

FOUR-PAGE WORKING ARTIFACT

Preprint release decision pack

A biomedical preprint guide and four-page go/no-go record for journal policy, author consent, intellectual property, ethics, public claims, and version stewardship.

EXACT MANUSCRIPT TITLE AND VERSION

TARGET JOURNAL AND POLICY URL

PROPOSED SERVER AND LICENSE

RELEASE OWNER AND DECISION DATE

Completion gate

☐ Current target-journal policy recorded☐ Every author approved the exact version☐ IP and third-party rights cleared☐ Ethics and privacy review complete☐ Public claims and limitations reviewed☐ License, DOI, and update owner recorded

How to use this record. Complete it with the people who control the relevant policy, rights, evidence, and decision. An empty field is an unresolved decision, not permission to proceed.

MANUSIGHTS PLANNING MODEL

Preprint Release Decision

Answer each question with evidence that another qualified person can inspect. The framework organizes a decision; it does not replace the controlling authority.

Decision	Question, proof, and working record
1. Target-journal policy	Does the current journal or publisher instruction permit this server and timing? Proof: Official policy URL, observation date, server conditions, required disclosure, and checker.
2. All-author consent	Has every author approved the exact public version and server? Proof: Version identifier, approval record, authorship order, corresponding author, and unresolved objections.
3. Intellectual property	Could public disclosure affect a patent, sponsor term, collaboration, or third-party material? Proof: Technology-transfer or rights review where relevant and documented clearance for reused material.
4. Ethics and privacy	Can every included datum, image, case detail, and identifier be made public? Proof: Consent and ethics terms, de-identification review, data-access limits, and image permissions.
5. Public claims	Is the title, abstract, press language, and limitation framing appropriate for work not yet peer reviewed? Proof: Risk review, statistical verification, limitations, and a communication owner.
6. License and versioning	Do you understand the server license, permanence, revision, withdrawal, and journal-update process? Proof: Selected license, DOI, version owner, correction route, and published-article link plan.

CONTEXT BEFORE ACTION

Server scope record

Use these starting points to identify the next verification. Do not convert a category into approval without checking the current, project-specific source.

bioRxiv / Life sciences

Not peer reviewed, edited, or typeset. Manuscripts undergo basic screening. Posted work is citable and normally remains part of the scholarly record.

PROJECT-SPECIFIC EVIDENCE

medRxiv / Health sciences

Not peer reviewed. Screening considers ethics, risk, and public-health implications. A data availability statement is required at submission.

PROJECT-SPECIFIC EVIDENCE

Another server / Discipline or institution specific

Verify scope, moderation, disclosure, preservation, versioning, withdrawal, indexing, and the target journal's recognition of the server.

PROJECT-SPECIFIC EVIDENCE

RECORDED DECISION☐ **Proceed**☐ **Revise**☐ **Stop and escalate**

CLOSE THE LOOP

Leave a record someone else can verify.

- 1 Save the posted DOI, license, date, and version.
- 2 Record material changes in each revision.
- 3 Correct or withdraw through the server process when necessary.
- 4 Link the final journal article from the preprint record.

Official source record / checked September 15, 2026

A. About bioRxiv

Cold Spring Harbor Laboratory / Screening, citation, permanence, revision, copyright, and license

[Open official source](#)

C. medRxiv Frequently Asked Questions

Cold Spring Harbor Laboratory / Review status, screening, server choice, and policy cautions

[Open official source](#)

B. Submit a Manuscript to medRxiv

Cold Spring Harbor Laboratory / Scope, screening, data statement, posting, and withdrawal

[Open official source](#)

D. Overlapping Publications and Preprints

International Committee of Medical Journal Editors / Preprint policy and author responsibilities

[Open official source](#)

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