



UK Longitudinal Linkage Collaboration

Population Health Sciences

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UK Longitudinal Linkage Collaboration (UK LLC)

PUBLICATION POLICY

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Permission to edit this policy must be provided by:	Director; Senior Data Manager (Governance & Users)		

Review History

Version	Review Date	Reviewed by	Section(s) amended	Authorised by
V1.1	14/11/2022	Katharine Evans, Governance & Policy Manager	2.2 & 5 to emphasise that outputs/publications must lie within project scope	Andy Boyd, Director
V1.2	21/02/2023	Katharine Evans, Governance & Policy Manager	Added Ts and Cs check and updated the checklist to align with DOC-ISM-041 V1.2	Andy Boyd, Director
V1.3	12/03/2024	Katharine Evans, SDM (Gov & Users)	Restructured, new logo, updated rules & checklist	Andy Boyd, Director

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1. INTRODUCTION

1.1 Background

The UK Longitudinal Linkage Collaboration (UK LLC) organisation is led by the University of Bristol (UoB) and University of Edinburgh (UoE) and operated in collaboration with Swansea University, University of Leicester, St George's, University of London and UCL. UK LLC manages the collation, curation and access to de-identified data about Longitudinal Population Study (LPS) participants held in the UK LLC Trusted Research Environment (TRE).

Safeguarding the anonymity and security of participants' data held in the UK LLC TRE are of paramount importance to UK LLC.
All researchers must only include data in papers/presentations that have been approved through UK LLC's output review process.
(see the [UK LLC Output Review Policy](#) for details)

1.2 Purpose

This policy sets out UK LLC's requirements for researchers to **publish papers and similar outputs** and to **deliver presentations** based on data accessed in the UK LLC TRE.

This policy will be reviewed to respond to any changes in the UK LLC risk assessment or risk treatment plan and at least annually.

2. SCOPE

This policy applies to all researchers who have accessed data in the UK LLC TRE who want to include their analyses in any output for public dissemination. This includes:

- Papers and similar outputs, e.g. reports, books
- Presentations.

3. ABBREVIATIONS

LPS	Longitudinal Population Study
TRE	Trusted Research Environment
UK LLC	UK Longitudinal Linkage Collaboration
UoB	University of Bristol
UoE	University of Edinburgh

4. ROLES AND RESPONSIBILITIES

Who	What & Why
Researchers	<ul style="list-style-type: none"> Only include data that are approved through UK LLC's output review process – see the UK LLC Output Review Policy Share all papers with UK LLC prior to submission Stay within scope of approved project and adhere to data owners' terms and conditions.
UK LLC Data Team (UoB) & Application Team (UoE)	Review all papers prior to submission.
UK LLC Director (UoB)	UK LLC Director is Senior Information Risk Owner (SIRO) for UK LLC.

5. RULES

- All researchers must ensure that their analyses and outputs fall **within the scope of their approved project and adhere to data owners' terms and conditions.**
- All papers and similar outputs **must be shared with UK LLC** for review prior to submission for publication.
- UK LLC does not require to see **presentations** before they are delivered, but researchers **must acknowledge the use and funding of UK LLC's resource** and the **collaborative contribution of the LPS and other data owners and partners** – see details in section 6.
- Contributions to papers and similar outputs should be **acknowledged using [ICMJE authorship guidelines](#)**. UK LLC staff, partners and contributing LPS staff are not expected to be authors unless they have provided material input and where authorship is justified under ICMJE guidelines.
- Researchers should ensure papers and similar outputs are placed into the **public domain as quickly as possible**. UK LLC encourages researchers to use a preprint server such as [medRxiv](#) to make their outputs publicly available while formal peer review is underway.
- Papers and similar outputs must be published as **Open Access** in line with [UKRI guidelines](#).
- UK LLC staff do not conduct peer-review or scientific assessment.**
- Under all circumstances **UK LLC Executive Group reserves the right to submit letters or papers for publication** in response to any paper or similar output to explain study procedures or to express an alternative scientific argument.
- Datasets from UK LLC's TRE cannot be published in public databanks** because the underlying data are sourced from confidential LPS data and linked routine records and can only be accessed in the TRE. Project data can be requested via UK LLC for the purposes of replication and/or scientific challenge. Where this is requested from a journal, we suggest that you provide the following statement:

'Data used in this research are made available via UK Longitudinal Linkage Collaboration (UK LLC), which is a Trusted Research Environment (TRE) developed and operated by the Universities of Bristol and Edinburgh using an underlying 'Secure eResearch Platform' provided by Swansea University. These data cannot be used or shared outside this environment. Researchers can apply to access the UK LLC TRE using

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the procedure outlined in the [UK LLC Data Access and Acceptable Use Policy](#). UK LLC uses a system of managed open access for researchers who demonstrate their project is intended to improve the public good.'

