

American Journal of
Transplantation

**Instructions to
Authors**

Effective June 2010

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New MANDATORY Component for Manuscript Submission

- 1. Disclosure Section (new): see page 10.**

Changes to Required Forms

- 1. The Exclusive License Form (ELF) is required only upon final acceptance of your paper. If your paper is accepted, you will receive a copy of the ELF with the decision letter (see page 15).**
- 2. The Author Signature Form has replaced the Manuscript Submission Form and is only required upon final acceptance of your paper (see page 15).**

Institutional Review Boards

It is your responsibility, as the author, to have the proper institutional review board (IRB) approve your research study before submitting your manuscript for publication. Your submission to the American Journal of Transplantation (AJT) must state that you have such approval if your paper describes human subjects or experimental animals. For human studies, the IRB approval number and protocol number should be listed. IRB approval should be described in the Materials and Methods section.

Clinical Trials Registration and CONSORT Guidelines

In accordance with the policies of the International Committee of Medical Journal Editors (ICMJE), all papers submitted to AJT reporting randomized prospective clinical trials must include evidence of registration as a clinical trial as well as a completed copy of the Consolidated Standards of Reporting Trials (CONSORT) checklist. Registries accepted by the ICMJE include <http://clinicaltrials.gov> and the World Health Organization primary registers. For further information, please refer to the ICMJE website (www.icmje.org).

The CONSORT checklist can be obtained at <http://www.consort-statement.org/consort-statement/overview0/> and must be included in the file upload step of manuscript submission.

Microarray Studies

Data obtained by microarray must be made available online by the author. A criterion of publication is full access to the relevant data sets through a publicly accessible repository such as the Gene Expression Omnibus or ArrayExpress in accordance with the MIAME convention. The accession number must be provided in the Materials and Methods section of the manuscript. For review purposes, a private access link may be provided along with username/password (if applicable).

NIH Manuscript Submission Requirement

According to the National Institutes of Health (NIH) mandate, all papers reporting research funded by the NIH must be submitted to PubMed Central. AJT requires that authors self-identify as NIH funded. During manuscript submission via ScholarOne™ Manuscripts, the submitting author has the option to indicate if the research was NIH funded. If so, and the manuscript is accepted, the manuscript will be forwarded to PubMed Central by Wiley-Blackwell. As an additional failsafe, Wiley-Blackwell will send all manuscripts that list NIH funding in the acknowledgement section to PubMed Central. PubMed Central will receive the accepted version (not proofread or typeset). These manuscripts will become freely available to the public twelve months after the online publication date.

Duplicate Publication and Scientific Fraud

In case of possible scientific misconduct, i.e., suspected fabrication or falsification of data, double publication, or plagiarism, the Editor-in-Chief will attempt to clarify the matter with each of the authors. Should that fail to resolve the situation satisfactorily, the Editor-in-Chief will contact the institution of the corresponding author. The institution should then make an inquiry and report to the Editor-in-Chief. Until the matter is clarified, no papers by any authors on the disputed manuscript will be considered for publication.

Prior Publication

Submission of a manuscript to AJT implies that the content has not been published previously and will not be submitted for publication elsewhere while the manuscript is under review. AJT considers research results (excluding abstracts and student dissertations) to have already been published if they are publicly available with a fixed content, i.e., content is in an unalterable form, and are citable in any language.

Embargo Policy

For manuscripts considered to be in press or approved for publication, *the public release of information should not precede the actual publication of the work*. The publication date is defined as the date the first copy is mailed from the printer or the first day the issue is posted full-text online in Wiley-InterScience (<http://www3.interscience.wiley.com/cgi-bin/home>). Please note that the issue date and mail dates do not necessarily coincide. This embargo policy protects the peer-review process and the newsworthiness of the scientific content of published articles, and minimizes the chance for the appearance of misinformation in the lay press. The policy also ensures that scientists have access to all relevant information at the same time as the public. These restrictions do not apply to the presentation of the work at scientific conferences or symposia that precede the actual publication date. Although news reporters may be present at such meetings or symposia, information, tables, or illustrations that in any way duplicate the content of a manuscript submitted for publication or in press should not be provided to reporters by the authors. In particular, press conferences should not be held before the embargo date. The official release of videotape presentations and electronic prepublication of articles on the internet should adhere to the embargo policy. Violations of these policies are legitimate grounds for withdrawal of the manuscript from publication or other measures that AJT may choose to take.

