**International Society of Drug Bulletins**

Disclosure of competing interests

A key role of ISDB is to prepare and disseminate high-quality, unbiased drug information. This requires independence from the pharmaceutical industry, It is thus vital that ISDB bulletins recognise and effectively manage competing interests, both real and perceived.1

Bulletins may already have policies on conflict of interest, but to assist those which do not and those which want to improve their policies, ISDB has produced forms for disclosing conflict of interest These forms are adapted from those of the International Committee of Medical Journal Editors.2 They are designed to provide readers and ISDB with information regarding the extent to which bulletin content can be seen to be independent of commercial and other biases. The forms are to be completed, stored by the bulletin and should be publicly available .

The chief editor of each member bulletin is responsible for providing information about financial support for the bulletin (Form A). The chief editor may also collect individual returns from staff members (Form B) and from external authors and reviewers (Form C). Form B is to be updated annually. Since competing interests may vary according to topic, Form C for external authors (and reviewers) needs to be completed for each article considered for publication.

1 http://www.plosmedicine.org/static/competing.action

2 Adapted from <http://www.icmje.org/ethical_4conflicts.html>

Form A: Disclosure of competing interests for the bulletin

**Institutional links of interest and financial support for the bulletin**

The chief editor of the bulletin is responsible for the completion of this form. It is recommended that this is done once a year.

**Name of Bulletin**

**Country**

**Email**

**Chief Editor**

**Date of completion of this form**

This section requests information about income for your bulletin. Complete each row by answering “No” or providing the requested information. Use extra space as needed

**Grants**

Specify source

* commercial
* government
* academic institution
* non-government organisation
* other

**Subscriptions**

* individuals
* institutions

**Sales**

* individuals
* institutions

**Other income.**

Please specify and explain

Form B: Disclosure of competing interests for bulletin staff

Unless a competing interest policy is part of the contract of employment, each staff member with responsibility for bulletin content should submit a declaration of competing interests each year. The chief editor or publisher of each bulletin is responsible for the collection of individual returns from staff members.

**Section 1. Personal information**

**Given Name (First Name)**

**Surname (Last Name)**

**Date of completion of this form**

**Role in the bulletin. (For example, Manager, Editor, Writer)**

**Please specify whether your work for the bulletin is paid or unpaid**

**Section 2. Relevant activities outside the bulletin**

This section asks about your relationships with entities in the biomedical arena that could be perceivedto influence your work for the bulletin. You should disclose interactions with **any** entity that could be considered broadly relevant to the work of the bulletin.

Report all sources of revenue paid (or promised to be paid) directly to you or your institution (other than your bulletin) on your behalf over the past three years. This should include all monies from sources with relevance to, or an interest in, articles published in your bulletin.

For funds you have received for work outside your role with the bulletin, you should disclose support from entities, such as drug companies, public-private partnerships, or foundations supported by outside entities that could be perceived to benefit financially from your articles.

Public funding sources, such as government agencies, charitable foundations or political/academic institutions, need to be disclosed. For example, if a government agency sponsored a study in which you have been involved, or if you are involved in a project funded by a political/academic institution.

Are there other relationships or activities that readers could perceive to have influenced, or that give the appearance of potentially influencing, your work for the bulletin? You are encouraged to err on the side of full disclosure. For example, voluntary participation in a government agency or academic institution working group may be relevant, especially if you have decision-making responsibilities in such a group.

Complete each row in this list by providing the requested information or answering “No”. For each financial relationship, please specify in the space provided the entity, what the payment was for, and whether it was to you directly or to your institution.

**1. Board membership**

**2. Consultancy**

**3. Employment**

**4. Expert testimony**

**5. Grants/grants pending**

**6. Payment for lectures including service on speakers’ bureaus**

**7. Payment for manuscript preparation**

**8. Patents (planned, pending or issued)**

**9. Royalties**

**10. Payment for development of educational presentations**

**11. Shares and Stock (including options)**

**12. Travel/accommodation/ meeting expenses unrelated to activities listed**

**13. Other (please err on the side of full disclosure)**

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Form C: Disclosure of competing interests for external authors and reviewers

External authors and reviewers should complete this form for each article to which they contribute. For articles with multiple authors each author should complete the form.