6. SUPPORTING MATERIALS

It is imperative that all researchers **acknowledge UK LLC and its partners, collaborators, funders and contributing data owners appropriately**. To help researchers, we have prepared the following materials.

Note: the materials contain information about **all the LPS and other data owners** that contribute data to UK LLC's TRE – researchers should adapt the materials to **only reference the LPS and other data owners included in their outputs**.

6.1 Papers and similar outputs

See the Publication Checklist in section 7 and detailed information about LPS for the supplementary materials of publications (DOC-ISM-032) on the [Resources for Researchers SharePoint](#).

6.2 Presentations

Materials comprise a selection of slides, including acknowledgements and logos, which are available on [UK LLC's GitHub](#).

7. UK LLC PUBLICATION CHECKLIST

UK LLC has worked with all partners, including contributing LPS and other data owners, to establish the **publication checklist** detailed below for papers and similar outputs.

Researchers can access an **editable Publication Checklist** (DOC-ISM-041) in the [Resources for Researchers SharePoint](#) to submit with their manuscript to access@ukllc.ac.uk

Data owners have devolved responsibility for review of manuscripts to UK LLC to minimise the time taken to release findings into the public domain. To reduce the length of the methods and acknowledgements sections, data owners have also agreed to be referenced concisely, with more detailed descriptions of their individual LPS samples and acknowledgements provided via supplementary materials (see DOC-ISM-032 on the [Resources for Researchers SharePoint](#)).

Please send the **completed checklist, your manuscript and lay summary** to access@ukllc.ac.uk for approval **prior** to journal submission with sufficient time for processing. **We expect to process all manuscripts within two weeks of receipt**, but may be able to expedite processing if required. Please note that if there are any substantive changes to the manuscript after UK LLC review, re-review must be sought.

We will review all manuscripts to check that the **publication checklist** is **adhered to**, that all manuscripts fall within the **scope of the approved project**, that all parties are **accurately described and acknowledged** and that all **project-specific terms and conditions** have been **adhered to**.

The UK LLC Executive Group may withhold the right to publish any manuscript that threatens to bring UK LLC or any of the contributing data owners into disrepute or which threatens the confidentiality of participants.

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UK LLC PUBLICATION CHECKLIST

UK LLC Project Number:	llc_xxxx
Title of Manuscript:	
Name of Main Applicant:	
Date:	

Condition	Yes	No	If 'No' please explain
1. I agree to make this paper open access via a compliant journal or some other repository – I have followed the UKRI's Open Access Policy .	<input type="checkbox"/>	<input type="checkbox"/>	
2. I have included 'UK LLC' as a keyword.	<input type="checkbox"/>	<input type="checkbox"/>	
3. In the 'Methods' section (or equivalent) I have included the following key text for describing UK LLC: <i>'UK Longitudinal Linkage Collaboration (UK LLC) is a Trusted Research Environment (TRE) developed and operated by the Universities of Bristol and Edinburgh using an underlying 'Secure eResearch Platform' infrastructure provided by Swansea University for longitudinal research. The UK LLC TRE is designed to host de-identified data from many interdisciplinary Longitudinal Population Studies (LPS); to systematically link these to participants' health, administrative and environmental records; and to provide a secure analysis environment. This project has been approved by UK LLC and its contributing data owners and information on this project and its outputs can be accessed via UK LLC's website (https://ukllc.ac.uk/data-use-register/) and UK LLC's GitHub (https://github.com/UKLLC). UK LLC has ethical approval from the Health Research Authority Research Ethics Committee (Haydock Committee; ref: 20/NW/0446).'</i>	<input type="checkbox"/>	<input type="checkbox"/>	
4. In the 'Methods' section (or equivalent) I have listed all contributing LPS and provided a link to supplementary materials with detailed descriptions of their respective study samples (see DOC-OPE-032 on the Resources for Researchers SharePoint).	<input type="checkbox"/>	<input type="checkbox"/>	
5. In the 'Methods' section (or equivalent) I have cited each of the LPS I have used, based on their preferred reference citation (see DOC-OPE-032 on the Resources for Researchers SharePoint).	<input type="checkbox"/>	<input type="checkbox"/>	
6. In the 'Results' section I have included the following wording where I have used Ordnance Survey AddressBase® Plus Sites Layer data relating to England and/or Wales in my extracts: <i>'©Local Government Information House Limited copyright and database rights 2021, RDCA-395'.</i>	<input type="checkbox"/>	<input type="checkbox"/>	
7. In the Acknowledgements section I have included the following statement: <i>'This work uses data accessed within UK LLC's Trusted Research Environment (TRE), hosted by the Secure</i>	<input type="checkbox"/>	<input type="checkbox"/>	

