

## **Checklist for papers on the Biomedical Resource “Cleft Care UK”**

All papers from the Biomedical Resource “Cleft Care UK” (henceforth referred to as the ‘Resource’) must be sent to the CCUK Study Team 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 [cleftcareuk@uhbw.nhs.uk](mailto:cleftcareuk@uhbw.nhs.uk).

## CHECKLIST FOR PAPERS

Name of corresponding author:

Title of paper:

Funding Body:

- I have included a reference to the **Methodology, Characteristics and Outcome measures paper**<sup>1</sup>
- I have included an accurate description of the **ethical approval**<sup>2</sup>
- I have included an accurate **acknowledgements section**<sup>3</sup>
- I have not used the term **statistical significance**<sup>4</sup> (optional)
- I will return any **derived variables and accompanying documentation**<sup>5</sup>
- I will send a copy of the **final submitted manuscript and revised versions**
- I will let the CCUK Study Team 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 CCUK Study Team over **media coverage**<sup>6</sup>

Signature:

Date:

## 1. Methodology, Participant Characteristics and Outcome Measures

Details of methodology, participant characteristics and outcome measures are described in “A cross-sectional survey of five year old children with non-syndromic unilateral cleft lip and palate: Cleft Care UK”. (Orthodontics & Craniofacial Research. Persson M, Sandy JR, Waylen A, Wills AK, Al-Ghatam R et al <http://onlinelibrary.wiley.com/doi/10.1111/ocr.12104/full>)

## 2. Ethical approval

The study protocol, consent form, patient information leaflet and questionnaires were approved by the local research ethics committee (REC number: 13/SW/0064).

## 3. Acknowledgements section

The following funder acknowledgement to be included in all publications:

This publication presents data derived from the Cleft Care UK Resource (an independent study funded by the National Institute for Health Research (NIHR) under its Programme Grants for Applied Research scheme RP-PG-0707-10034)

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

## 4. 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.

## 5. 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 CCUK Study Team and 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 CCUK Study Team.

## 6. 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 CCUK Study Team if you know there is going to be a press release and let us know about any coverage arising from this.

Cleft Care UK Study Team  
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