



PLASTIC AND RECONSTRUCTIVE SURGERY: POLICY ON PUBLICATION OF SUPPLEMENTS

The Editorial Board of *Plastic and Reconstructive Surgery*, and the volunteer and staff leadership of the *American Society of Plastic Surgeons* have reviewed and agreed upon the necessity, potential value, and validity of publishing commercially sponsored supplements to the Journal. The following sets forth the policy adopted by the American Society of Plastic Surgeons (“ASPS”) for the publication of supplements in the journal “*Plastic and Reconstructive Surgery*” (“Plastic and Reconstructive Surgery” or the “Journal”). This policy will be reviewed and potentially modified on an annual basis.

I. Statement of Purpose

Supplements in the Journal are collections of papers that deal with plastic surgery issues or topics, are published as a separate issue of the journal or as part of a regular issue, and are usually funded by third-party sources. Supplements serve useful purposes including: education, exchange of research information, ease of access to focused content, and improved cooperation between academic and corporate entities. This policy also applies to theme issues or special series that receive external funding and/or have guest editors. As with any other content submitted to the Journal, and even more importantly because of the potential for conflict of interest, sponsored supplements must meet rigorous disclosure, procedural, peer review, and authorship requirements.

II. Policy

1. A Supplement that Requires Manuscript Solicitation

To ensure timely publication of the supplement and to provide a clear business plan, funding for the supplement should, whenever possible, be arranged before the supplement is proposed to the EXECUTIVE COMMITTEE and manuscripts are solicited. On some occasions when sponsorship is not yet finalized but can be reasonably predicted, proposal to the Executive Committee and manuscript solicitation may begin before sponsorship is obtained in the interest of allowing maximum time for authors and reviewers.

In cases where a supplement proposal is submitted to the Executive Committee for approval and manuscripts are solicited prior to obtaining a funding source, ASPS will, in cooperation with the Publisher, seek appropriate sources of financial support. The Publisher and ASPS Executive Vice President or his/her designee will present the potential sponsor(s) and the specific financial arrangements to the Executive Committee. If manuscripts have been accepted for the supplement but no sponsorship can be obtained in reasonable time, the accepted manuscripts will be published in regular issues of the Journal upon review and approval from the Editor-in-Chief.

2. Supplement Based on a Conference or Symposium

Supplements that are required to be published in time for a conference or symposium need to be planned well in advance of the meeting to ensure that the supplement will be available either at the time of the meeting or shortly thereafter.

3. Vendor-Initiated Supplement

A supplement initiated by a vendor sponsor, whether based on a consensus conference or otherwise, will go through the standard EXECUTIVE COMMITTEE approval process.

4. Undue Industry Influence

A proposed supplement that contains a level of industry influence that creates the risk of bias or undue influence on professional judgment or objectivity will be considered inappropriate and not be accepted by the EXECUTIVE COMMITTEE for publication.

The following rules apply to all *PRS* supplements and are implemented to avoid undue industry influence:

- Any advertisements, although allowable in a supplement, must be corporate messaging only; no product or services can be specified in these advertisements. Corporate advertisements can be included within the table of contents only.
- No advertising of any kind can be included within the article-well portion of supplement (scientific and educational portion of the supplement).
- An employee of a company serving as a sponsor of the supplement cannot serve as supplement guest editor or serve as an expert discussant for any manuscripts.
- An employee of a company serving as a sponsor cannot serve as lead or corresponding author of any supplement manuscript.
- An employee of a company serving as a sponsor cannot serve as a peer reviewer for any supplement manuscripts.
- Company employees providing proprietary data must be listed in the acknowledgements with full disclosures of relation to sponsor.
- Anyone listed as an author on a manuscript must meet the authorship criteria (see below) and provide full disclosure.
- The Executive Committee shall determine if the Guest Editor's conflict of interest rises to a level that represents undue industry influence.

- The Editor-in-Chief cannot have a financial affiliation with the Supplement sponsor.

5. Authorship Criteria:

According to the Council of Science Editors, "Authors are generally defined as persons who have contributed sufficiently to a scientific report." *PRS* and *PRS* supplements adhere to this definition. It is the responsibility of those who did the work to correctly identify authors and contributors to the work; this determination should be made by reviewing the contributions to the final work by each potential author. Criteria of authorship include (but are not limited to) study design, research, data gathering and statistical interpretation, writing, editing, and re-writing. If contributions were not sufficient enough to warrant authorship, these contributors can be listed by name in the acknowledgements section. All acknowledged contributors and authors must provide full disclosures.

The Guest Editor(s) and Editor-in-Chief reserve the right to request a document describing the contributions of all listed authors.

All listed authors have ultimate accountability for the manuscript.

6. Disclosures:

Each author, acknowledged contributor, and reviewer of an article or discussion in a supplement, including Section Editors, must comply with the Journal's policy on disclosure of commercial interests and must fully disclose all relevant corporate relationships. Once all applicable conflicts of interest are disclosed, including relevant stock holdings, it is the responsibility of the Editor-in-Chief to make every effort to limit and manage author and reviewer conflicts of interest.

7. Peer Review:

The content of each article in a supplement must be subjected to the Journal's peer review process. The Editor-in-Chief of the Journal, through the manuscript submission and peer review mechanisms administered by the *PRS* editorial office, is responsible for the peer review of all supplement articles. The Editor-in-Chief must make every effort to limit and manage peer reviewer conflicts of interest.

