



Global Tracheostomy Collaborative

Publication and Presentation Policy

I. Principles

1. **Commitment to Dissemination**

The Global Tracheostomy Collaborative (GTC) has an obligation to disseminate its processes and results to the broader healthcare community in a timely, accurate, and responsible manner, so that lessons learned may benefit the greatest possible number of institutions, providers, patients, and families. The GTC Publication Committee (“PC”), under the authority of the Board of Directors (“Board”), is responsible for overseeing all publications and presentations to ensure alignment with these objectives.

2. **Standards of Conduct**

The GTC shall adhere to the highest standards of ethical scientific publication and authorship in accordance with the International Committee of Medical Journal Editors (ICMJE) guidelines (http://www.icmje.org/ethical_1author.html).

3. **Authorship Opportunities**

The GTC shall endeavor to provide members of GTC committees the opportunity to participate in data analysis, manuscript preparation, and to receive appropriate authorship credit in accordance with ICMJE principles.

4. **Support for Early-Career Contributors**

The GTC shall make specific efforts to provide early- and mid-career committee and Steering Committee members with opportunities to engage in analysis, manuscript preparation, and authorship.

5. **Approval Requirement**

All manuscripts submitted for peer-reviewed publication and all formal meeting presentations referencing GTC data by Steering Committee members must receive prior written approval from the Publication Committee, except as provided under Principle 6 below.

6. **Local Presentations**

Local presentations (e.g., within a hospital or state/region) that are not part of an organized scientific conference and are not published do not require prior approval, provided that GTC is appropriately acknowledged where relevant.

7. **Data Ownership and Use**

Each participating institution retains ownership of its institutional data but grants the GTC the irrevocable right to analyze and publish de-identified, aggregate data.



8. **Authorship Guidance**

The PC may recommend inclusion of Steering Committee members as co-authors where academically appropriate. The GTC as a group shall be acknowledged (e.g., “on behalf of the GTC”) in accordance with accepted authorship practices.

9. **Group Authorship and Contributor Recognition**

GTC shall be listed as a group author on manuscripts or presentations using GTC data. The PC may designate Steering Committee members and/or database leadership staff (e.g., the Database Coordinator) as named authors where contributions to database development, data integrity, or scientific oversight warrant such inclusion.

10. **GTC Database Committee Acknowledgment**

Any publication or presentation using GTC data must include the following acknowledgment, or a close variant acceptable to the target journal/conference:

“This work utilized data from the Global Tracheostomy Collaborative (GTC) registry. We acknowledge the GTC Database Committee for their essential role in curating, maintaining, and ensuring the integrity of the registry, without which this project would not have been possible.”

11. **Mandatory Pre-Submission Review**

All manuscripts and formal presentations involving GTC data (excluding projects limited to a single institution’s data) must be submitted to the PC for review and written approval prior to journal or conference submission. This requirement ensures consistency with GTC standards and the ethical representation of data.

12. **Consequences of Non-Compliance**

Failure to comply with this Policy may result in one or more of the following actions:

- Revocation of data access for current and future projects;
- Removal or exclusion from authorship on current or future GTC publications and presentations;
- Notification to the relevant journal or conference requesting correction, erratum, or retraction.

The PC, in consultation with the Board, shall determine the appropriate course of action commensurate with the severity of the violation.

II. Processes

A. Publications/Presentations Originating from the Publication Committee

1. The PC shall meet no fewer than two times per calendar year to assess ongoing work and identify high-priority findings for dissemination.



2. The PC shall recommend to the Board:
 - (a) Publications and presentations to be prioritized in the subsequent 12 months;
 - (b) Suggested authors for such projects; and
 - (c) Appropriate journals or conferences for dissemination.
3. The Board (or, in its absence, designated GTC officers) shall review and approve final determinations.
4. The PC shall provide the Board with a written annual report summarizing prior publications/presentations and proposed dissemination for the following year.
5. The PC shall maintain a record of GTC publication and presentation activity.

B. Investigator-Initiated Publications/Presentations

1. Any GTC committee member or affiliated investigator seeking to use GTC data beyond their own institution must complete the GTC Data Access and Publication Request Form. The form requires details on authorship, rationale, dissemination plans, data security, and IRB/Ethics approval.
2. The PC shall review such requests and submit recommendations to the Board (or GTC officers) for final determination.
3. All determinations shall be communicated within 28 calendar days.
4. Approved projects must submit final versions of manuscripts/presentations to the PC no fewer than 14 calendar days prior to intended submission. The PC reserves the right to recommend changes or delay submission to ensure compliance with this Policy and applicable standards.
5. The GTC reserves the right to:
 - Designate mandatory co-authors (e.g., Database Coordinator or Steering Committee members);
 - Require group authorship by GTC;
 - Enforce ICMJE authorship standards.

C. Publications and Presentations by Participating Hospitals

1. Each participating institution retains the right to publish or present its own institutional data without GTC approval. Members of the Steering Committee may likewise publish



using only their own institutional data. Such publications/presentations should, where appropriate, acknowledge GTC.

2. Participating institutions may not publish or present data from other institutions or aggregate GTC data without PC approval.
3. Requests to compare institutional results with aggregate GTC data must be submitted to the PC in accordance with Section II(B).
4. Each participating institution grants GTC the ongoing right to analyze and publish its de-identified data, without additional notice.

Originally Proposed: 28 October 2018

Reviewed and Revised: July 2025

Next Scheduled Review: July 2027