Protection of Patients' Rights to Privacy

Patients have a right to privacy that should not be infringed without informed consent. Identifying information should not be published in written descriptions, photographs, and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that the patient be shown the manuscript to be published.

Identifying details should be omitted if they are not essential, but patient data should never be altered or falsified in an attempt to attain anonymity. Complete anonymity is difficult to achieve, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of patients is inadequate protection of anonymity.

Overview

AJT is the official Journal of the American Society of Transplantation and the American Society of Transplant Surgeons. Its impact factor for 2008 was 6.559. AJT seeks to provide its readership with literature of the highest quality and impact possible through a process of careful peer review and editorial comment. All papers, whether submitted or invited by the Editorial Board, are subject to peer-review. Please see below for a list of the types of manuscripts published by AJT.

Type of Submission	Text Word Limit (including abstract but excluding references, tables, figures, acknowledgements and keywords)	Abstract Word Limit	Reference Limit	Illustration Limit
Brief Communication	3000	200	20	N/A
Original Article	4000	200	N/A	N/A
Case Report	3000	200	20	N/A
Minireview*	3000	200	30	3
Special Article	3000	200	30	3
Personal Viewpoint	3000	200	30	3
Letter to the Editor	500	No abstract required	5	1
Meeting Report (invited by Editorial Board)	3000	200	30	3
Book Review (invited by Editorial Board)	650	No abstract required	5	0
Editorial (invited by Editorial Board)	800	No abstract required	5	1

Word and Reference Limits

All manuscripts should emphasize clarity and brevity. The word and reference limits for manuscripts are not flexible. Failure to adhere to these guidelines will result in unsubmission (return of the paper to the author without review) of your manuscript.

Please note that resubmissions must adhere to the same word limits as first submissions.

Page Charges

Seven journal pages are printed free of charge. Each additional page will be charged at US \$115.00. Should your manuscript be accepted, you will receive a color printing and additional page payment form to be submitted to the publisher (Wiley-Blackwell).

* please see the section on minireviews on page 7.

English Language Services

- Authors are responsible for linguistic and grammatical editing of manuscripts before submission. Improperly prepared or edited manuscripts will be unsubmitted.
- Authors for whom English is a second language may choose to have their manuscript professionally edited before submission.
- Please visit http://authorservices.wiley.com/bauthor/english_language.asp for a list of English language service providers.

General Requirements

- Authors should prepare manuscripts in accordance with: "Uniform Requirements for Manuscripts submitted to Biomedical Journals" (NEJM 1997; 1336:309-15).
- Abbreviations
 - AJT has generated a list of abbreviations that can be used in the title and in the manuscript without being introduced (see www.amjtrans.com).
 - All other abbreviations must be introduced. Write the full name of the abbreviated item followed by the abbreviation in parentheses at the point of first mention of the abbreviation e.g., "...according to the policies of the United Network for Organ Sharing (UNOS)..." Please see www.amjtrans.com for lists of standardized abbreviations relevant to transplantation and general science.
 - All abbreviations used, except those designated by AJT as not needing introduction, must be listed at the beginning of the manuscript.
 - Molecules should be referred to using abbreviations for gene names. Please see Entrez Gene (<http://www.ncbi.nlm.nih.gov/gene>).
 - The use of Greek letters and dashes in abbreviations is not permitted.
 - Manuscript sections
 - Title: Abbreviations are discouraged. Only abbreviations that do not need to be introduced are recommended.
 - Abstract: Abbreviations are discouraged. Abbreviations must be introduced.
 - Text of article: Abbreviations must be introduced.
- Brand Names: Drugs, medications, or other material should be listed as generic items. If brand names are used, they should be placed after the generic name in parentheses with the manufacturer's name, city, and state or country.
- Transplantation Terminology: Use of words such as "cadaveric", "retrieval" and "harvesting" when describing deceased donors is unacceptable. Please use the following suitable terminology when referring to such donors.
 - "Recover" or "recovery" of organs instead of "harvest" or "retrieval"
 - "Deceased donor" instead of "cadaver" or "cadaveric"
 - "Mechanical," "ventilated" or "organ-perfusion support" instead of "life support"
 - "Donation after cardiac death" instead of "non-heart-beating-donation"

Minireviews

A minireview is a concise review of an area where there has been recent significant progress by a number of investigators and/or laboratories. It should not be a review of one or two centers or laboratories but should be broadly based. The references must all be in peer-reviewed journals with no unrefereed proceedings, personal communications or unpublished results.

Most minireviews are invited by the editorial board; however, proposals for minireviews may be submitted to the editorial office for consideration by the Editorial Board. Proposals should be approximately 250 words and consist of a point-form outline of the proposed minireview including the major references that will be used.

Manuscript Preparation

In the following sections you will find detailed information outlining the requirements for each section of your submission. Please adhere to these instructions as failure to do so will result in your manuscript being unsubmitted. Please note that there are additional requirements for revised manuscripts (page 14).

- All manuscripts must be submitted through the ScholarOne™ Manuscripts website at <http://mc.manuscriptcentral.com/ajt>. Hard-copy submissions will not be accepted.
- Authors are encouraged to keep copies of all manuscript files. AJT accepts no responsibility for files that are lost or destroyed due to electronic problems.

The Submission Process

1. Follow the instructions and enter all required information
2. File upload*
3. Submit your manuscript

*File Upload

1. The **main body document** is the most important file that you will upload. It must be double spaced and contain the following:
 - Title page: please see page 9 for the required components
 - Abstract (if applicable)
 - Introduction
 - Materials and Methods
 - Results
 - Discussion
 - Acknowledgements
 - **Disclosure: New Requirement** (see page 10).
 - Figure Legends (if applicable)
 - Description of Supporting Information (if applicable)
 - References

Please note that without a title page, abstract (if applicable), and disclosure section in the main body document your manuscript will be unsubmitted.

2. Tables & Figures (if applicable): can be included in the main body document or uploaded separately.
3. The supporting information should be uploaded as one supporting document file. Be sure to indicate in the title page where this material is to be hosted (see page 13).
4. Cover letters are optional.

Format: Uploaded files be saved in Word 2003 (.doc), Wordperfect (.wpd) or Rich Text Format (.rtf) as our publisher requires this formatting in the event of acceptance. Do not upload files that are in PDF or Word 2007 (.docx) format.

Why your paper may be unsubmitted

The Editorial Office reviews your paper after submission to verify its adherence to the word limits and guidelines stated in this document. If your paper exceeds the limits or does not meet formatting requirements, it will be unsubmitted. You will be given an opportunity to correct the issues and resubmit your paper. It will retain the manuscript number assigned to it during its initial submission.

Title Page (Mandatory)

The title page must contain the following information:

Title: not to exceed 120 characters. Abbreviations are discouraged and only abbreviations that do not need to be introduced are recommended.

Last names and initials of all authors: Authors should be limited to those individuals who contributed in an important manner to the study design, data collection and analysis, or writing of the paper. There is no limit to the number of authors allowed; however, ScholarOne™ software will only allow 15 authors. Please input the first 15 authors during submission and list all authors on the title page.

Department and institution: where work was performed clearly noting the affiliations of the individual authors.

Corresponding author contact information: Name, address, telephone, fax, and E-mail address of the author to whom correspondence regarding the manuscript should be directed.

Running Title: A shortened version of the title that is 45 characters or less to be used in the page header upon publication.

Key words: Please select 4-6 key words relevant to the manuscript.

Supporting Information: Unless otherwise indicated on the title page, supporting information will be hosted by the publisher (Wiley-Blackwell). Please see page 13.

Abstract (if applicable)

Word limit: Abstracts are limited to 200 words.

Content: The abstract must clearly describe the purpose, methods, findings and conclusions of the study. It is critical that the conclusions be supported by the data.

Format: Abstracts must be a single paragraph. No headings (such as "background" or "materials and methods") are permitted. Abstract must be double spaced. Abbreviations are discouraged.

Body Text (Introduction, Materials and Methods, Results & Discussion)

List of Non-standardized Abbreviations: Include a list of all abbreviations used except those listed by AJT as not requiring introduction.

Materials and Methods:

- Provide a brief but complete description of the statistical methods used, including which tests were used to analyze which variable.
- If your paper describes animal or human studies, include a statement indicating that institutional review board (IRB) approval was obtained. For human studies, IRB approval number and protocol number must be included. and description of the ethical guidelines followed for human and animal studies.
- Describe any hazardous procedures or chemicals involved in the studies and what precautions were taken to avoid injury to subjects or investigators.
- If your manuscript describes data obtained by microarray, include the accession number here (see page 4).

Results & Discussion: Restrict all comments and discussion to the Discussion section. Results presented in the Results section should not be repeated in the Discussion section.

DO NOT use footnotes – use numbered references as outlined on page 11.

Acknowledgements

Funding sources should be listed in this section.

Disclosure: New Mandatory Section

In this section, the authors must disclose any conflicts of interest as well as if the manuscript was prepared or funded by a commercial organization. **If this section is missing, your paper will be unsubmitted.**

Disclosure: Commercial Organizations

The authors must disclose the following:

- If the manuscript was prepared in any part by a commercial organization
- If the manuscript was funded in any part by a commercial organization, including educational grants

Disclosure: Conflict of Interest

The American Journal of Transplantation defines a conflict of interest as:

A financial interest that may affect, or appear to affect, the presentation or content of a publication thus calling into question its credibility or importance. Financial interests may include, but are not limited to:

1. Research Funds: Funds received for operations, supplies, salaries, travel etc... from organizations that may gain or lose financially as a result of the publication.
2. Employment Funds: Funds received for employment during the time that the research is conducted or promise of future employment from organizations that may gain or lose financially as a result of the publication.
3. Personal Financial Interests: Owning stocks or shares in organizations that may gain or lose financially as a result of the publication. Having patents or patent applications in progress whose value you may increase as a result of the publication.

AJT asks that authors consider as a conflict this definition from the editors of Nature Medicine : "*any undeclared competing financial interests that could embarrass you were they to become publicly known after your work was published.*" (http://www.nature.com/authors/editorial_policies/competing.html) Please consider this when determining if you have conflicts of interests to declare.

One of the following statements **must** be included in the Disclosure Section

1. **The authors of this manuscript have no conflicts of interest to disclose as described by the American Journal of Transplantation.**
2. **The authors of this manuscript have conflicts of interest to disclose as described by the American Journal of Transplantation.** The conflicts must then be described.

Figure Legends

- Figure legends should appear after the disclosure section or tables (if applicable).
- Figure legends should allow interpretation of the figures without reference to the text.
- Number the figures according to their order of appearance in the text.

Supporting Information (description)

This section must include a list of the supporting information available as well as this statement "Additional Supporting Information may be found in the online version of this article:" The list should include:

- Supporting material available (e.g. Supplemental Materials & Methods)
- Supplemental Tables with table numbers (Table S1, S2 etc...) and titles.
- Supplemental Figures with figure numbers (Figure S1, S2 etc...) and titles.