8. CME:

If CME is offered with the supplement, *ASPS* must be the CME provider and the CME course must meet all *ACCME* requirements. Monographs that offer CME are not considered supplements, but rather paid advertising and, thus, fall under a different set of policies and approval parameters.

9. Post-approval changes to the Table of Contents:

The EXECUTIVE COMMITTEE and Executive Vice President or his/her designee will be notified of any changes in sponsorship or substantive changes in the Table of Contents, subject matter or list of authors in the final version of the supplement.

10. Sponsor Information and the *ASPS/PRS* disclaimer:

Sponsor Information and the *ASPS/PRS* disclaimer will appear on the cover and/or first page of the

table of contents in a simple declarative statement in one of the following formats, depending on the nature of the support:

- “Publication of this supplement is sponsored by (Name of Sponsoring Organization(s)). Publication of this supplement does not constitute product or sponsor endorsement by the American Society of Plastic Surgeons or *Plastic and Reconstructive Surgery*.”
- "Publication of this supplement is supported by an unrestricted educational grant from (Name of Sponsoring Organization(s)). Publication of this supplement does not constitute product or sponsor endorsement by the American Society of Plastic Surgeons or *Plastic and Reconstructive Surgery*."

11. Corporate Logo:

If so desired and contractually agreed upon, a non-product specific corporate logo acknowledging the sponsor information, which consists of a **Corporate logo** against a white page, can be included on the back cover of the supplement issue.

12. Advertisements:

If so desired and contractually agreed upon, corporate (non-product specific) advertising from the corporation sponsoring the supplement can be included ahead of the scientific content in the supplement issue. No advertisements can be placed in the ‘content’ portion of the supplement.

13. Title:

The Guest Editor(s) and Editor-in-Chief reserve the right to determine if product or company names can appear in the title of the supplement.

14. Add-ons:

Sponsors will be given the opportunity to include the following, subject to additional costs:

- Level-Of-Evidence Grading
- Free Access online and/or via app
- Promotional Marketing plan

15. Promotion of the Supplement

Any press releases or other materials designed to promote the supplement by the sponsor or Publisher must be approved by ASPS prior to release, and no wide press release can be issued ahead of the embargo date (date of the supplement’s publication). The following boilerplate text must be included in any release:

- *Plastic and Reconstructive Surgery*® is published by Lippincott Williams & Wilkins, part of Wolters Kluwer Health.
- About ASPS: The American Society of Plastic Surgeons (ASPS) is the world's largest organization of board-certified plastic surgeons. Representing more than 7,000 Member Surgeons, the Society is recognized as a leading authority and information source on aesthetic and reconstructive plastic surgery. ASPS comprises more than 94 percent of all board-certified plastic surgeons in the United States. Founded in 1931, the Society represents physicians certified by The American Board of Plastic Surgery or The Royal College of Physicians and

Surgeons of Canada. ASPS advances quality care to plastic surgery patients by encouraging high standards of training, ethics, physician practice and research in plastic surgery.

III. Proposal Review

1. Supplement Proposal:

The Editor-in-Chief along with the editorial office staff are responsible for assembling the supplement proposal and completion of a preliminary review of the supplement materials to eliminate proposals that are clearly inconsistent with the Policy on Publication of Supplements. Supplements may be based upon a topic the Editor-in-Chief believes is of interest or importance to the readership and for which s/he will solicit manuscripts, a future conference or symposium, or initiated by an industry sponsor(s). Once the Editor-in-Chief completes the initial supplement review, s/he will submit the supplement proposal to the EXECUTIVE COMMITTEE for further evaluation and approval or rejection. The proposal submitted by the Editor-in-Chief to the EXECUTIVE COMMITTEE should include the following:

- The subject matter of the supplement,
- Proposed Guest Editor(s) along with his/her conflict of interest disclosure statement
- Proposed authors,
- A draft table of contents,
- Estimated length of the supplement,
- List of potential or predetermined sponsors,
- Financial arrangements if sponsorship has already been obtained,
- Supplement cost analysis, and
- A description of why the proposed supplement is of potential significance to Journal subscribers and how the supplement relates to the academic and educational mission of the Journal.

2. Proposal Review

The EXECUTIVE COMMITTEE will review the supplement proposal presented by the Editor-in-Chief and base its decision to approve or reject the supplement upon the following:

- The degree to which the proposed supplement meets the requirements outlined in the Policy on Publication of Supplements,
- Whether the supplement is consistent with the academic and educational mission of the Journal, and

- Whether an actual or perceived conflict of interest is present – if so determined, the EXECUTIVE COMMITTEE will make a judgment on whether the Editor-in-Chief should reject the supplement.

3. Post-approval Changes: After the EXECUTIVE COMMITTEE's initial approval of the supplement concept, the Executive Vice President or his/her designee will determine if additional approval of the EXECUTIVE COMMITTEE is required if:

- There is a change in sponsorship or the subject matter of the supplement is to be substantially changed and/or
- If any new proposed author(s) have commercial relationships with the sponsor(s).

4. Final Approval. Once the topic, sponsorship and financial issues have received final approval by the EXECUTIVE COMMITTEE, the final decision to publish a supplement will be made by the Editor-in-Chief, based on the scientific significance, timeliness of the proposed topic, and the quality of the articles and editorial material to be published.

Approved by the ASPS Executive Committee, 8/20/2014