

American Society of Addiction Medicine
Journal of Addiction Medicine
Supplement Policy

Introduction

The Editors of *Journal of Addiction Medicine* have reviewed and agreed upon the potential value of publishing supplements to the journal. Supplements can have value by offering authors the opportunity to publish their work in association with other papers on a similar topic, and then the collection has value to readers looking to find work on one topic collected in one place. It can help establish the journal voice and reputation in key areas.

The American Society of Addiction Society (ASAM) encourages the use of its journal for the dissemination of information that is both of interest to the readership of the journal and that fulfills the Society's mission to advance access to quality addiction treatment.

Definition

Supplements. Supplements are collections of content with a common theme or topic, and they are separate from regular scheduled issues of the journal. Supplements also can be for articles that are beyond the page limits or article types that can appear in the regular issues of the journal. They appear in print and online and are indexed in the same way as regular issue articles.

Supplements may or may not be sponsored. Costs of producing a supplement may be covered by ASAM, by arrangement between ASAM and the publisher, by supplement editors or authors, or by external funding sources.

Supplementary materials. Journal supplements as defined above may be funded by outside sources. The source and role of the funding and the funder will be published in the supplement and will not have editorial control over the supplement. Although support from commercial entities, for-profit companies, and companies that produce healthcare goods and services are generally discouraged, they may be acceptable at the discretion of the Editor. Examples of such may include unrestricted educational grants. Commercial funds may support the publication of other materials, e.g. advertising (online, in the journal itself, or as materials accompanying the journal). So long as clearly identified in appearance that does not mimick regular journal issue or supplement content, these supplementary materials may be mailed as a separate product along with the print journal. Society-published materials are also in this category. These co-mailed products must meet ASAM standards and approval. The Senior Editor must also approve their

co-mailing and may offer suggestions on their appearance and content. These products are not considered as journal products, are not indexed and do not appear online as part of the journal.

“Supplementary materials” and “supplements” should not be confused with and are distinct from appendix or digital online content that accompany a regular issue article.

Supplement Content

The integrity, independence, and reputation of the journal are of prime importance. Hence, supplements must be objective, of high quality, scientific and independent. Supplements demonstrating evidence of bias or an undue influence on the reader’s professional judgment or objectivity are considered inappropriate and shall not be accepted for publication.

Source of Supplements

Supplements can originate from a variety of sources, such as conference/symposium proceedings, guidelines, and research groups and may be commissioned by the journal, by the society, or other organizations or groups. Typically, organizing groups will be professional scientific conference organizers, societies, research groups, and government or non-profit non-governmental organizations.

Acceptance Criteria

- Content must fall within the aims and scope of the journal.
- Supplements must be original and should have not previously been published in a citable format nor should any work that is substantially similar have been published (there may be exceptions when publishers and journals agree to simultaneously publish material of interest (e.g. statements on ethical publication) or publication of historical or non-copyrighted material).
- Supplements must contain reliable data, add to the published literature and be of educational value to represent a professional service to the scientific community. Supplements solely for promotional purposes shall not be considered; hence, acceptance or rejection of content is based on scientific merit first, and then on other publication priorities and editorial judgment.
- Supplement submissions must comply with the Journal’s editorial policies.

Submission and Review Procedures

- Supplement manuscripts must be prepared based on current Author Instructions for the journal and submitted for review via the online submission system/portal. Letters of intent should include:
 - o The nature of the intended proposal (scope, number of articles, subject matter, printed vs. on-line only).
 - o If the Supplement is based on a symposium, the symposium program should be included.
 - o Contributors already under consideration.
 - o Why publication of the proposed supplement would contribute to enhancement of the addiction science.
 - o Proposed publication date for the Supplement.
 - o Possible conflicts of interest
- Content (a proposal for a supplement, or letter of intent to produce a supplement) must first be presented to the Senior Editor for preliminary approval. The Senior Editor will usually seek advice from co-editors and the publisher and when relevant, from ASAM.
- Articles submitted for supplements will pass through the journal's standard rigorous peer review process or one that is substantially similar and transparent. Supplements and articles therein are subject to the same decisions as other journal content (e.g. accept, revise, reject).
- As with regular submissions, the journal Senior Editor retains the right to assign to peer review any manuscripts submitted for a supplement, and may also delegate that responsibility to co-editors or to supplement editors.
- Journal editors maintain responsibility for the content of all supplements in the journal, including adherence to journal editorial policies.
- The Senior Editor will make the final decision to publish a supplement based on the scientific significance, timeliness of the proposed topic or theme, the quality of the materials to be published, and the editorial considerations similar to those for any other journal content.
- The Senior Editor may appoint a suitably qualified Guest Editor (or Editors) to guide individuals developing content for the supplement. All guest editors must present a competing interests statements. As is consistent with policy for other articles, authors must also declare any competing interests. The Senior Editor may delegate to the guest editor(s) or retain authority to make supplement manuscript decisions.

Disclosures/Conflict of Interests

Supplements must maintain the same high ethical standards of publication as regular issues. Thus, each author, acknowledged contributor, and reviewer of an article or discussion in a supplement must comply with the Journal's policy on disclosure of interests. Any conflict of interests affecting all supplement authors or the editors must be declared.

If a supplement has financial sponsorship from an outside group, the name of the sponsor and all relevant relationships should be fully revealed. Disclosures are displayed before each article within the supplement, and as relevant, before the beginning of all supplement content.

Farmington Consensus

Consistent with the Farmington Consensus, an indication will be given of sources of support for supplement production and the role of funders. An editorial note will be published to indicate whether supplement articles have been peer reviewed.

Advertisements

Advertisements published in a supplement should comply with the journal advertising policy whereas sponsors of a supplement must adhere to the ASAM advertising policy.

Advertisements shall be confined to the beginning and end of the supplement, i.e., outside of the editorial content, and may at the discretion of the Editor include a logo. No advertisements are allowed in the 'content' portion of the supplement.

Commercial Supporter Information and the Society disclaimer

Journal of Addiction Medicine shall not publish sponsored supplements except when the sponsor has no editorial control over the specific content, though it is possible that the supplement will be in general area of interest to a sponsor.

Commercial supporter information and the Society disclaimer will appear on the cover and/or first page of the table of contents in a simple declarative statement (no logos) in one of the following formats, depending on the nature of the support, for example:

1. "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 society or *Journal*."

2. "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 Society or *The Journal*."

A clear statement of the role, if any, the funder had in initiating the supplement, and any other involvement or control will be clearly stated.

CME

If CME is offered with the supplement, the Society must be the CME provider, and the CME course must meet all ACCME requirements.