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Condition	Yes	No	If 'No' please explain
<p><i>eResearch Platform (SeRP UK). We thank the SeRP UK Team at Swansea University and NHS Digital Health and Care Wales for providing the TRE's infrastructure and support.</i></p> <p><i>This work uses data provided by participants of the contributing LPS within the UK LLC TRE, which have been collected through their LPS or as part of their care and support and/or interactions with UK government services. We wish to recognise and thank the participants and each contributing LPS team. We thank the following LPS for contributing data that made this research possible [KEEP ONLY THE LPS YOU HAVE INCLUDED IN YOUR RESEARCH]:</i></p> <ul style="list-style-type: none"> • <i>Airwave Health Monitoring Study (AIRWAVE)</i> • <i>Avon Longitudinal Study of Parents and Children (ALSPAC)</i> • <i>1970 British Cohort Study (BCS70)</i> • <i>Born in Bradford (BIB)</i> • <i>English Longitudinal Study of Ageing (ELSA)</i> • <i>European Prospective Investigation into Cancer – Norfolk Study (EPIC-Norfolk)</i> • <i>Extended Cohort for E-health, Environment and DNA (EXCEED)</i> • <i>Fenland Study</i> • <i>Generation Scotland</i> • <i>Genetic Links to Anxiety and Depression Study (GLAD)</i> • <i>Medical Research Council (MRC) National Survey of Health and Development (NSHD)</i> • <i>Millennium Cohort Study (MCS)</i> • <i>National Child Development Study (NCDS)</i> • <i>National Institute of Health Research BioResource (NIHR BioResource) COVID-19 Psychiatry and Neurological Genetics (COPING) Study</i> • <i>Next Steps</i> • <i>Northern Ireland Cohort for the Longitudinal Study of Ageing (NICOLA)</i> • <i>Southall and Brent Revisited (SABRE)</i> • <i>TRACK-COVID Study</i> • <i>TwinsUK</i> • <i>Twins Early Development Study (TEDS)</i> • <i>The UK Household Longitudinal Study (Understanding Society)</i> • <i>UK-REACH.</i> <p><i>A full list of acknowledgments, including support for each LPS, is provided in the supplementary materials.' [see DOC-OPE-032 on the Resources for Researchers SharePoint].</i></p>			

Condition	Yes	No	If 'No' please explain
<p>[ONLY INCLUDE IF USING NHS ENGLAND DATA] <i>'We thank the NHS and particularly NHS England for their work in curating participants' health records and for making these available for public good research designed to improve health services.'</i></p> <p>[ONLY INCLUDE IF USING GEO-DATA] <i>'We thank the University of Leicester and St George's, University of London for providing geospatial data and Ordnance Survey for providing AddressBase® Plus.'</i></p>			
8. I have deposited any syntax, code lists, software, derived variables and accompanying documentation with UK LLC (via the TRE) to be archived and made available to future UK LLC users.	<input type="checkbox"/>	<input type="checkbox"/>	
9. I have emailed a lay summary of my paper, highlighting findings and potential impact, to access@ukllc.ac.uk	<input type="checkbox"/>	<input type="checkbox"/>	
10. I will send an electronic copy of the final accepted paper to UK LLC (access@ukllc.ac.uk) for inclusion in the Data Use Register .	<input type="checkbox"/>	<input type="checkbox"/>	
11. I will advise the UK LLC Communications Team (comms@ukllc.ac.uk) in advance of any press release, video or media activity planned and I will tag @UKLLCollab on X (Twitter) and https://www.linkedin.com/company/ukllc/ on LinkedIn.	<input type="checkbox"/>	<input type="checkbox"/>	
12. I will provide a short scientific summary of this paper if required by UK LLC's Executive Group.	<input type="checkbox"/>	<input type="checkbox"/>	
Signature of Submitting Author*:			
Name of Submitting Author:			
Date:			

*Electronic signatures are permitted

8. RELATED DOCUMENTS

- [POL-ISM-012 UK LLC Output Review Policy](#)
- [DOC-ISM-041 UK LLC Publication Checklist](#)
- [DOC-ISM-032 Information about LPS for researchers to include in the Supplementary Materials of their publications.](#)