



Research Integrity Tool Publication (Manuscript, Grant Application, Poster) Checklist

As always, the best approach to ensuring research integrity is robust data management practices. Every PI should ensure they have clear protocols about how data is acquired, reviewed, stored and shared and that all members of their lab understand and follow the data management protocols. Primary data, including the raw data, should always be reviewed prior to its use – in grants, abstracts, manuscripts or any other public forum – and should be stored such that it can be easily retrieved and reviewed when necessary. Robust data management and review is always the single best deterrent to future concerns. We have developed this Publication Checklist as a guide for researchers to use to ensure a publication meets our requirements.

DRAFTING THE DOCUMENT

- Verify raw/primary data
- Do not cut-n-paste from other sources
- Do not use text placeholders
- Only list those individuals that qualify as authors per [policy](#)
- Check that the authors' names are correct and accurate
- Check that that authors are listed according to their contribution
- Check that the authors' affiliation is complete and accurate and linked to their name
- Provide current contact information for corresponding author(s)
- Have other authors, mentors, or colleagues review your paper and provide feedback
- Use an editing service or software such as [Grammarly](#) to strengthen your paper
- Use [iThenticate](#) as a review tool

CITATIONS

- Do not self-plagiarize
- Cite as appropriate use of others work

ACKNOWLEDGEMENTS AND DISCLOSURES

- Draft acknowledgements
 - Include funding sources
 - Include those that contributed but did not qualify for [authorship](#)
 - Include copyright holders for which you gained permission to use their work
- [COI disclosures](#)

FINALIZE FIGURES AND TABLES

- Use raw data to create tables and/or figures
- Do not use draft or modified figures as placeholders
- Do not cut-n-paste figures from other presentations—use raw data
- Check that the figures are of good quality and clarity
- Check that the figures are free from manipulation
- Provide a concise and accurate description of each figure
- Use Proffig/ImageTwin as a tool to review the figures
- Review tables for inconsistencies and typographical errors
- Make sure tables and figures are properly labeled
- Make sure that the figures and tables are cited sequentially in text

BEFORE SUBMISSION

- Review the paper in its entirety
- Have each author review their contribution for accuracy
- Have each author review the entire paper
- Check references to ensure they match up to the quoted material in the paper

DATA MANAGEMENT

- Save data on an approved MGB platform
- Save data according to lab SOP, [MGB policy](#), and sponsor requirements (as applicable)
- Annotate clearly in the lab notebook (whether electronic or paper) with name, date, time, and experiment information
- Use a scientific lab notebook with sequentially numbered pages (no spiral notebooks, steno pads, etc.). For example: [Scientific lab notebook](#)
- For each publication, create a log of documents and locations of content documents, figure, tables, and raw/primary data
- Lab documents and notebooks must never leave the lab. Even upon your departure, all research data belong to the hospital (although copies may be requested from your PI.)
- All entries in lab notebooks (whether electronic or paper) must be in English
- It should be easy to locate and to understand all data you generate, even after your departure from the lab - make sure there is a road map

For questions, please reach out to [MGB Research Compliance](#)