

Journal of Trauma and Acute Care Surgery

SUBMISSION GUIDELINES FOR SUPPLEMENTS

The American Association for the Surgery of Trauma (AAST) and Lippincott Williams & Wilkins (LWW) welcomes the publication of selected supplements in *The Journal of Trauma and Acute Care Surgery*. We are interested in proposals that are appropriate for the readership and fulfill the AAST's mission to improve the care of trauma patients. Please note the Journal limits production to 2-3 supplements/year.

Proposal Process

Formal proposals must be submitted in writing to the attention of the Editor-in-Chief of *The Journal of Trauma and Acute Care Surgery*. Proposals should include full details of the editorial content of the proposed supplement, guest editor(s), and funding sources in support of the publication. Guest editor candidate(s) should be drawn from the Journal's editorial board. "Sponsor" in this document refers to the institution, government agency, organization, or commercial entity that is organizing the supplement content and is responsible for the supplement's financial support.

If the proposal is accepted, the Editor-in-Chief of *The Journal of Trauma and Acute Care Surgery* will approve the supplement's suggested Guest Editor(s) and may choose to assign a co-editor. Below is a general outline for the development of a supplement:

- The supplement topic is proposed via correspondence to the Editor-in-Chief of *The Journal of Trauma and Acute Care Surgery*.
- If the topic is deemed appropriate by the Editor-in-Chief, a more detailed proposal of potential Guest Editor(s) and content is submitted (see [SUPPLEMENT PROPOSAL FORM](#) below).
- The proposal is reviewed by the Editor-in-Chief and/or Editorial Board, as appropriate.
- If the proposal is approved, the sponsor and Guest Editor(s) submit financial support guarantee to the Journal's publisher and a tentative peer review schedule to the editorial office.
- Upon approval of manuscript-level content, funding, and timeline, the Guest Editor(s) invite submissions and commence the peer review process (either offline or via the Journal's online submission system).

Content Development and Review

Guest Editor(s) are responsible for developing a list of articles or topics, as well as selecting and securing contributors to the issue. Approval of content by the Editor-in-Chief must be secured before editorial content is developed.

Proposed supplements that directly promote a product or service will be rejected. All supplements should present a balanced view of the issue's topic. Full disclosure of all author support from the issue sponsor(s) is required, as is full disclosure of all sponsors and supporting grants for all work presented. Copyright transfer disclosure forms must be completed by all supplement authors.

The guest editor(s) are responsible for curating peer review of manuscripts submitted by their contributors. Guest editor(s) may conduct peer review offline or via the Journal's online submission system. However, if peer review is conducted outside of the Journal's system, please note that the editors may request peer review documentation, including reviewer comments and decision letters.

After review is complete, guest editor(s) will submit final files to the editorial office. The Editor-in-Chief will then review submitted manuscripts and may solicit additional reviewers as necessary. At this stage, manuscripts may be rejected by the Editor-in-Chief due to poor quality or a lack of fit with the supplement's overall theme.

Financial Support

All supplements must be supported financially by the sponsor. Pricing of supplements, shipping and invoicing details are conducted through the publisher. Prior to the submission of the supplement's articles for review, a guarantee of financial support (either by letter or purchase order) must be sent to the publisher. If the supplement is cancelled after an editorial agreement is reached, the sponsor will be financially responsible for work done on the supplement to date, including, but not exclusive to, all *Journal* staffing costs.

Sponsor Acknowledgment

Acknowledgment of the supplement sponsor will be made by inclusion of the standard statement ("Sponsored by the [*sponsor's name*]") on the cover of the issue. Normal display advertisements will be confined to the beginning and/or end of the supplement (i.e., separated from editorial content).

Language

All supplements will be published in English.

Copyright

Lippincott Williams & Wilkins will hold the copyright of all supplement articles.

Production

Supplement authors are expected to follow instructions for authors and to supply the final manuscript through the *Journal's* online manuscript submission system. Manuscripts that deviate from these guidelines or lack disclosure forms will be returned. Authors may also be contacted for un-enhanced, high-resolution figures or further clarification if content is found to be duplicative.

Accepted manuscripts will be copyedited according to the *Journal's* style. The Editorial Office reserves the right to make pre-production changes to final manuscripts including, but not limited to: conversion of figures to online supplemental content, grading of levels of evidence, standardizing authorship or disclosure details. Authors will receive page proofs and an author reprint order form.

Production Schedule

Once final files are received, the editorial office will schedule a supplement to print and mail alongside a regular issue of the *Journal*. In order to ensure that resources are available for production, as well as to prevent mailing alongside other special issues, only one supplement will mail per month. Please note that after submission of final files, editorial review and pre-production typically takes 1.5-2 months.

Publishing Timeline

It is strongly suggested that proposals for special supplements be submitted at least 12 months in advance of the desired publication date. The usual time to publication from submission of final files to production is 4 months.

Mailing

All issues are scheduled to mail on the first of the month. Supplement coordinators are entitled to order one bulk shipment of the issue. This shipment may only be invoiced to one entity or individual. Please contact the publisher for pricing, invoicing, and shipping details.

Contacts

Editor: Ernest E. Moore, MD, Tel: 303-602-1815, Email: emoore@jtrauma.com
Publisher: John Ewers, Tel: 410-528-4088, Email: john.ewers@wolterskluwer.com

Journal of Trauma and Acute Care Surgery

SUPPLEMENT PROPOSAL FORM

Sponsor:

Proposed topic:

Proposed supplement title:

Suggested Guest Editor(s):

(3 maximum)

Proposed articles/authors + handling editor:

(if necessary, please attach a Table of Contents)

Target publication date:

Contact Person:

Address:

Phone:

Fax:

Email:
