

Congratulations on nearing completion of your PCRC project with a submission-ready manuscript. Below is a checklist of items to help guide you through the remaining MPOG-specific steps and recommendations that need to be completed prior to journal submission.

Please let us know if you have any questions.

MPOG Central Research Team

**Funding statement**

Please ensure that the following statement is included in the funding section of any MPOG manuscript:

*Funding was provided by departmental and institutional resources at each contributing site. In addition, partial funding to support underlying electronic health record data collection into the Multicenter Perioperative Outcomes Group registry was provided by Blue Cross Blue Shield of Michigan/Blue Care Network as part of the Blue Cross Blue Shield of Michigan/Blue Care Network Value Partnerships program. Although Blue Cross Blue Shield of Michigan/Blue Care Network and Multicenter Perioperative Outcomes Group work collaboratively, the opinions, beliefs and viewpoints expressed by the authors do not necessarily reflect the opinions, beliefs, and viewpoints of Blue Cross Blue Shield of Michigan/Blue Care Network or any of its employees.*

Please note that additional funding statements may be necessary on a per manuscript/project basis depending upon the co-authors, but we leave any additional statements to the discretion of the primary author.

**iThenticate plagiarism detection software**

We highly recommend that all manuscripts are run through the iThenticate plagiarism detection software, or another similar program, prior to journal submission.

We suggest uploading the Abstract, Intro, Methods, Results and Discussion, but not the References or Title page into iThenticate.

While we recognize that plagiarism thresholds are often a matter of degrees, as a general guideline for interpreting the iThenticate results, we suggest:

- If <10%, manuscript prose does not require editing for plagiarism
- If >10% to 20%, manuscript prose should be reviewed to determine where the overlap with existing literature is occurring and whether revision is possible
- If >20%, manuscript prose overlaps quite a bit with existing literature and revision is highly recommended
- If the majority of overlap is within the methods section and if the overlap occurs with your previously authored manuscript, then this is likely acceptable and does not require further revision

Please note that if your institution does not have access to this software, then the MPOG Central team can run this analysis and share the results with the primary author.

**Confirm by-line authors & ICMJE Criteria for Authorship**

The primary author should confirm that all named by-line authors have met requirements for [ICMJE Authorship](#).

**PCRC final circulation and collaborator survey distribution**

Before submitting your manuscript to the journal, the MPOG Central team will circulate it to the PCRC members, along with the original PCRC-approved proposal, in order to ensure that the manuscript matches the stated goals of the proposal.

Along with the manuscript and proposal, the MPOG Central team will also circulate a web-based survey to the PCRC members to confirm, which of them would like to be listed as collaborators on the manuscript. Results from the survey will be shared with the primary author.

**Collaborator Recognition - Group Member in Author List & Names in Appendix/Acknowledgements section**

Our goal is to ensure that MPOG collaborators receive pub-med index collaborator recognition. Some journals include a separate section where the primary author can list the collaborators (based on the survey results) during the submission process. For example, Anesthesiology provides the following "Instructions for Authors" pertaining to [Group Collaborators](#). This includes recognizing the collaborators via a group name (e.g "MPOG Investigators") in the author byline, as well as providing the individual names of each Collaborator in an Appendix. Other journals may not have a designated area for collaborator submission, in which case, we recommend that you include collaborators in the acknowledgments section with the following language:

*The authors gratefully acknowledge the valuable contributions to protocol and final manuscript review by the Multicenter Perioperative Outcomes Group (MPOG) collaborators, including...*