Karolinska Institutet

Guideline for ordering data for analysis to be included in a collaborative article with the Women's Lifestyle and Health study team

Compulsorily components in a data order

1. Name of the project and rational, proposed article title and list of authors.
2. Name and contact information of contact person
3. Date when order was done
4. Expected duration of the project and for how long you request to keep the data with you.
5. Define cohort
6. Define inclusions and/or exclusionscriteria
7. When using ICD-codes; put codes and ICD-version in a table. When sub diagnoses are used, specify all of these.
8. Clear list of variables
   Do not use lists as age…weight since the order among the variables can differ in different versions of documentation – specify variable name.
9. Enclose the order in a separate document; do not put it inside the body of an email. Send your request to Elisabete Weiderpass (elisabete.weiderpass@ki.se).

RULES:
- Data will ONLY be made available with the understanding that it will be used solely with the purposes or the specific article agreed upon and for a specific time period.
- After the agreed study period the data should be deleted entirely.
- Complete documentation on the data analysis shall be submitted to Pouran Almstedt (pouran.almstedt@ki.se) as soon as the article is submitted for publication, and if any additional analysis are done during the manuscript review the complementary documentation should be submitted as well
  o For more details about Women's Lifestyle and Health study see the following website:
    http://ki.se/meb/wlhcohort

Project name*:*
Name of contact person*:*
Contact information*:*

Telephone:

Email:

Postal address:

Date of order*:*
Duration of the project:
Cohort: Women's lifestyle and health (Swedish women)
Inclusions and/or exclusions criteria:

Diagnosis:

Variable	ICD8	ICD9	ICD10

Table /Questionnaire	Variable

Name of researcher: Signature:

Name of WLH's study coordinator: Signature: