

Scope

- Authorship, updating, publication, dissemination, and funding of the Association for Paediatric Palliative Medicine Formulary (The Formulary) in the UK and worldwide
- Excludes preparation of guidelines or other resources derived from The Formulary

Authorship

- Overall responsibility for editorial control lies with the Editor in Chief and the Principal Pharmacist. In the event of a major disagreement the APPM Chair will be the final arbiter
- All authors, co-authors and contributors, including specialist advisors and peer reviewers, must comply with ICMJE recommendations for authorship standardsⁱ
 1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
 2. Drafting the work or reviewing it critically for important intellectual content; AND
 3. Final approval of the version to be published; AND
 4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
- All authors and contributors will be acknowledged in the publication to which their contributions apply. Previous authors and contributors may be acknowledged on the APPM website as appropriate.

Copyright and intellectual property rights

- Copyright will be jointly shared by the Editor in Chief, Chief Pharmacist and APPM.
- Copyright statements must be included in all versions of the formulary including printed work and digital versions including PDF and web-based publications.
- The Formulary listing on the ISBN database will identify the Editor in Chief and Chief Pharmacist of the relevant edition as authors with the APPM as publisher

Conflict of interest

- Conflicts of interest arise when authors, reviewers, or editors have interests that are not fully apparent and that may influence their judgments on what is published. Examples of conflicts of interest include:

- Having received fees for consulting.
- Having received research funding.
- Having been employed by a related company.
- All contributors must notify the Editor in writing of any conflict of interest, including all forms of financial support, prior to publication of the Formulary.
- A conflict-of-interest statement will be included in the Formulary after any Acknowledgements and prior to the Funding Acknowledgement, under the heading 'Declaration of Conflicting Interest'.
e.g. "Author X is a paid consultant for company Y."
Or if no conflict exists 'The Author(s) declare(s) that there is no conflict of interest'.

Updating the formulary

- The formulary content will be reviewed and updated regularly depending on advances in prescribing and clinical practice. The frequency of updates will be determined by the Editor in Chief in partnership with the Chief Pharmacist and APPM Chair.
- It is anticipated that the formulary will be reviewed every 2 – 3 years, and no more than every 5 years
- In between editions additional information updates and corrections will be posted on the APPM website. The relevant website content will be linked to print editions of the formulary using a QR code

Interim updates and corrections

- Interim corrections and updates may be required before publication of a new edition of the formulary. This information will be made available on the APPM website and linked to print editions of the formulary via a QR code.
- Wherever possible and appropriate updates will be deferred until the next edition of the formulary. It is expected that significant new content e.g. new monographs will be deferred to the next edition of the formulary
- Where updates or corrections are required prior to publication of the next edition of the formulary the following procedure will be followed.
- Minor corrections e.g. typographical errors, addition of new formulations, will be posted on the website at the discretion of the editor
- More significant updates or corrections (e.g. safety alerts/product withdrawal, new/revised indications, new/revised doses, new/revised routes) will be subject to editorial review as follows:
 - Content drafted by the editor or delegated to another team member prior to review by the editor
 - Review by chief pharmacist
 - Either review by editorial team and sign off at next editorial meeting (quarterly) OR if necessary reviewed by a nominated member of the editorial team
 - Publication on the APPM website

- If appropriate cascade via APPM mailing list and align with other national alert cascade processes e.g. MHRA.

Reimbursement

- All contributors who satisfy the criteria for authorship as defined by ICMJE recommendations for authorship standards will be offered a complementary copy of the relevant print edition of the Formulary
- The Chief Pharmacist will be reimbursed on a pro rata basis for specific research related to the formulary
- Contributions from other professionals are expected to be undertaken as part of continuing professional development and will therefore not receive additional reimbursement as is the convention for other professional publications including papers in peer reviewed journals or books.

Funding

- Formulary costs comprise:
 - Pro rata reimbursement for the Chief Pharmacist
 - Publishing costs:
 - ISBN registration
 - Printing
 - Cost associated internet publishing
- The APPM will cover the Formulary costs through a combination of
 - Charging for printed hard copies of the Formulary
 - Member subscriptions
 - Additional funding sources as identified by the APPM Chair and/or the Editor in Chief. These *may* include commissions, donations, sponsorship, charges for international translations, charges for downloading the Formulary. Responsibility ensuring that there is no conflict of interest lies with the APPM Chair and the Editor in Chief
- The APPM Formulary will accessible online free of charge to professionals in the UK and Ireland regardless of APPM membership

Translations

- Applications to translate the APPM Formulary into other languages must be made to the Formulary Editor in Chief in the first instance. Who will request permission from the APPM Chair.
- The Editor in Chief and APPM Chair will agree terms and conditions for any international translations (including any associated remuneration).
- Costs for translation will lie with the individual or team requesting translation.
- Copyright for translated versions of the formulary will remain with the APPM and the translating team including registering the specific ISBN for translated version

- The translating team must include a bilingual senior palliative care consultant and bilingual paediatric pharmacist. The translation must be **checked** by a bilingual doctor independent from translating team.
- Any ambiguities or differences will be resolved via an editorial team meeting including representation from both teams before producing the final draft
- When a new UK APPM formulary is published translations of the previous formulary must be archived and no longer actively distributed/made available.
- If the translating team is charging for the formulary, a percentage of the revenue, at the discretion of the APPM Chair and Formulary Editor, may be retained by the APPM.
- All translated copies will be co-hosted on the APPM website

Editorial team

- The Editor in Chief and Principal Pharmacist will be responsible for recruiting, training and supporting other members of the editorial team including succession planning

Lynda Brook & AK Anderson

April 2024

ⁱ <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>