**Section 1. Personal information**

**Given Name (First Name)**

**Surname (Last Name)**

**Date of completion of this form**

**Are you the corresponding author of this article?**

**Manuscript title**

**Which organisation/institution do you mainly work for?**

**Section 2. The article under consideration**

This section asks for information about the work that you have submitted for publication.

The information requested is about resources that you received, either directly or indirectly (via your organisation/institution), to enable you to complete the work.

Answering "No" means that you did the work without receiving any financial support from any third party or that the work was supported by funds from the bulletin which requested you to prepare the article.

If you or your institution received funds from a third party to support the work, such as a government agency, charitable foundation or commercial sponsor, answer "Yes". Then complete the appropriate boxes to show the type of support and whether the payment went to you, or to your institution, or both.

Did you or your organisation/institution at any time receive payment or services from a third party for any aspect of the submitted work (including but not limited to grants, data monitoring board, study design, manuscript preparation, statistical analysis, etc.)?

( ) **No** ( ) **Yes**

Complete each row in the box by answering “No” or providing the requested information. For each financial relationship, please specify in the space provided from which entity the payment came, what was it for, and whether it was to you directly or to your institution.

|  |  |  |
| --- | --- | --- |
|  | **Individual payment** | **Payment to your organisation/institution** |
| Grant |  |  |
| Consulting fee or honorarium |  |  |
| Support for travel  |  |  |
| Fees for participating in advisory boards, study monitoring etc |  |  |
| Payment for writing this manuscript (other than by the bulletin) |  |  |
| Provision of writing assistance in preparing this manuscript or other administrative support |  |  |
| Other |  |  |

**Section 3. Relevant financial activities outside the submitted work**

This section asks about your financial relationships with entities in the biomedical arena that could be perceived to influence what you wrote in the submitted work. You should disclose interactions with ANY entity that could be considered broadly relevant to the work. Report all sources of revenue paid (or promised to be paid) directly to you or your institution on your behalf in the three years before the submission of the work. This should include all monies from sources with relevance to the submitted work. Please note that interactions with the work's sponsor that are outside the submitted work should also be listed here. If there is any question, it is usually better to disclose a relationship than not to do so.

For grants you have received for activities outside the submitted work, you should disclose support ONLY from entities that could be perceived to be affected financially by the published work, such as drug companies, or foundations supported by entities that could be perceived to have a financial stake in the outcome. Public funding sources, such as government agencies, charitable foundations or academic institutions, need not be disclosed.

Mark on the list to show whether you have financial relationships (regardless of amount) with other entities. Use one line for each entity, add extra lines if needed. You should report relationships that were present during the three years before you submitted the article.

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Complete each row in the list by answering “No” or providing the requested information. For each financial relationship, please specify in the space provided from which entity the payment came, what was it for, and whether it was to you directly or to your institution.

**1. Board membership**

**2. Consultancy**

**3. Employment**

**4. Expert testimony**

**5. Grants/grants pending**

**6. Payment for lectures including service on speakers’ bureaus**

**7. Payment for manuscript preparation**

**8. Patents (planned, pending or issued)**

**9. Royalties**

**10. Payment for development of educational presentations**

**11. Shares and Stock (including options)**

**12. Travel/accommodation/ meeting expenses unrelated to activities listed**

**13. Other (please err on the side of full disclosure)**

**Section 4. Other relationships**

Use this section to report other relationships or activities that readers could perceive to have influenced, or that give the appearance of potentially influencing, what you wrote in the submitted work.

Are there other relationships or activities that readers could perceive to have influenced, or that give the appearance of potentially influencing, what you wrote in the submitted work (err on the side of full disclosure)?

□ No other relationships/conditions/circumstances that present a potential competing interest

□ Yes, the following relationships/conditions/circumstances are present (explain below):