



Author Responsibility and Acknowledgement Agreement for ESMO Clinical Practice Guidelines

The lead author of an ESMO Guideline is responsible for completing and signing this form and returning it to the ESMO Guidelines Office before submission of the guideline manuscript to the journal.

Title of Guideline:

Date (of completion of this form):

Details of lead author (first author)

Name:

Email address:

Phone number (including country code):

Name of Subject Editor (last author):

Names of all other co-authors:

Authorship criteria

The lead author certifies that all authors listed above fulfil all four of the following criteria recommended by the ICMJE:

- Substantial contribution to the conception or design of the work; or the acquisition, analysis or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- 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

Check the box to agree:

Contributor roles

The lead author certifies that the authors have contributed according to the roles outlined below.

Check the box to agree:

(List the appropriate author names next to each category. Each author must be listed next to at least one category. More than one author can be listed per category.)

Role	Definition	Author names
Conceptualisation	Ideas; formulation or evolution of overarching goals and aims of the guideline, e.g. instigation of a new guideline title or addition of new patient sub-groups or clinical settings for a pre-existing title	
Literature search	Development of criteria for literature search and/or implementation of the literature search	
Literature review and development of clinical recommendations	Review of published peer-reviewed research and synthesis of clinical recommendations and their corresponding Level of Evidence and Grade of Recommendation	

Visualisation	Preparation, creation and/or presentation of the published work, specifically visualisation/data presentation, e.g. creation of treatment algorithms and other figures and tables	
Writing – original draft	Preparation, creation and/or presentation of the published work, specifically writing the initial draft	
Writing – review and editing	Preparation, creation and/or presentation of the published work specifically critical review, commentary or revision	
Section-specific contributions (please identify the specific sections that authors contributed to)		
Other (please specify roles and author names)		

Roles and definitions are adapted from the Contributor Roles Taxonomy (CRediT; <https://casrai.org/credit/>).

Acknowledgements

The lead author certifies that:

- Individuals who have made substantial contributions but do not fulfil all four ICMJE authorship criteria, listed above, have been named with their specific contributions in the Acknowledgement section of the manuscript.
- All individuals named in the Acknowledgment section have given written permission to be named.

Check the box to agree:

ESMO journal submission

The lead author certifies that:

- All authors agree that the authored guideline is the copyright of ESMO and will be submitted for consideration for publication in an ESMO journal only—*Annals of Oncology* (annalsofoncology.org) or *ESMO Open* (esmoopen.com). Journal selection will be communicated by the Guidelines Committee Chair prior to manuscript submission.

Check the box to agree:

After completing this form, it should be returned to the ESMO Guidelines Office by the lead author.