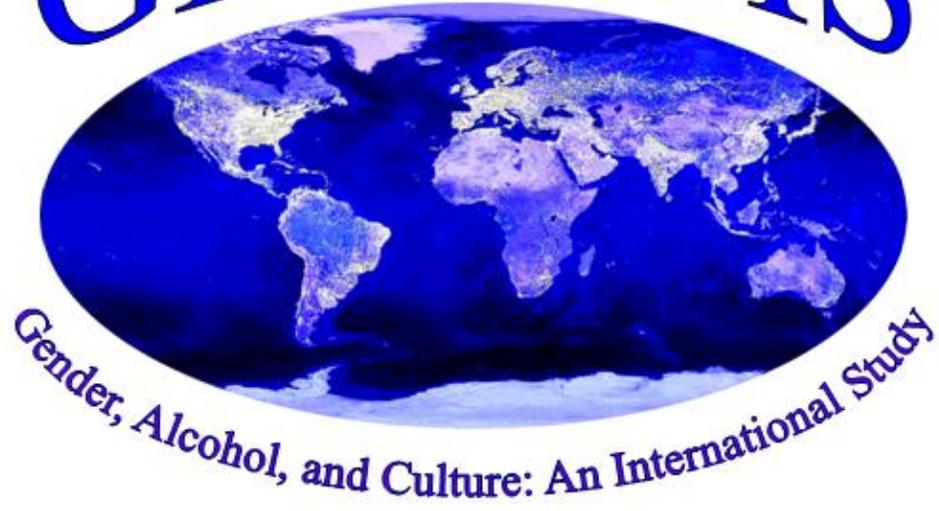


GENACIS



PARTICIPATION AND AUTHORSHIP GUIDELINES

GENDER, ALCOHOL, AND CULTURE: AN INTERNATIONAL STUDY **(GENACIS)**

Participation Guidelines: May, 2002 (updated October, 2012)

Gender, Alcohol, and Culture: An International Study (GENACIS) is a collaborative multi-national study designed by the International Research Group on Gender and Alcohol (IRGGA), a group of researchers from more than 40 countries, affiliated with the Kettil Bruun Society for Social and Epidemiological Research on Alcohol.

Cooperation guided by the following principles and procedures will help to make the GENACIS project stronger and more successful. It is encouraged that:

- (1) Study partners conducting new surveys to be included in GENACIS agree to work with the GENACIS R01 Consortium and the data analysis coordinator in a shared effort to meet specified goals related to sample design and survey methods. These goals are described in more detail in Annex I.
- (2) Study partners contributing existing data sets agree to provide the data analysis coordinator with standard descriptive information about characteristics of their surveys and data sets, as described in Annex I.
- (3) Study partners agree to follow guidelines prepared by the GENACIS data analysis coordinator for preparation and submission of country data sets of only GENACIS-related variables for coordinated data analysis.
- (4) Study partners are encouraged to analyze data and report findings from their own country data sets, as desired, in addition to and separate from collaborative GENACIS analyses.
- (5) Study partners agree to allow use of their data sets (only GENACIS-related variables) in all collaborative GENACIS analyses.
- (6) Study partners agree to follow GENACIS guidelines for collaborative data analyses, report preparation, and authorship of collaborative publications, as described in Annex I.
- (7) The GENACIS R01 Consortium will offer study partners technical assistance with regard to survey design, interviewer selection and training, fieldwork procedures, ethical and safety issues, and data editing and entry.
- (8) The combined data set of GENACIS surveys will be retained as a data archive for future scholarly use.

GENACIS PARTICIPATION GUIDELINES: ANNEX I (updated July, 2007)

This annex provides additional details regarding guidelines for participation in the GENACIS project (Gender, Alcohol, and Culture: An International Study). To the maximum extent possible, participating countries are expected to work with the GENACIS R01 Consortium and the data analysis coordinator in a joint effort to attain the following goals in their GENACIS-affiliated surveys, and to follow certain procedures in the collaborative analysis of GENACIS data and reporting of research findings.

Survey Methods and Data Handling

Sample Characteristics (new surveys):

- (1) A sample size of at least 1,000.
- (2) Inclusion of both adult women and adult men (age 18 and older) proportional to their representation in the general population of the study area.
- (3) Full probability sampling at all levels and strata, as agreed upon with the GENACIS coordinating committee.
- (4) A national sample, if possible.
- (5) For larger countries (e.g., China, India), sampling of entire provinces or regions that (a) include both urban and rural areas, (b) correspond to a governmental unit(s) that can provide aggregate statistics for cultural-level analyses, and (c) have a population with varied drinking patterns rather than being a region of abstainers only.

Survey Methods (new surveys):

- (1) Strenuous efforts to attain a 70% or higher completion rate.
- (2) Inclusion of all questions from the GENACIS Expanded Core Questionnaire, with the exception of any questions judged by the country survey leader and staff to be culturally inappropriate for their country.
- (3) It is strongly encouraged that each country's survey director consult with the GENACIS R01 Consortium and/or with WHO about their sampling plan. WHO and the GENACIS R01 Consortium will offer technical assistance with regard to sampling methods, interviewer selection and training, fieldwork procedures, ethical and safety issues, and data editing and entry.

- (4) Guidelines for interviewers and project staff will address confidentiality issues, special training needs for the administration of potentially sensitive questions, awareness of both respondent and interviewer reactions to sensitive questions, and identification of local resources available to respondents who may need physical or mental health services.

