
Policy Name:	Journal Supplements
Background / Purpose:	This policy outlines editorial standards and COI considerations for all industry-sponsored journal supplements
Program Area or Business Line	Publications/Communications
Policy Sponsor (Staff Officer):	Mike Stokes, Vice President Communications & Membership
Approving Body:	ASPS/PSF Executive Committee (policy has been previously reviewed and approved by the Publications Committee)
Authorized Signatories:	Joseph Losee, MD, ASPS President
Effective Date of Policy:	August 2014, revised by Publications Committee in March 2020; Further revised June 11, 2021
Next Review Date:	June 2024

ASPS POLICY ON PUBLICATION OF JOURNAL SUPPLEMENTS

The Editorial Boards of *Plastic and Reconstructive Surgery* and *PRS Global Open*, 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 journals. The following sets forth the policy adopted by the American Society of Plastic Surgeons (“ASPS”) for the publication of supplements in the journals “*Plastic and Reconstructive Surgery*” (“PRS”) and “*PRS Global Open*” (“PRS GO”) – collectively referred to as “the Journals.” This policy will be reviewed and potentially modified every three years.

I. Statement of Purpose

Supplements to the Journals are collections of papers that deal with plastic surgery issues or topics, are published as a separate issue 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 (see Guest Editor expectation in Appendix A). As with any other content submitted to the Journals, 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 proposal is submitted for review to the PUBLICATIONS COMMITTEE and manuscripts are solicited. Supplements may be funded by single or multiple sponsors. On some occasions, when sponsorship is not yet finalized but can be reasonably predicted, proposal to the Publications 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 Publications Committee for review 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 Publications 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.

Due to the time-sensitive nature and long lead time required of supplements, proposals will be sent via email to the Publications Committee for review and recommendation. If time allows, the proposal and the Publications Committee's recommendation will be submitted for final approval of the Executive Committee during its next meeting; otherwise, it will be circulated via email to the EC for approval.

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 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 by the Publications and/or Executive committees and unacceptable for publication in PRS or PRS Global Open.

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

- Any advertisements, although allowable in a supplement, must be corporate messaging only (i.e., 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.
- Sponsor-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 (“full disclosure” includes all industry relationships, though only related disclosures will be published).
- The Publications Committee (in consultation with the Conflict of Interest Committee, if requested) shall determine if the Guest Editor’s conflict of interest rises to a level that represents undue industry influence.
- At least one Guest Editor of the Supplement must have no financial affiliation nor relationship with the Supplement sponsor (for at least two years). For supplements based on a sponsor-funded conference or symposium, the Guest Editor may be permitted to have a relationship with the sponsor, but this would require additional review for approval by the Conflict of Interest Committee. Unconflicted guest editors will serve as moderators in any disputes related to content.
- Should the Editor-in-Chief have any financial affiliation with the Supplement sponsor(s), the Publications Committee and/or Executive Committee shall determine if the relationship constitutes a conflict of interest that rises to a level that represents undue industry influence, and whether the review process will instead be overseen by a Co-eEditor or whether the proposal is rejected.

5. Authorship Criteria

According to the Council of Science Editors, “Authors are generally defined as persons who have contributed sufficiently to a scientific report.” The Journals and 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 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 Journals’ 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 corresponding Journal's peer review process. The Editor-in-Chief of the Journal, through the manuscript submission and peer review mechanisms administered by the ASPS Journal 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

CME is not offered with any supplements, monographs, or similar fully commercially supported publications.

9. Post-approval changes to the Table of Contents

The PUBLICATIONS COMMITTEE, 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/journal 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*" (or "*PRS Global Open*").
- "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*" (or "*PRS Global Open*").

11. Corporate Logo

If so desired and contractually agreed upon, a non-product specific corporate logo(s) acknowledging 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(s) 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 (see Sec. 4 "Undue Industry Influence").

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 (LOE) Grading
- Open access (or free online access to readers)
- Promotional marketing plan

15. Promotion of the Supplement

Any press releases or other materials designed to promote the supplement by the sponsor(s) 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 the official journal of the American Society of Plastic Surgeons (or *PRS Global Open* is the official open-access journal of the American Society of Plastic Surgeons) and is published by 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 9,000 member surgeons worldwide, the Society is recognized as a leading authority and information source on aesthetic and reconstructive plastic surgery. ASPS comprises more than 92 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.

16. Additional Guest Editor Criteria, Duties and Expectations:

Duties as Guest Editors include:

- Conceptual input for the supplement as a whole
- Creating a Table of Contents, complete with topics for articles and authors
- Assistance creating, keeping, and maintaining the production timeline (including reminding authors & reviewers; including personal commitment to adhere to the timeline)
- Assistance securing funding or suggesting funding sources for the supplement project
- Assistance as needed with solicitation of author invitations
- Providing contact information for authors
- Interfacing and Communicating with Editor-in-Chief, co-editors and staff in a timely fashion
- Communicating with authors and discussants, when necessary
- Serving as peer reviewer of every article on which you are not an author
- Suggesting other members of peer review panel
- Providing input on the final order of articles and supplement name
- Co-writing the Guest Editors' introduction to the supplement

- Working with the Publisher’s advertising team to make contact with potential supplement sponsors
- Guest editors should write/co-write no more than three articles in the supplement (not including the introduction)
- No Supplement should have more than three Guest Editors

Among the aforementioned duties, Guest Editors can expect frequent correspondence with the Editorial Office as they implement decisions and administer the process. When deadlines cannot or may not be met, Guest Editors must contact the editorial office as soon as this becomes evident.

The Editorial Board and Editor-in-Chief reserve the right to remove a guest editor from a supplement at any time during the process if it becomes apparent that the co-editor is not performing essential duties and aforementioned responsibilities.

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 PUBLICATIONS COMMITTEE for further evaluation and recommendation to the EXECUTIVE COMMITTEE for final approval. The proposal submitted by the Editor-in-Chief to the Publications Committee should include the following:

- The subject matter/title of the supplement
- Proposed Guest Editor(s) along with his/her conflict of interest disclosure statement
- A “mission statement” for the supplement
- Proposed authors, including a pre-selected Editorial Manager Corresponding Author
- 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
- Description of why the proposed supplement is of potential significance to subscribers/readers and how the supplement relates to the academic and educational mission of the Journals.

2. Proposal Review

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

- 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
- Whether an actual or perceived conflict of interest is present

The proposal and the Publications Committee's recommendation will be submitted to the EXECUTIVE COMMITTEE to approve or reject the supplement.

3. Post-approval Changes

After the EXECUTIVE COMMITTEE's initial approval of the supplement concept, the Publications Committee, 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 (supplement or each individual article therein) 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, X/XX/2021