research procedure



Abbreviations

IdJ: Ingeborg de Jonge, NEO data manager; **MI**: Marjolein Iken, NEO project secretary; **PP**: paper proposal; **PubCie**: publication committee; **RdM**: Renée de Mutsert, NEO study manager; **WP**: work package

- 1) Researchers who wish to perform research with the NEO database can contact the NEO study manager, Renée de Mutsert. All new research proposals are embedded in one of the NEO Work Packages. If a proposal does not fit in one of the work packages, it is embedded in the work package General Epidemiology.
- 2) Each new research question needs to be submitted to the Publication committee of the NEO study in the format of a **paper proposal**, including a detailed statistical plan, a list of requested variables, and draft tables. The template for paper proposals is sent to the researcher by e-mail.
 - The paper proposal needs to be approved by all co-authors before submitting to the Publication Committee
 - Send this proposal to the Publication Committee, c/o Renée de Mutsert (R.de_Mutsert@lumc.nl) with a copy to the NEO project secretary Marjolein Iken (M.V.Iken@lumc.nl). Proposals should be submitted at least 10 days before the monthly meeting of the Publication Committee (First Friday of the month).
 - Paper proposals will get a proposal number, please use this as reference in all correspondence
 - When necessary, statistical advice can be offered
 - After approval of the paper proposal by the Publication Committee, Marjolein Iken sends an email with approval to researcher with cc to Renée de Mutsert and Ingeborg de Jonge.
- 3) Receipt of database with variables as mentioned in the paper proposal
 - Ingeborg de Jonge manages the NEO database
 - After approval of the paper proposal, Ingeborg de Jonge sends out a database including the variables as requested in the paper proposal
 - The requested database may not be sent to any third party, may not be used for any other purpose than the research as described in the paper proposal, and may not be merged to other data
 - New/additional variables can be requested from Ingeborg de Jonge
 - For variables not yet available in the NEO data documentation system, the researcher provides an information document to Ingeborg de Jonge. A template of the document can be requested from Ingeborg de Jonge.
- 4) Performing statistical analyses and writing manuscript
 - Statistical programming is performed preferably using STATA (for weighted analyses) or SAS/SPSS
 - All statistical analyses are documented in a syntax or do-file
 - The syntax or do-file is structured, efficiently written and self-explanatory
 - For questions concerning analyses, researchers can contact Saskia le Cessie (PhD-students only together with supervisor)
- 5) Presentation of preliminary results to NEO researchers
 - Researcher presents results for feedback, every 4th Friday of the month at 12:00 at C7-108/111
- 6) The manuscript is sent to all co-authors for comments and approval
 - The manuscript needs to be approved by all co-authors before submitting to the Publication Committee

- 7) Check statistical analyses
 - Another NEO researcher checks the statistical syntax on consistency and plausibility (if your statistical syntax has been checked, you are next to perform the syntax check).
 - Check whether syntax runs without errors and if new variables are correctly generated
 - Check whether the numbers from the output are correctly transferred into the tables and text of the manuscript
 - Check if the numbers in the tables add up, if the range of a certain variable is consistent with other publications of the NEO study and if the estimates cited in the text are the same as presented in the tables, etc.

- 8) Send final manuscript for approval to the Publication Committee
 - Manuscript must be approved by all co-authors and statistical syntax must be checked before submitting manuscript to the Publication Committee for final approval. The manuscript checklist should be submitted with the manuscript.
 - Manuscripts must be based on approved paper proposals and must be submitted to the Publication Committee before submission to a journal
 - The review time deadline for manuscripts is 6 weeks
 - Conference abstracts do not need approval, but are submitted to notify the Publication Committee.

- 9) Final manuscript is submitted to journal
 - Once the manuscript is accepted by a journal, the final manuscript and statistical syntax (after revisions) are sent to Marjolein Iken for archiving

Renée de Mutsert (RdM)
Project coördinator
+31-(0)71- 526 1384
R.de_Mutsert@lumc.nl

Marjolein Iken (MI)
Project administrator
+31-(0)71- 526 2490
M.V.Iken@lumc.nl

Ingeborg de Jonge (IdJ)
Data manager
+31-(0)71- 526 2501
I.de_Jonge@lumc.nl