

## ITC Paper and Presentation Policy

The aim of this document is to provide a framework for organising the tracking of papers and to ensure authorship issues are addressed properly (see link to Authorship Policy). It outlines administrative procedures, including who makes various decisions and identifying the Administrative Support to track these decisions.

This document is called the ITC Paper and Presentation Policy.doc and is stored on the ITC website at <http://www.itcproject.org/forms> (See end of document for more details about the website)

Anne C.K. Quah are responsible for maintaining this document. Comments and issues that arise with this policy should be sent to: [ackquah@uwaterloo.ca](mailto:ackquah@uwaterloo.ca) and [itc@uwaterloo.ca](mailto:itc@uwaterloo.ca).

### A. ITC Project Review Committees

The ITC Project has been organized into the following Country Groupings for administrative purposes. Each Country Grouping will have a separate paper list on the website. Each Grouping, will have a Committee or Individual that decides on whether a paper is cleared to proceed, and an Administrative Support person (Contact PM) to monitor progress and keep the documents up-to-date:

Country/Region/Group	Decision Committee	Contact PM
<b>Four Country</b> (Australia, Canada, United Kingdom, United States)	ITC Administrative Committee	Janine Ouimet (j2ouimet@uwaterloo.ca)
<b>Southeast Asia</b> (Malaysia, Thailand)	Ron Borland, Geoffrey Fong, and relevant SEA Principal Investigator	Anne Quah (ackquah@uwaterloo.ca)
<b>Bangladesh</b>	Geoffrey Fong and Nigar Nargis	Anne Quah (ackquah@uwaterloo.ca)
<b>Bhutan</b>	Ron Borland, Geoffrey Fong	Anne Quah (ackquah@uwaterloo.ca)
<b>India</b>	Geoffrey Fong, Prakash C. Gupta, Mangesh S. Pednekar	Steve Xu (s4xu@uwaterloo.ca)
<b>China</b>	Geoffrey Fong and Yuan Jiang	Steve Xu (s4xu@uwaterloo.ca)
<b>South Korea</b>	Geoffrey Fong and Hongwan Seo	Steve Xu (s4xu@uwaterloo.ca)
<b>Europe</b> (Spain, Romania, Hungary, Poland, Greece, France, Germany, Ireland, Netherlands, United Kingdom)	Geoffrey Fong and Relevant ITC Europe Principal Investigators	Thomas Agar (tkagar@uwaterloo.ca)

Country/Region/Group	Decision Committee	Contact PM
<b>Latin America</b> (Brazil, Mexico, Uruguay)	Geoffrey Fong, Jim Thrasher, and Mexico, Uruguay and Brazil Principal Investigators	Anne Quah (ackquah@uwaterloo.ca)
<b>Africa</b> (Mauritius, Kenya, and Zambia)	Geoffrey Fong and Relevant ITC Africa Principal Investigators	Susan Kaai (skaai@uwaterloo.ca)
<b>New Zealand</b>	Geoffrey Fong and Richard Edwards	Susan Kaai (skaai@uwaterloo.ca)
<b>Multi-Country</b>	Relevant Country Principal Investigator and the ITC Administrative Committee	Anne Quah (ackquah@uwaterloo.ca)
<b>Product-related paper progress</b>	Rich O'Connor	Craig Steger (craig.steger@roswellpark.org) Anne Quah (ackquah@uwaterloo.ca)
<b>ITC Project Economists Group (IPEG)</b>	Frank Chaloupka, Relevant Country Principal Investigator and the ITC Administrative Committee	Anne Quah (ackquah@uwaterloo.ca)
<b>Supplement by country or topic</b>	Relevant Country Principal Investigator and the ITC Administrative Committee	Anne Quah ( <a href="mailto:ackquah@uwaterloo.ca">ackquah@uwaterloo.ca</a> ) & country project manager
<b>External requests</b>	Relevant Country Principal Investigator and the ITC Administrative Committee	Anne Quah (ackquah@uwaterloo.ca)

The ITC Administrative Committee meets weekly and includes Geoff Fong, Mike Cummings, Ron Borland, Mary Thompson, Dave Hammond, Rich O'Connor, Ann McNeill, and other researchers and staff depending on the weekly agenda items.

