Instructions for Colloquia and Supplement Features

Effective 1 July 2014
The Editorial Office is pleased to answer any questions you may have about preparing your materials in accordance with our guidelines. Email: editorialoffice@journals.com

GOAL OF SUPPLEMENTS/COLOQUIA TO TRANSPLANTATION

Supplements in Transplantation are collections of papers or extensive single topic manuscripts that deal with transplantation issues or topics and are published as a separate issue of the Journal, usually funded by third-party sources. Supplements serve useful purposes including: education, exchange of research information, and ease of access to focused content. Sponsored supplements must meet rigorous disclosure, procedural, peer review, and authorship requirements.

POLICIES

The Journal utilizes the Colloquium format for publication of thematically related topics of high interest. The topics for the colloquium must be of importance to Transplantation subscribers and related to the academic and educational mission of Transplantation.

Each supplement/colloquium will include an introduction statement from the Editors/Guest Editors outlining the principles of the specific colloquium. Each supplement/colloquium must have a Guest Editor who is an expert in the designated topic. All proposals for a colloquium to Transplantation must be sent to the Editorial Office. The Editor-in-Chief, in consultation with the Executive Editors, will decide upon the suitability of the submitted proposal. The initial decision to publish a colloquium is based on the significance and timeliness of the proposed topic and the qualifications of the Guest Editor and the individual authors. Final acceptance is based on standard peer review of the submitted manuscript(s) to ensure a balanced presentation. The Editor-in-Chief retains authority to determine whether the final manuscript will be published. Individual authors are responsible for the content of their own contributions and for editing those contributions. The Guest Editor of the colloquium accepts responsibility for the overall quality and integrity of the content.

SPECIFIC RESPONSIBILITIES OF THE GUEST EDITOR INCLUDE:

1. Compiling the proposal and a listing of the subsections and authorship for inclusion in the supplement/colloquium.
2. Providing contact details of the proposed authors.
3. Ensuring timely delivery of the proposal and assisting with editing of the publication, if necessary.

Supplement Proposals shall include the following information:

• 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
• 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

SPONSORSHIP

Colloquia must be sponsored for publication. The price should be negotiated with Liz Durzy, Publisher for Wolters Kluwer Health. Email: liz.durzy@wolterskluwer.com. The publisher will issue a letter of agreement as soon as the supplement is agreed upon and before content is sent for review.

Colloquia are routinely mailed to the Journal subscribers. Please include in proposal:

• Whether a raw manuscript or camera-ready copy is being submitted
• Estimated number of printed pages
• Whether color figures are included
• The number of overruns (if any)
• Any special instructions for packaging/shipping the overruns
• Whether the supplement will be published in print only, online and/or in the Journal app
• Whether content will be free for 6 months, 12 months or permanently as with open access

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 will not be accepted by the Editor-in-Chief for publication.

The following rules apply to all 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 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.

AUTHORSHIP and DISCLOSURES

The Journal considers authors to be those who contribute sufficiently to a scientific report. 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 rewriting. If contributions were not sufficient enough to warrant authorship, these contributors may be listed by name in the acknowledgments 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.

Each author, acknowledged contributor, and reviewer of an article or discussion in a supplement, including Guest 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.
PUBLICATION NOTES

The supplement/colloquium will be treated as a single, multi-authored article that can be referenced as a single citation. It will be published as a separately bound volume with pagination using s-numbers. The supplement will adhere to the following structure/format:

- The Guest Editor will be the first author of the multi-authored colloquium with subsequent coauthors listed in the sequence in which their contributions appear in the sections.
- The names of individual authors will be listed at the beginning of each section containing their specific contribution.
- All references will be cited numerically in sequence throughout the sections with a single list of references at the end of the text.
- Tables and figures will also be numbered sequentially and be placed within the text of the specific section to which they apply. Institutional addresses, titles, position and email addresses will be listed for each author contributor.
- The sponsorship of each colloquium shall be indicated on the front page of the separately bound colloquium volume.
- Logos of companies and other institutions will not be allowed.
- Advertisements will not be included in the colloquium but subscription information for Transplantation may be included.