**Checklist for papers on the Biomedical Resource “Head and Neck 5000”**

All papers from the Biomedical Resource “Head and Neck 5000” (henceforth referred to as the ‘Resource’) must be sent to the Head and Neck 5000 Executive for approval *prior* to journal submission. We expect to process all papers within one month of receipt. We read all papers to check confidentiality is protected and to ensure that the paper will not bring the Study into disrepute. We also provide advice and feedback to authors where we feel this may be helpful. Below is a checklist of requirements for papers along with some accompanying notes either explaining these requirements and/or containing appropriate text to insert. A signed and completed checklist must be included with each paper submitted for approval. Please send to **headandneck5000@uhbw.nhs.uk**

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| **CHECKLIST FOR PAPERS** |
| Name of corresponding author: |       |
| Title of paper: |       |
| Funding Body: |       |
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|  |  |
| I have included an accurate description of the **study numbers**1  (including version of dataset used) and I have included a reference to the **Study Protocol Paper2** | [ ]  |
|  |  |
| I have included an accurate description of the **ethical approval**3 | [ ]  |
|  |  |
| I have included an accurate **acknowledgements section**4 | [ ]  |
|  |  |
| I have not used the term **statistical significance**5 (optional) | [ ]  |
|  |  |
| I will return any **derived variables and accompanying documentation**6 | [ ]  |
|  |  |
| I will send a copy of the **final submitted manuscript and revised versions** | [ ]  |
|  |  |
| I will let the Head and Neck 5000 Executive know **when the paper is accepted for publication** | [ ]  |
|  |  |
| I will send through a **paper and electronic copy of the final paper** | [ ]  |
|  |  |
| I will liaise with Head and Neck 5000 Executive over **media coverage7** | [ ]  |
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|  |
| Signature: |       Date:       |
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**1. Description of study numbers**

The study website http://www.headandneck5000.org.uk/ includes updated tables of recruitment and follow up.

**2. Study Protocol Paper**

“Establishing a large contemporary clinical cohort in people with head and neck cancer as a biomedical resource: Head and Neck 5000**”,** Ness AR, Waylen A , Hurley K , Jeffreys M , Penfold M , Pring M, Leary S , Allmark C , Toms C , Ring S , Peters TJ , Hollingworth W , Worthington H , Nutting C , Fisher S, Rogers SN and Thomas SJ, The Head and Neck 5000 Study Team, BMC Cancer.2014, 14:973

**3. Ethical approval**

The South West – Frenchay REC reviewed the Head & Neck 5000 study and initial approval was given on the 5th November 2010. The study REC reference number is: 10/H0107/57. Appendix 1 lists subsequent amendments and approvals.

**4. Acknowledgements section**

The following funder acknowledgement to be included in all publications:

*“This publication presents data from the Head and Neck 5000 study. The study was a component of independent research funded by the National Institute for Health and Care Research (NIHR) under its Programme Grants for Applied Research scheme (RP-PG-0707-10034).* *The views expressed in this publication are those of the author(s) and not necessarily those of the NHS, the NIHR or the Department of Health. Core funding was also provided through awards from Above and Beyond, University Hospitals Bristol and Weston Research Capability Funding and the NIHR Senior Investigator award to Professor Andy Ness. Human papillomavirus (HPV) serology was supported by a Cancer Research UK Programme Grant, the Integrative Cancer Epidemiology Programme (grant number: C18281/A19169).”*

Additional funder acknowledgement statement(s) may be inserted here if relevant.

**5. Statistical significance**

We discourage the use of the term “statistical significance” and encourage authors to describe the observed effect sizes and the strength of the evidence that supports these effect size estimates. For a detailed justification see: **Sterne JAC, Davey Smith G.** Sifting the evidence—what's wrong with significance tests? ***British Medical Journal* 2001: 322; 226-231.**

**6. Final dataset of derived variables**

By derived variables we mean new variables that have been derived using at least two existing variables, (rather than simple recodes) or other variables that do not currently exist in the Study resource that may be of use to other collaborators. Derived variables will be archived by the Head and Neck 5000 Executive will ultimately be made available to future data users. This will be followed up on approval of your manuscript. A copy of the final data set should be returned to the Head and Neck 5000 Executive.

**7. Media coverage of publications**

Where appropriate we encourage media coverage of papers arising from the resource to raise its profile and in particular to show participants that the study is producing interesting and valuable findings. Please inform the Head and Neck 5000 Executive if you know there is going to be a press release and let us know about any coverage arising from this.

 Head and Neck 5000 Executive

 Email: headandneck5000@uhbw.nhs.uk

 Telephone: 0117 342 9536