*** The supporting information must be uploaded (single document preferred) during the file upload step of manuscript submission (see page 8)**

*** If it is not explicitly stated otherwise on the title page, it will be assumed that the supporting material will be hosted by Wiley-Blackwell (see page 13).**

References

AJT uses the **Vancouver Style** (see examples below). In the text, number references in order of appearance using Arabic numerals (e.g. 1, 2, 3) in parentheses for citations. Include the names of up to six authors before resorting to the use of "et al." Use only abbreviations approved for use in the latest edition of Index Medicus and conform to style and punctuation in the examples below.

Journal article:

Matas AJ, Ramcharan T, Paraskevas S, Gillingham KJ, Dunn DL, Gruessner RWG et al. Rapid discontinuation of steroids in living donor kidney transplantation: A pilot study. *Am J Transplant* 2001; 1(3):278-283.

Book chapter:

Cecka JM. The UNOS scientific renal transplant registry. In: Cecka JM, Terasaki PI (eds). *Clinical Transplants*. Los Angeles, CA: UCLA Tissue Typing Laboratory, 2000: 1-18.

Abstract:

Halloran PF, Urmson J, Zhu L-F. High MHC class I expression protects rejecting kidney allografts: decreased class I and increased necrosis in kidney grafts lacking TAP transporters [abstract]. *Am J Transplant* 2[S3], 2002, 240.

Published material must be cited in the reference list, including brief communications and letters to the editor.

References to **unpublished material**, such as personal communications and unpublished data, should be noted within the text and not cited in the References section. Personal communications and unpublished data must include the individual's name, location, and month and year of communication as appropriate.

Tables

- Tables should not be embedded in the text.
- Tables must be cited in the text and numbered (e.g. 1, 2, 3) according to their order of appearance in the text.
- Keep to a limit of one table per page with a heading including number and title of the table at the top and any explanatory notes or footnotes at the bottom.

Figures

- Figures should not be embedded in the text.
- Number the figures according to their order of appearance in the text.

Format: Figures may be submitted in any of the following formats: Word 2003 (.doc) Word Perfect (.wpd) Rich Text Format (.rtf) Jpeg (.jpg) GIF (.gif) TIFF(.tif) Powerpoint 2003 (.ppt) Excel (.xls) Photoshop (.psd) Bitmap (.bmp) and web pages (.html/.htm)
NOTE: Figures submitted in Portable Document Format (.pdf) must be distilled using the "Print Optimized" option.

- **Please note that Word 2007 (.docx) and Powerpoint 2007 (.pptx) files are not acceptable.**
- For MAC Users Do not use the Fast Save option - PLEASE ADD THE FILE EXTENSION (e.g., ".doc" or ".rtf ") to your filename or the on-line system will not be able to recognize it.
- The Editors and Publisher reserve the right to reject illustrations or figures based upon poor quality of submitted materials.

Color Figure Printing Cost: During submission of your manuscript, you will be asked to indicate which, if any, figures you would like to have printed in color. Color printing charges are the responsibility of the author. Please see below for a price list (in U.S. dollars). Should your manuscript be accepted, you will receive a color printing and additional page payment form to be submitted to the publisher (Wiley-Blackwell).

1st color figure = \$635 • 2nd, 3rd, 4th figures = \$500 each • Subsequent Figures = \$275

Video Material

- Video material can be uploaded during submission and will be hosted on Wiley-InterScience if the paper is accepted.

Supporting Information (document)

Supporting information, such as data sets or additional figures or tables, that will not be published in the print edition of the journal, but which will be viewable via the online edition, can be submitted. Access to these files must be provided with the manuscript at the time of submission as they will be included in the peer review process. **The supporting information must be uploaded during the file upload step of manuscript submission (see page 8).**

Unless explicitly stated otherwise on the title page, it will be assumed that the authors will be requiring the publisher (Wiley-Blackwell) to host the supporting information. The publisher reserves the right to refuse hosting to any data sets that are determined too large for their servers. If the material is hosted by the author, the author must agree to make the supporting information available free of charge on a permanent website, to which links will be set up from the AJT online edition.

Supporting information will be published as submitted and will not be corrected or checked for scientific accuracy, typographical errors or functionality. Although hosted on Wiley-InterScience, the responsibility for scientific accuracy and file functionality remains entirely with the authors. A disclaimer will be displayed to this effect with any supporting information published.

Hosting Options

A) Wiley-Blackwell

Wiley-Blackwell will host supporting information on Wiley-InterScience in the format provided by the author. Wiley-Blackwell will not take responsibility for any specialist software required to view the file, for any upgrades to the file as a result of obsolescent formats, or for any updating of the content. If Wiley-Blackwell is hosting then copyright in the supporting information needs to be assigned to Wiley-Blackwell or the relevant Society as part of the original Exclusive License Form that governs the parent article.

B) Author responsibility

Wiley-Blackwell recommends that material supporting an article is hosted on a reliable website, such that a link can be made to it from the electronic version of the parent article. It is the responsibility of the author to ensure that the hosting of the material meets this criterion. The author must advise Wiley-Blackwell if the URL of the Web site where the supporting information is located changes. The content of the supporting information must not be altered after the paper has been accepted for publication. Copyright in material hosted in this way need not be assigned to Wiley-Blackwell or the Society. Authors are reminded that they are responsible for ensuring that they have the right to publish the material or link to the material online, that publication does not infringe the rights of other parties and that the material is not obscene or libelous.

Time Limit

Revised manuscripts must be submitted within 90 days of the date on the decision letter to maintain their original manuscript number. After this time, the manuscript will be treated as a new submission. Requests for extension to the 90-day time limit will be considered by the Editor-in-Chief. Please submit your request in writing to the editorial office.

Re-Submission Requirements

A point-by-point **response to the reviewers' comments** regarding the first submission and **two copies** of the revised manuscript must be provided. During resubmission, the response to reviewers must be uploaded in step 1 while the marked and clean copies must be uploaded in the file upload step (step 6). All documents should be double-spaced.

1. **Response to reviewers comments:** This response should be itemized and as detailed as possible. Be sure to address all of the editors' and reviewers' concerns.
2. **Marked Copy:** This copy of the manuscript will be used by the reviewers and editors and must have the changes since the first submission highlighted or underlined. DO NOT USE the "track changes" function of Microsoft Word. If track changes are used, your manuscript will be unsubmitted.
3. **Clean Copy:** This copy of the manuscript will be sent to the publisher if it is accepted. There should be no underlining or highlighting as this copy will be used for typesetting.

Revised manuscripts must adhere to the same word and reference limits as first submissions. Manuscripts that exceed the word and reference limits (see page 6) will be unsubmitted.

If your paper is accepted

If your paper is accepted, you will receive a decision letter by e-mail. You will then be required to provide several items.

Exclusive License Form (ELF)

Publication of your manuscript, should it be accepted, will be contingent upon the authors assigning copyright to the American Society of Transplant Surgeons and the American Society of Transplantation. If a manuscript is not published, the authors retain copyright.

Should your paper be accepted for publication, you will receive a copy of the ELF form with your decision letter. Record the manuscript number and return the signed form to the Editorial Office by email (preferred).

We accept only electronic copies of documents. Scanned documents are preferred. Faxes are also acceptable when scanning is not available. Do not mail a hard copy of any document.

Author Submission Form

Should your paper be accepted, you will receive a copy of this form along with the decision letter. It must be signed by all authors and returned to the editorial office by email (preferred).

One-Sentence Summary for the Table of Contents

At AJT we strive to give added value to the table of contents by summarizing each article in the form of a one-sentence summary that states what was done and what was found in the study. In this way the reader gets an overview of the recent progress in a variety of areas of transplantation research and practice and can more easily target their perusal of the issue.

Upon receipt of your acceptance letter, please provide your blurb to the Editorial Office by email as soon as possible.

Color Figure and Additional Page Form

Should your paper be accepted for publication, you will receive a copy of the color figure and additional page form with your decision letter. Please complete and return the color figure and additional page form to Wiley-Blackwell either by fax: 1-781-338-8557 or email: AJT@bos.blackwellpublishing.com.