## **B. Paper and Presentation Lists to be posted on [www.itcproject.org](http://www.itcproject.org)**

The following documents are to be kept on the website (or other agreed upon location).

1. **ITC Publications** A database of all ITC publications can be found on the website (<http://www.itcproject.org/resources/abstracts>)
2. **Paper Progress Lists - The progress of paper writing efforts are tracked by PMs on the Dissemination Tracking Sheet** starting from 'Proposed' to 'Accepted' to 'Drafted' to 'Circulated' to 'Submitted,' at which point it is transferred to the Paper List which is posted regularly on the ITC website.
3. **Presentation Lists** - Two separate lists of conference presentations/posters (as well as PDF versions) will be posted on **[www.itcproject.org](http://www.itcproject.org)**
  - a) Upcoming Accepted Conference Presentations - All investigators, or a designate from their institution, will ensure planned presentations are on this list.
  - b) Completed Conference Presentations - Once the conference is over, presentations will be transferred to this list which is organized by the same 10 groupings listed above.

### **C. Responsibilities of Lead Authors and relevant aspects of the decision structure:**

1. Any Internal Investigator who is interested in writing a paper should submit a proposal by completing the paper and presentation package found on the website (<http://www.itcproject.org/forms>). See also the table of relevant documents that need to be completed and sent to contact PM. This package should be sent to the contact project manager.
2. The Principal Investigator from each country whose data is used must be informed of intent to write the paper (see ITC Authorship Policy). The Decision Committee can then decide on appropriateness and make recommendations on content and co-authors. The Contact PM is responsible for notifying the lead author and moving the proposal into the 'Committed to write' section on Igloo with a date on it 6 months from the approval date. The lead author then has responsibility for approaching any listed or suggested co-authors to seek their interest in being co-authors and for directing the assembly of the paper. They will also ensure Data Usage Agreements are signed for the use of data if necessary.
3. The Paper and Presentation Proposal form must be completed and sent to the appropriate country project manager.

Note: If in doing the analyses, it becomes clear that new variables are of sufficient interest to refocus the paper, an application to review the scope of a paper should be submitted. Lead authors are responsible for checking existing lists to ensure no overlap with current papers.

4. The Contact PM can move the paper up into "Circulated" when they have delivered a preliminary draft to co-authors. However, **if 6 months expire before a draft is produced, it should be relegated to Dormant papers, thus open to anybody to take up**. This would happen automatically unless the lead author sought an extension and it was granted.
5. Once a draft is circulated, 3 months are allotted for the paper to be submitted. If it is not submitted by that date, the relevant committee would discuss (triggered by contact PM), and decide whether to give the authors more time, or impose conditions, or appoint a new lead author or co-lead.
6. Once submitted, the lead author is responsible for notifying the contact person following all notifications from journals regarding acceptance and resubmissions. This involves providing the contact PM with emails from journals and assigned journal #s. The lead author should also keep the authors informed directly. If the paper is rejected and the lead author decides not to resubmit elsewhere, the relevant Committee needs to decide whether to appoint a new lead, or transfer the paper to dormant status.
7. Once the paper has been formally accepted for publication, the Paper should be transferred to the ITC Publication List "In Press" section and all parties should be notified with a copy of the accepted version (this includes co-authors and relevant committees. Proof copies of manuscript should also be sent around, unless there is rapid, on-line publication.
8. List, with full citation details (including co-authors and contact person information), and either copies of the paper sent to the relevant parties, or the link to the paper on the journal site (if open access)
9. Once the paper has entered the Journal, please sent the contact person the PDF version of the publication

## Dispute resolution

Disputes around the interpretation of this document or of authorial disputes should be addressed to the ITC Administrative Committee where they will be dealt with. Parties may be asked to join one of the teleconferences for this purpose. The decision of the Administrative Committee will be final, subject to the ruling not violating any rules of any other relevant jurisdictional power.

## The ITC Website

The ITC website (<http://www.itcproject.org>) is where key ITC documents are stored and a full list of country publications can be found in ways that make them accessible to ITC team members.

NB: Overall responsibility for maintaining the site lies with staff at the University of Waterloo at email: [itc@uwaterloo.ca](mailto:itc@uwaterloo.ca). All correspondence about paper progress should be copied to this email address.