

## HDPBC Training and Education

# **HDPBC Pre-Publication Requirements and FAQs**

## Contents

Introduction.....	3
The Four Pre-Publication Review Criteria .....	4
1. Purpose Alignment .....	4
2. Indigenous Focus & Partnership .....	4
3. Responsible Use of Data.....	4
4. Inclusion of Required Statements .....	4
Frequently Asked Questions .....	5
Pre-Publication Submissions .....	5
Materials for Review vs Materials for Notice .....	6
Review Criteria .....	6
Project Material Types.....	6
Review Outcomes .....	8
Further Information .....	8

## Introduction

Prior to the public dissemination of project materials that are based on, incorporate, or provide novel interpretations of Ministry of Health (MOH) data and/or other HDPBC data contributor data (hereafter referred to as HDPBC data), project teams must submit these materials for pre-publication review. Additionally, a pre-publication dissemination attestation must be provided, addressing aspects such as purpose alignment, Indigenous data and content considerations, and pre-publication requirements, including second review of the publication materials by a sponsoring organization employee who is not a part of the project team.

Pre-publication reviews are conducted by the MOH and/or its service providers (e.g., PopData BC). Part of the review process involves verifying that the project materials align with the approved Data Access Request (DAR).

This document outlines the four review criteria and addresses common questions regarding pre-publication requirements and the review process.

# The Four Pre-Publication Review Criteria

## 1. Purpose Alignment

The use of HDPBC data in creating project materials must align with the purpose for which the original request was approved. The project's Data Access Request (DAR) is reviewed to ensure that the project materials remain consistent with the approved scope.

If there is interest in expanding the scope beyond what was originally approved in the DAR, an amendment should be submitted.

## 2. Indigenous Focus & Partnership

The project materials adhere to the pre-publication dissemination attestation regarding the inclusion or exclusion of Indigenous data and content.

## 3. Responsible Use of Data

Privacy risks, such as the potential re-identification of individuals or marginalized groups (e.g., through the mosaic effect or small cell sizes), have been addressed appropriately within the project materials.

Additionally, full citations for HDPBC datasets have been included, as required. Detailed instructions on which materials require citations and how to cite the datasets can be found in the Frequently Asked Questions section.

## 4. Inclusion of Required Statements

The inclusion of the following disclaimer and data enabling statement is highly recommended for all dissemination efforts. Specific guidance on the types of materials that **require** these statements is available in the Frequently Asked Questions section.

- Disclaimer:

"All inferences, opinions, and conclusions drawn in this publication are those of the author(s), and do not necessarily reflect the opinions or policies of the data stewards."

- Data enabling statement:

"This work was enabled by the British Columbia Ministry of Health with data access provided by the Health Data Platform BC."

# Frequently Asked Questions

## Pre-Publication Submissions

### At what stage should project materials be submitted for review?

Project materials must not yet be published and should be finalized, aside from minor layout or editorial changes required by the publishing outlet. Materials requiring review from an organizationally sponsored project must be reviewed by an employee of the sponsoring organization who is not a member of the project team prior to submission. For academic publications, this refers to the stage after all peer-review revisions have been completed and approved by the reviewers, editor, and journal or other publisher.

### How do I submit project materials for review?

If you submitted your data access request via [PopData BC](#), project materials should be submitted for pre-publication review [through their process](#).

If your project is organizationally sponsored, requests for pre-publication reviews should be submitted via the [Request Management System](#) (Seek Data Verification) if you have access (users with health authority and/or IDIR credentials should be able to access the Request Management System), or emailed to [MOHAnalytics@gov.bc.ca](mailto:MOHAnalytics@gov.bc.ca) along with your pre-publication attestation form..

### When should I submit my project materials for review?

The review timeline depends on the type of material submitted (see “Project Material Types” below). Presentation materials and abstracts require 7 government working days for review, while other categories of material may require up to 45 government working days.

### Do I need to submit project materials intended only for sharing with colleagues for prepublication review?

No, research and materials shared exclusively with colleagues as part of the research or analysis process do not need to be submitted. In such cases, it is expected that shared information remains confidential and is not disseminated publicly.

For academic research projects, a “colleague” refers to someone with a shared research area and may be internal or external to the researcher’s institution.

## **Do all project materials planned for public dissemination need to be submitted for pre-publication review?**

Yes, all materials intended for public dissemination must undergo pre-publication review. However, submissions fall into two categories: materials for review and materials for notice.

### **Materials for Review vs Materials for Notice**

#### **How do I determine if my project materials should be submitted for review or notice?**

Project materials intended for dissemination that include novel data or interpretations of data must be submitted for review. "Materials for review" require approval prior to publication, with submissions made in accordance with the review timelines outlined in this document.

Materials for dissemination that do not contain novel data or interpretations should be submitted for notice and filing. This includes updated versions of materials that have already been approved, provided that no data or data interpretations have been modified. "Materials for notice" are not subject to review timelines but should be submitted at the earliest practicable opportunity.

### **Review Criteria**

#### **What criteria are used to evaluate materials submitted for review?**

For detailed information, please refer to the section titled "The Four Pre-Publication Review Criteria" above.

### **Project Material Types**

#### **How & why are project materials categorized for pre-publication review?**

Project materials are categorized to facilitate timely review. The general categories include:

- Presentation Materials: Abstracts, dashboards, or slides intended for conferences and lectures.
- Publications: Academic or popular journal articles, theses, and monographs.
- Interview Materials: Podcasts, radio, television, or other digital broadcast content.

The type of material submitted influences both the review timeline and the applicable review criteria. For more detailed information, please refer to the table below.

## Table of Requirements by Material Type

Type of Research Material	Citation requirement	Disclaimer/ Data Enabling Statement requirement	When to submit?
Abstracts (conference, journal, or thesis)	no	no	At least <b>7 government working days</b> prior to abstract publication/public release)
Presentations and lectures	no	yes	At least <b>7 government working</b> prior to presentation
Journal publication, article, or Op-ed	yes	yes	At least <b>45 government working</b> prior to publication/release
Academic thesis or dissertation material	yes	yes	At least <b>45 government working</b> prior to publication
Radio, television, internet, etc. interview	no	no	At least <b>7 government working</b> prior to presentation
Dashboards	no	yes	At least <b>7 government working</b> prior to release

### How do I cite Health Data Platform data sets?

For **journal publications and academic theses or dissertations**, the following citation(s) must be included in the methodology section (or similar) of the material.

#### Organizational and Organizational Research Projects:

*The following data sets were used in this project: (insert names of data sets here). You can find further information regarding these data sets by visiting the HDPBC webpage at: (insert link here\*).*

#### Academic Projects:

*The following data sets were used in this study: (insert names of data sets here). You can find further information regarding these data sets by visiting the PopData project webpage at: (insert link here\*).*

## Review Outcomes

### What should I expect from the review process?

The outcome of a pre-publication review will be promptly communicated to you by MOH staff or PopData BC. The possible outcomes are:

- **Approved as submitted:** No further changes required.
- **Conditionally approved:** Minor changes (e.g., adding a disclaimer) are required; or
- **Not approved:** The item must be revised based on the feedback provided and re-submitted for an additional review prior to publication.

### What does a conditional approval of my pre-publication mean?

Conditional approvals are issued when most criteria are met, but a minor element remains outstanding. Typically, this involves adding a disclaimer or citation, or correcting a small error. Once the necessary additions or changes have been made, the updated version can be submitted for filing and the material can be publicly disseminated.

### What if I publish the same research in a different format?

For detailed information, please refer to the section titled “Materials for Review vs Materials for Notice” above.

## Further Information

### I have a different question. Who can I contact?

Please email [HealthDataCentral@gov.bc.ca](mailto:HealthDataCentral@gov.bc.ca).