

Item 3.9.3

CFP Publications Guidance

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

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8 2. The role of the committee chairs (chair/vice chair, co-chair) in document creation is to:

- 9 a) serve as lead authors or to designate lead authors
10 b) encourage all committee members to participate in a document’s creation
11 c) ensure authorship or acknowledgements accurately reflect the relative scientific or professional
12 contributions of the individuals involved
13 d) ensure those wishing to decline authorship are not listed
14 e) ensure committee consensus regarding external publication
15 f) ensure the document adheres to CFPs non-commercialism policy and
16 g) ensure acceptable fact referencing and avoidance of plagiarism.

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

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

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28 5. The council should be instructed to agree or disagree that the document reflects the mission and goals
29 of CFP. Council members should be discouraged from taking on the role of document editor during the
30 brief time allowed for council deliberations. It is recommended that council vote:

- 31 a) Accept as submitted
32 b) Accept with listed *requests* for edits or clarification
33 c) Reject

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35 6. Publication after issue disposition

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- 36 b) Publications accepted by council as submitted are provided to the Executive Director after the
37 conference for internal (CFP website) and/or external publication.
- 38 c) Publications accepted with requests for edits or clarification are reviewed by the Executive
39 Director after the conference. The Executive Director shall work with the Council chair and
40 vice-chair, committee chairs and lead authors to address edits and clarifications before internal or
41 external publication. Science-based edits should not be made without the consent of all the
42 document authors.
- 43 d) Rejecting (taking no action) on any document returns the document and any copyright to its
44 authors.

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46 7. CFP website (internal) publication

- 47 a) All CFP committee documents will be formatted in a manner acceptable to the Executive Board
48 and will include the following:
 - 49 i. Acknowledgement that the document is a product of the Conference for Food Protection;
 - 50 ii. Statement affirming CFP's non-commercialism policy
 - 51 iii. The CFP logo and applicable copyright statement(s);

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

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

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- 61 iv. Name of CFP committee and list of committee members participating in the document
62 development (including appropriate acknowledgement of participation in any revisions
63 thereafter);

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- 64 v. Date of approval and Issue number (including date and Issue number of any revisions
65 thereafter);
- 66 vi. Date of publication (including date of any publication revisions thereafter); and
- 67 vii. Page numbers and other consistent formatting.
- 68 b) The Executive Director may request assistance from an ad hoc Executive Board sub-committee
69 or the CFP Publications Committee to format a publication so that is acceptable to the Executive
70 Board.
- 71 c) If CFP is unable or unwilling to publish any committee document, the document shall be returned
72 to its authors to permit them to consider publication elsewhere.

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74 8. External publication

- 75 a) Publications accepted by council or accepted after edits or clarification are returned to the lead
76 authors by the Executive Director for submission to the targeted journal or publisher.
- 77 b) Whenever possible, the authors should request of the publisher that the document also be posted
78 on the CFP website.
- 79 c) The external publication should include the following CFP acknowledgement statement:

80

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

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- 89 d) Lead authors should communicate the status of external publications with the Executive Director.
90 Any document rejected for external publication may remain an internal CFP publication.