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# UK LLC Publication Checklist

**INTRODUCTION**

Data owners have devolved their responsibility for review of manuscripts to UK LLC to minimise the time taken to release findings into the public domain. Researchers must ensure that their manuscript falls within the **scope** **of their approved project**,that all parties are **accurately described** and **acknowledged** and that all data owners’ **terms and conditions** are followed.

At least **two weeks** **prior to journal submission**, researchers must email their **manuscript**, **lay summary** and **completed checklist** to access@ukllc.ac.uk for approval by UK LLC. **We expect to process all manuscripts within two weeks of receipt**. Please note that if there are any substantive changes to the manuscript after UK LLC review, re-review must be sought.

The UK LLC Executive Group can withhold the right to publish any manuscript that may bring UK LLC or any of the contributing data owners into disrepute or which could compromise the confidentiality of Longitudinal Population Study (LPS) participants. **See the** [**UK LLC Publication Policy**](https://ukllc.ac.uk/governance/) **for further details.**

**UK LLC PUBLICATION CHECKLIST**

**Note**: If a journal’s specific formatting requirements prevent fulfilment of one of the conditions detailed below, please provide an explanation.

**Please complete and send with your manuscript and lay summary to** **access@ukllc.ac.uk**

|  |  |
| --- | --- |
| **UK LLC project number**:  | llc\_xxxx |
| **Title of manuscript**: |   |
| **Name of journal manuscript will be submitted to:** |   |
| **Name of researcher who completes this form:** |   |
| **Date**: |   |

| **Condition** | **Yes** | **No** | **If ‘No’ please explain** |
| --- | --- | --- | --- |
| 1. I agree to make this paper open access via a compliant journal or repository – I have followed the [UKRI’s Open Access Policy.](https://www.ukri.org/publications/ukri-open-access-policy/)
 |[ ] [ ]   |
| 1. I have included ‘UK LLC’ as a keyword.
 |[ ] [ ]   |
| 1. In the ‘Methods’ section (or equivalent) I have included the following key text for describing UK LLC:

‘UK Longitudinal Linkage Collaboration (UKLLC) is the national Trusted Research Environment for data linkage in longitudinal research. Led by the University of Bristol and University of Edinburgh, UK LLC is designed to support the UK’s unparalleled collection of Longitudinal Population Studies (LPS) by providing record linkage and secure analysis and data curation services. This project has been approved by UK LLC and its contributing data owners. Information about this project and its outputs can be accessed via UK LLC’s Data Use Register (<https://ukllc.ac.uk/data-use-register/>). UK LLC has ethical approval from the Health Research Authority Research Ethics Committee (Haydock Committee; ref: 20/NW/0446).’  |[ ] [ ]   |
| 1. In the ‘Methods’ section (or equivalent) I have cited each of the LPS I have used based on their preferred reference citation. I have also provided a link to my supplementary materials with detailed descriptions of each LPS’ sample (for both, see DOC-DAT-032 on [UK LLC Guidebook](https://guidebook.ukllc.ac.uk/docs/user_guide/publishingyourresearch)).
 |[ ] [ ]   |
| 1. In the ‘Methods’ section (or equivalent) I have cited each of the other data owners whose data I have included, based on their preferred reference citation (see your project-specific terms and conditions).
 |  |  |  |
| 1. In the Acknowledgements section I have included the following statement:

‘This work uses data accessed within UK LLC’s Trusted Research Environment (TRE). We thank the Secure eResearch Platform (SeRP UK) team at Swansea University and NHS Digital Health and Care Wales for providing the TRE’s infrastructure and support. This work uses data provided by participants of the contributing LPS, 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 MANUSCRIPT**]: * *Airwave Health Monitoring Study (AIRWAVE)*
* *Avon Longitudinal Study of Parents and Children (ALSPAC)*
* *Born in Bradford (BIB)*
* *1970 British Cohort Study (BCS70)*
* *English Longitudinal Study of Ageing (ELSA)*
* *European Prospective Investigation into Cancer – Norfolk Study (EPIC-Norfolk)*
* *Extended Cohort for E-health, Environment and DNA (EXCEED)*
* *Fenland Study*
* *Generation Scotland*
* *Genetic Links to Anxiety and Depression (GLAD) Study* including the Eating Disorders Genetics Initiative (EDGI) and COVID-19 Psychiatry and Neurological Genetics (COPING) Study
* *Medical Research Council (MRC) National Survey of Health and Development (NSHD)*
* *Millennium Cohort Study (MCS)*
* *National Child Development Study (NCDS)*
* *National Institute of Health Research BioResource (NIHR BioResource) COVID-19 Psychiatry and Neurological Genetics (COPING) Study*
* *Next Steps*
* *Northern Ireland Cohort for the Longitudinal Study of Ageing (NICOLA)*
* *Southall and Brent Revisited (SABRE)*
* *TRACK-COVID Study*
* *TwinsUK*
* Twins Early Development Study (TEDS) including the Environmental Risk (E-Risk) Longitudinal Twin Study
* *The UK Household Longitudinal Study (Understanding Society)*
* United Kingdom Research study into Ethnicity And COVID-19 outcomes in Healthcare workers (UK-REACH)*.*

A full list of acknowledgments, including support for each LPS, is provided in the supplementary materials.’ **[ONLY INCLUDE IF USING NHS ENGLAND DATA]***‘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.’***[ONLY INCLUDE IF USING NHS WALES DATA]***‘We thank SAIL Databank for their work in curating participants’ health records and for making these available for public good research designed to improve health services.’***[ONLY INCLUDE IF USING PLACE-BASED DATA]***‘We thank the University of Leicester and City St George’s, University of London for providing geospatial data, and Ordnance Survey for providing AddressBase® Plus.* |[ ] [ ]   |
| 1. I have deposited all syntax and accompanying documentation into my project [GitHub repository](https://github.com/UKLLC/) to be made available to other users. See the [UK LLC Reproducible and Reusable Research Policy](https://ukllc.ac.uk/governance/) for further details.
 |[ ] [ ]   |
| 1. I will send a copy of the final accepted paper to access@ukllc.ac.uk for inclusion on the UK LLC website.
 |[ ] [ ]   |
| 1. I will advise the UK LLC Communications Team (comms@ukllc.ac.uk) in advance of any press release, video or other media activity and I will link to UK LLC’s LinkedIn page (<https://www.linkedin.com/company/ukllc/>) and website (<https://ukllc.ac.uk/>).
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| ***UK LLC will use the following information to improve the usability of datasets within the TRE.*** **For your project, you were permitted access to data belonging to one or more LPS.** |
| Please let us know which LPS you included in your manuscript.  | I included the following LPS in my manuscript: |
| Did you omit any LPS? We are particularly interested in the reason for leaving an LPS out of your manuscript. | I excluded the following LPS (please explain why): |