

THOR Publications Working Group Guidance on Manuscript Process for THOR Network Endorsement

4 JUN 2024

Introduction

This document seeks to standardize the process for obtaining formal Trauma Hemostasis and Oxygenation Research (THOR) Network endorsement on manuscripts related to our mission. It describes the various stages from initial manuscript proposal to development and endorsement by THOR leaders before submission for peer review under the auspices of the THOR Network.

Proposals

Manuscripts for THOR endorsement should address topics that fall within the scope of the THOR mission. These include blood product management, acute resuscitation practice, hemorrhage control, systemic oxygen delivery, reversal of shock, logistical planning for contingencies as related to blood product and acute resuscitation, and expeditionary medical care. Trauma care is the primary focus for THOR, but other etiologies of life-threatening bleeding and other related topics may also be considered.

THOR Members seeking to develop a THOR-endorsed manuscript should propose the topic and manuscript type and provide a brief project outline through the THOR website (**Figure 1**). Planned co-authors should also be listed. These should all be recognized experts in their respective fields and *must* include at least one THOR Executive Committee Member. List any planned collaboration with a partner society (e.g., AABB, SCCM).

Manuscript Proposal Form

Lead Author *
Project lead for development, manuscript writing, and publication

Title | Position | Institution *

Email *

Figure 1. Screenshot of THOR Manuscript Proposal Form.

Proposed topics should adhere to one of the following manuscript types (defined below):

1. Systematic Review and Meta Analysis
2. Scoping Review
3. Narrative Review
4. Position Statement
5. Clinical Practice/Management Guideline
6. Other (Describe in Free Text)

Proposals will be curated by the THOR administrative team and reviewed by the THOR Publications Working Group. Feedback on the proposed manuscript will then be provided to the proposing author(s) with one of the following outcomes:

1. Topic for immediate manuscript development
2. Topic for future manuscript development
3. Topic not identified for manuscript development for the following reason(s):
 - a. Insufficient evidence base
 - b. Outside scope of THOR mission
 - c. Other society addressing
 - d. Other reason

Development

The manuscript development process is detailed in **Table 1**. If partner societies are involved in the manuscript, their process must also be followed.

Systematic Review/Meta Analysis should be registered at the outset in PROSPERO (<https://www.crd.york.ac.uk/prospero/>). These start with a systematic literature review for which the assistance of a library professional is encouraged. A reference management package (e.g., Covidence) should be used.

Scoping Reviews generally address topics with a smaller body of literature and seek to define the gaps in our current knowledge. These do not require registration, but the study plan should be well developed including a systematic literature review as described above.

Narrative Reviews addressing topics of broad interest do not require a formal systematic literature search or statistical analysis of collated evidence. They nevertheless should be written in a scholarly tone and report the evidence base in both quantitative and qualitative terms.

Position Statements should be developed using a modified Delphi method involving at least ten THOR Members in addition to the lead author(s) of the proposed project (<https://www.rand.org/pubs/tools/TLA3082-1.html>). Specific methods should be outlined in the manuscript proposal including how voting will occur, how the position statement(s) will be altered based on feedback, and the criteria for determining consensus.

Clinical Practice Guidelines require use of the GRADE methodology (<https://www.gradeworkinggroup.org/>).

Table 1. THOR Manuscript Process

Stage	Manuscript Type	Actions
Proposal	Determined by Champion	- Complete Manuscript Proposal on THOR Web Site
Development	Systematic Review/Meta Analysis	- Register Study Protocol in PROSPERO: https://www.crd.york.ac.uk/prospero/ - Systematic Literature Review with Library Professional Support - Reference Screening and Collation (e.g. Covidence) - Data Abstraction and Analysis (e.g. RevMan)
	Scoping Review	- Systematic Literature Review with Library Professional Support - Reference Screening and Collation (e.g. Covidence)
	Narrative Review	- Comprehensive Literature Review
	Position Statement	- Delphi Methodology: https://www.rand.org/pubs/tools/TLA3082-1.html - Comprehensive Literature Review - Draft Position Statements - Convene a Delphi Panel <ul style="list-style-type: none"> ○ Minimum of 10 THOR Members in addition to the lead author(s) ○ Panel members should remain anonymous/blinded during initial rounds ○ Panel members participating in all rounds and consensus deliberation can serve as authors - Write Position Statement
	Clinical Practice Guideline	- GRADE Methodology: https://www.gradeworkinggroup.org/ - Develop P-I-C Questions and Rank Outcome Relevance - Systematic Literature Review with Library Professional Support - Reference Screening and Collation (e.g. Covidence) - Data Abstraction and Analysis (e.g. RevMan) - Grade the Evidence: https://www.grade-pro.org/ - Draft Recommendations
THOR Internal Review and Presentation	All	- Submit Planned Manuscript to THOR Publications Working Group - Brief Presentation to THOR Executive Committee determined by the Publications Working Group <ul style="list-style-type: none"> ○ <i>Some</i> Systematic Review/Meta Analysis, Scoping Reviews, Narrative Reviews ○ <i>All</i> Position Statement and Clinical Practice Guidelines - Full Presentation to THOR Members at THOR Conference or THOR-Affiliated Symposium <ul style="list-style-type: none"> ○ Finalized Manuscript (can be presented after submission for publication)
Publication	All	- Receive THOR Publications Working Group Approval - Preferentially Submit to THOR Supplement (Submission to Other Journals Negotiable) - Include "...for the THOR Network" in Author By-Line - Notify THOR Publications Working Group of Final Editorial Decision

THOR Internal Review and Presentation

Once the manuscript has been written, the lead author(s) *must* send the planned submission to the THOR Publications Working Group for internal review *prior to* journal submission. All manuscripts will be reviewed by three THOR Members chosen by the Publications Working Group. If all members of the Publications Working Group and THOR Executive Committee are co-authors, then another experienced THOR Member will be assigned to lead the internal THOR review. The lead author(s) must agree to make all required edits to achieve approval for THOR endorsement. If the lead author(s) do not agree to make these edits, THOR endorsement of the manuscript may be withheld.

The lead author(s) may also be asked to provide a brief presentation of the findings to the THOR Executive Committee and Publications Working Group. All Position Statements and Clinical Practice Guidelines require presentation. Lead author(s) of other manuscript types may be asked to present as well. At least 2 weeks should be allowed for deliberation on the conclusions, position(s), and/or guidelines. Further edits may be required prior to manuscript submission.

Finally, lead author(s) will present the finalized manuscript in full to the THOR Membership at a THOR Conference or THOR-affiliated symposium. In some instances, this may occur after submission for publication (see below)

Publication

Following approval of the final manuscript by THOR and any partner societies, formal publication should be pursued. The preferred outlet for THOR-endorsed manuscripts is the THOR Supplement following the meeting at which the manuscript was presented.

All authors must meet International Committee of Medical Journal Editors (ICMJE) criteria for authorship. The first author should be the primary project champion. The senior author (final author named) should generally be the THOR Executive Committee Member most actively involved in the project. Authorship should also include members of the Publications Working Group involved with the manuscript. The author by line should always end with “...for the THOR Network.” If the number of authors exceeds the maximum number that can be listed per journal rules, they should be included in the appendix with a detailed listing of the entire manuscript working group.

Lead author(s) should notify the THOR Publications Working Group of the final editorial decision (accept or reject). Accepted manuscript citations will be posted on the THOR website. An unlocked manuscript or link to the manuscript will be posted, if permitted by the journal. Position Statements and Clinical Practice Guidelines will be reviewed every five years and identified for 1) continuation as-is; 2) continuation after re-review and revision; or 3) move to archival status.