

# Manuscript Information Sheet for Researchers

Statistical Services Branch

## ***I have drafted my manuscript, does the Statistical Services Branch need to see this prior to publishing?***

Yes, all draft manuscripts are to be sent to the Statistical Services Branch (SSB) for review and comment prior to publishing, in accordance with the SSB Conditions of Disclosure form signed by researchers.

## ***Where do I submit my manuscript for review?***

All draft manuscripts seeking feedback from SSB are to be emailed to [DLQ@health.qld.gov.au](mailto:DLQ@health.qld.gov.au).

## ***How long will it take for my manuscript to be reviewed?***

The draft manuscript is circulated to the SSB Data Custodian and managers for review and comment. Please allow 30 days for SSB to review and provide feedback.

## ***Should I include any other documents along with my draft manuscript?***

Please provide a copy of the Director-General Delegate letter/approval notice for the project on which your manuscript is based. If you have submitted a number of amendments, please ensure the most up to date Delegate letter/approval is provided with your manuscript. This will help the Client Services staff identify the approved application associated with your manuscript.

## ***Acknowledging SSB in my manuscript***

If you have received data from the Statistical Services Branch for your project, then it is appropriate to acknowledge the data and/or linkage services in your manuscript.

Please consider the following examples:

- The authors acknowledge the Statistical Analysis and Linkage Unit of the Statistical Services Branch (SSB), Queensland Health for linking the data sets used in this project.
- The authors acknowledge the staff of the Statistical Services Branch, Queensland Health, for the datasets used for this project.

If you have any questions about acknowledging our linkage services or data in your manuscript, please email [DLQ@health.qld.gov.au](mailto:DLQ@health.qld.gov.au).

If you are utilising deaths data and have any questions about acknowledgment, please contact the (Qld) Registry of Births, Deaths and Marriages (RBDM) at [M-BDMDMS@justice.qld.gov.au](mailto:M-BDMDMS@justice.qld.gov.au).

## ***Linkage methodology***

If your manuscript is utilising data linked by SSB, please refer to the Queensland [Data Linkage Framework](#) to ensure correct terminology and methodology is referenced such as the use of deterministic and probabilistic linkage.

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## ***SSB Data Collections (for quoting in manuscript)***

If you are referring to Queensland Health (QH) Data Collections in your manuscript, please use the correct title:

- Queensland Hospital Admitted Patient Data Collection (QHAPDC)
- Queensland Perinatal Data Collection (QPDC)
- Queensland Health Non-Admitted Patient Data Collection (QHNAPDC)
- Death Registrations from the (Qld) Registry of Births, Deaths and Marriages
- Cause of Death Unit Record File from the Australian Coordinating Registry

The names of other QH data collections are listed in the [Queensland Department of Health and HHS Data Custodian contact list](#).