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CFP Publications Guidance

1. Some CFP committees are charged to create documents. Other CFP committees may choose to create documents as part of their deliberations. The text below provides recommendations to the CFP Executive Board regarding publication of such documents on the CFP website or elsewhere. Documents published in locations other than the CFP website are defined in this document as “external publications”.

2. The role of the committee chairs (chair/vice chair, co-chair) in document creation is to:
   a) serve as lead authors or to designate lead authors
   b) encourage all committee members to participate in a document’s creation
   c) ensure authorship or acknowledgements accurately reflect the relative scientific or professional contributions of the individuals involved
   d) ensure those wishing to decline authorship are not listed
   e) ensure committee consensus regarding external publication
   f) ensure the document adheres to CFPs non-commercialism policy and
   g) ensure acceptable fact referencing and avoidance of plagiarism.

3. Submission of any document is done via standard issue submission to the biennial conference. Committee chairs should indicate at the time of issue submission if the committee desires external publication, identify the publisher (journal) and should format the document according to the standards of that publisher.

4. Council chairs and Issues committee members should be discouraged from taking on the role of document editor during the issue submission process. Any extensive document formatting should follow council deliberations (assuming acceptance). Science-based edits should be reserved for document authors.

5. The council should be instructed to agree or disagree that the document reflects the mission and goals of CFP. Council members should be discouraged from taking on the role of document editor during the brief time allowed for council deliberations. It is recommended that council vote:
   a) Accept as submitted
   b) Accept with listed requests for edits or clarification
   c) Reject

6. Publication after issue disposition
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b) Publications accepted by council as submitted are provided to the Executive Director after the conference for internal (CFP website) and/or external publication.

c) Publications accepted with requests for edits or clarification are reviewed by the Executive Director after the conference. The Executive Director shall work with the Council chair and vice-chair, committee chairs and lead authors to address edits and clarifications before internal or external publication. Science-based edits should not be made without the consent of all the document authors.

d) Rejecting (taking no action) on any document returns the document and any copyright to its authors.

7. CFP website (internal) publication

a) All CFP committee documents will be formatted in a manner acceptable to the Executive Board and will include the following:

1. Acknowledgement that the document is a product of the Conference for Food Protection;
2. Statement affirming CFP’s non-commercialism policy
3. The CFP logo and applicable copyright statement(s);

When documents written by Conference for Food Protection committees are published on the CFP website, they become the copyrighted property of the Conference for Food Protection. No part of the publication may be reproduced or transmitted in any form, or by any means, except for scientific, educational, or regulatory non-commercial purposes. Permission for all other uses must be obtained from the Executive Director of the Conference for Food Protection.

| Attribution   - You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use. Non-Commercial - You may not use the material for commercial purposes. ShareAlike - If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original. |
|---------------|----------------------------------------------------------------------------------------------------------|

Suggest CFP build a webpage with the copyright information above explained in detail. That would be where the link the license information would redirect.

iv. Name of CFP committee and list of committee members participating in the document development (including appropriate acknowledgement of participation in any revisions thereafter);
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v. Date of approval and Issue number (including date and Issue number of any revisions thereafter); 

vi. Date of publication (including date of any publication revisions thereafter); and 

vii. Page numbers and other consistent formatting.

b) The Executive Director may request assistance from an ad hoc Executive Board sub-committee or the CFP Publications Committee to format a publication so that is acceptable to the Executive Board.

c) If CFP is unable or unwilling to publish any committee document, the document shall be returned to its authors to permit them to consider publication elsewhere.

8. External publication

a) Publications accepted by council or accepted after edits or clarification are returned to the lead authors by the Executive Director for submission to the targeted journal or publisher.

b) Whenever possible, the authors should request of the publisher that the document also be posted on the CFP website.

c) The external publication should include the following CFP acknowledgement statement:

This manuscript was developed as part of the fulfillment of a charge to the (committee name) of the Conference for Food Protection. The Conference for Food Protection brings together representatives from the food industry, government, academia, and consumer organizations to identify and address emerging problems of food safety and to formulate recommendations. Any recommendations expressed in this publication are solely those of the authors, and do not necessarily represent those of the Conference for Food Protection or (committee name) members who are not listed as authors.

d) Lead authors should communicate the status of external publications with the Executive Director.

Any document rejected for external publication may remain an internal CFP publication.