The Early Childhood Work Group is interested in using the Learning Collaborative model to accomplish three goals:

1. Establish a research base to support changes to EC policies, environments, and practices in early childhood education, home, community, and clinical settings.

2. Build a vibrant, multidisciplinary network and support ongoing professional development within the EC community.

3. Maintain a Nationwide Learning Collaborative.
Principles to promote collaboration:

- Choose a leader/facilitator to help organize the collaboration - this person can be one in charge of organizing the meeting times.
- Select a person that could take notes on the calls and send out a summary at end of call and something the group can look back on at the next call.
- Set up a timeline with concrete deadlines and tasks for each member of the group.
- Decide from the beginning who will work on what task.
- Try to stick to your tasks.
- Being open/honest.
- Importance of communication.
- Others???
Other ideas to promote or facilitate collaborations?
Authorship credit should be based only on: a) substantial contributions to the conception and design, data acquisition, or data analysis and interpretation; b) drafting or revising an article critically for important intellectual content; c) contribution of novel tools for successful implementation of the study; and d) final approval of the article to be submitted.
In most instances the order of authors will be based on the following: the first, second, third and last authors will be determined by the amount of effort invested in bringing the article to fruition; and the order of listing will be determined by members of the group. When necessary, adjustments will be made to this method of ordering e.g. when drafting of the article involves substantial team effort, and more than three authors have invested considerable effort. Where conflict occurs a discussion will be had about the contributions made.

Relative contributions to the research, writing and analysis process, and hence likely order of co-authorship, should as far as possible be agreed upon at the outset of article preparation, or as early in the process as possible. It is acknowledged that authorship may change as the article evolves.

Other members of the group and other contributors who do not meet authorship criteria should be listed, with their permission, in the Acknowledgments or in an Appendix.
Authors should be prepared to indicate their specific contributions to the published work. The corresponding author must obtain permission from all authors for any change in the order of authorship prior to publication. Authors should pay close attention to the order of authorship at the time of submission to a journal, and also when signing any copyright agreement.
Conflict of Interest

- All members are expected to be transparent in all matters concerning conflicts of interest. The minimum standard for disclosing a conflict of interest is founded on the requirement of the journal. Conflict of interest exists if there is a direct or indirect financial relationship with industry through employment, consultancies, stock ownership and honoraria, either directly with the author, or through the author’s family. However, conflicts can also occur for other reasons, such as antagonistic personal relationships among researchers or students, or academic competition. The perception of conflict of interest should be avoided. All authors should be prepared to defend any relationship that could be construed or perceived as a conflict of interest.
Submission Procedures: Prior to Submission

- All authors are responsible for the content of the manuscript, abstract or article. Seven (7) days prior to submission of manuscripts/abstracts/article, the author who led the writing and who is responsible for submission must circulate the final document to enable the following:

- Each author to respond in writing (email is sufficient) addressing following points:
  - acknowledgement that the author has read the latest version of the manuscript/abstract/article and approves the content
  - approval to be listed as an author
  - any potential conflicts of interest relating to the manuscript/abstract/article, or a statement that no conflicts of interest exist
Submission Procedures: Post submission

• The author who led the writing and who is responsible for submission must keep all authors informed of the status of the manuscript/abstract/article, including:
  • informing authors when submission or resubmission has occurred
  • the name of the journal/conference/publication involved
  • the decision, once received

• The author who led the writing and who is responsible for submission must, on acceptance of the manuscript/abstract/article, circulate to all authors the full citation of the work.