Procedures for Data Submission and Handling:

The Swiss Institute for the Prevention of Alcohol and Drug Problems (SIPA), Lausanne, Switzerland, is the site for coordinated analysis of GENACIS data.

The steps taken to create the combined GENACIS data set will include the following:

- (1) The data analysis coordinator will distribute a data quality form to all partners, with questions about characteristics of their survey fieldwork (e.g., sampling, response rate, mode of administration, weighting, interviewer characteristics).
- (2) In addition to completing the data quality form, study partners will be asked to submit their survey codebook; survey questionnaire (in both English and the language of the survey); and an electronic file of the original survey data set for their country, containing no names or other personal identifiers of individual survey respondents. Study partners will also be asked to write a clear narrative description of the major characteristics of their survey. These descriptions will include sampling design and methods, response rate, method of data collection, age range and gender composition of sample, and types of variables measured. These descriptions will be available to all study partners for use in interpreting study results and writing research reports.
- (3) The data analysis coordinator will develop guidelines for the types of data cleaning and editing to be conducted by local survey leaders before transmitting their data sets (only GENACIS-related variables) to SIPA. After receiving the data sets, the data analysis coordinator will do additional data editing as needed and will conduct missing value imputations. After these revisions, he will return the transformed files to the survey leaders so that they can inspect and confirm basic patterns in the data that should have been retained. A technical manual will be developed that includes detailed instructions for preparing and transmitting data sets to SIPA.

Archiving of GENACIS Data Sets:

- (1) Data sets submitted to the GENACIS coordinated data bank will be retained as a data archive for future scholarly use.

GENACIS AUTHORSHIP GUIDELINES **(updated July, 2007)**

- (1) Individual countries are encouraged to publish findings from their own country surveys, as desired, separate from collaborative GENACIS analyses.
- (2) Plans and commitments have already been made concerning some specific research topics and data analyses. For example, partners in the EU-funded component of GENACIS were committed to producing “workpackages” in such areas as relationships between alcohol use and social roles, violent victimization, and gender equality. Workpackage coordinators of the EU component of GENACIS were responsible for completing, as first author, at least one report on each of the specified workpackage themes. (This was a contractual commitment to the EU.) These reports formed chapters in the final project report for the EU, and were also published.
- (3) All partners who wish to use the GENACIS data to analyze a specific research question should submit their research plans to the GENACIS R01 Consortium for approval. This procedure is intended to avoid duplication of analyses on the same research question. An individual GENACIS partner can make such a proposal, although proposals are more likely to be submitted by subgroups of partners interested in a particular topic. In most cases, once approval has been obtained, the partner(s) will have one year within which to complete his/her/their analyses. If the analysis has not been completed within this one-year period, another partner who is interested in investigating the same research question can then submit a proposal for such analyses to the GENACIS R01 Consortium.
- (4) The first author of any GENACIS publication will be the individual who plays the primary role in conceptualizing, designing, interpreting, and writing about the analyses reported in that paper.
- (5) Other major authors will be those individuals who make substantial contributions to conceptualizing, conducting, interpreting, and/or writing about the analyses in that publication.
- (6) Survey leaders for data sets used in a GENACIS publication who are not major authors will be listed in alphabetical order following the term “with.” A footnote will explain that the individuals listed following “with” are collaborators who have reviewed the paper according to the project’s objectives and, where applicable, according to accuracy and representation of their contributed data.
- (7) Survey leaders will be sent a draft before submission for publication of any article using their data set and have one month to review it. Any disagreements that cannot be resolved by the study authors and survey directors should be brought to

the GENACIS R01 Consortium for discussion. The Consortium will review and resolve disagreements about authorship or substantive content of publications that cannot be resolved informally, and will be the final arbiter of such issues. Significant disagreements may be mentioned in a footnote in the publication.

- (8) An acknowledgements footnote will be included in all GENACIS publications. This footnote will indicate the funding source and original survey director(s) for all survey data sets used in a given publication. Because some GENACIS partners will use survey data collected by other investigators in their countries, this footnote will acknowledge the contributions of the original survey directors and funding agencies. The acknowledgements footnote should contain the following information:

“The data used in this paper are from the project, Gender, Alcohol, and Culture: An International Study (GENACIS). GENACIS is a collaborative international project affiliated with the Kjetil Bruun Society for Social and Epidemiological Research on Alcohol and coordinated by GENACIS partners from the University of North Dakota (USA), Aarhus University (Denmark), the Alcohol Research Group/Public Health Institute (USA), the Centre for Addiction and Mental Health (Canada), the AER Centre for Alcohol Policy Research/Turning Point Alcohol and Drug Centre (Australia), and the Addiction Switzerland Research Institute (Switzerland). Support for aspects of the project comes from the World Health Organization, the Quality of Life and Management of Living Resources Programme of the European Commission (Concerted Action QLG4-CT-2001-0196), the U.S. National Institute on Alcohol Abuse and Alcoholism/National Institutes of Health (Grants R21 AA012941 and R01 AA015775), the German Federal Ministry of Health, the Pan American Health Organization, and Swiss national funds. Support for individual country surveys was provided by government agencies and other national sources.

The study leaders and funding sources for data sets used in this report are: [COUNTRY, STUDY LEADER, FUNDING SOURCE (found at www.med.und.edu/genacis/survey.cfm)].”