

Progress in Transplantation

Author Guidelines

Progress in Transplantation, official publication of the North American Transplant Coordinators Organization, Association for Nurses Endorsing Transplantation, Australasian Transplant Co-Ordinators Association, International Transplant Coordinators Society, Japan Transplant Coordinators Organization, North American Liver Transplant Social Workers, Society for Transplant Social Workers, United Kingdom Transplant Coordinators' Association, and Canadian Association of Transplantation, publishes a broad range of peer-reviewed clinical and procurement articles and profession-oriented material for transplant professionals. The Journal seeks to provide content that is relevant to and reflective of the growing diversity of the professional transplant community.

The Journal also welcomes letters to the editor, clinical or procurement case studies, clinical practice papers, original research, quality improvement guidelines, and special reports on professional, educational, economic, ethical, and medical-legal issues.

Manuscripts will be considered for publication on the understanding that they have not been published or submitted elsewhere, and are submitted solely to *Progress in Transplantation*. All accepted manuscripts are subject to editing to conform to the *AMA Manual of Style*, 9th edition. Authors will be asked to review galley proofs after copy editing and before publication.

Manuscript Submission Requirements

Cover Letter

Include the name, postal address, telephone numbers (home, work, fax), and e-mail address of the author to whom all correspondence should be addressed.

Title page

Include the complete name of all authors, including abbreviations of licenses and degrees, title, and affiliation.

Key Words

List 3 to 8 key words from a recognized source such as CINAHL or Index Medicus that categorize the content of the manuscript (eg, heart valves, skin).

Abstract

Provide a comprehensive summary (<250 words) of the manuscript using the following headings. *For reports of original data:* Context, Objective, Design, Setting, Patients or Other Participants, Intervention(s), Main Outcome Measure(s), Results. *For review manuscripts or meta-analyses:* Objective, Data Sources, Study Selection, Data Extraction, Data Synthesis, Conclusions.

Unstructured abstracts (<150 words) are acceptable for case reports and brief communications.

Text of Manuscript

The text of the manuscript should be divided into sections with headings and subheadings. Optimal length of the manuscript should not to exceed 14 pages of content (excluding tables, figures and charts) using 12-point font. Use double-spacing throughout (including references and figure legends). Number each page. Place a running title in the right upper corner of each page. Do not use any word processing automatic functions, such as outlines or footnotes.

Acknowledgments

Authors should obtain written permission from all individuals named in an acknowledgment, because readers may infer their endorsement of data and conclusions.

References

- Refer to the *AMA Manual of Style*, 9th edition (see examples below)
- List all authors when 6 or fewer; when 7 or more, list only the first 3 and add “et al.”
- All references must be cited in numerical order in text and listed in that order in reference list.
- Do not include unpublished manuscripts or data in the numbered list.
- Do not use abstracts or mass media as references.
- Personal communication or unpublished data must include permission from the author to cite.
- Examples:

Journal Article

Powner DJ. An introduction to the electrocardiogram during adult donor care. [*Progress in Transplantation*. 2009;19 \(1\):76-84.](#)

Book

Cupples SA, Ohler L. *Transplantation Nursing Secrets*. Philadelphia, Pa: Hanley & Belfus; 2003.

Chapter in a Book

Veatch RM and Pitt JB. The myth of presumed consent: Ethical problems in new organ procurement strategies. In Veatch RM, ed. *Transplantation Ethics*. Washington, DC: Georgetown University Press. 2000:167-174.

Electronic

ICDs do not reduce all-cause mortality in women with heart failure
<http://www.transplantliving.org/community/news.aspx?id=1298> Accessed September 19, 2009.

Tables

Submit each table as a separate text file at the end of the manuscript, following the references. Each table must be numbered (consecutively in the order mentioned in the text) and titled. Each column within a table should have a heading. Abbreviations must be explained in a footnote.

Figures

Submit original, unmounted untrimmed black-and-white or color glossy prints. The back of each print should note the figure number and orientation of the figure (top/left/right). Include signed consent/release from the owner of the photo or artist if different from author. Include signed consent/release forms from all identifiable individuals. If permission from subjects is not obtained, photos will be cropped appropriately. All photos should be glossy prints or digital files of at least 300 dpi. Do not send files downloaded from the Internet, as these are low-resolution and will reproduce poorly in print. The preferred file formats are TIFF and EPS. JPG and BMP are accepted but not preferred, as these are also low resolution. We can scan crisp, clean photographs if they contain no writing. Do not submit any art in Microsoft applications. For printing purposes, the original art that was placed into these applications is required. For figures such as graphs, data points should be provided in a separate text file. Figure legends should be typed double-spaced in consecutive order on a new manuscript page

Tables and figures that have been previously published or adapted from previous publication must give credit to the original source and authors must obtain written permission for use or adaptation, which must be submitted with the manuscript.

Submitting manuscripts

Electronic submissions are preferred: lindaohler@aol.com. Electronic submissions are acknowledged within 48 hours of receipt in the editorial office. If you do not receive acknowledgment in a timely fashion, please contact the Editor. Retain a copy of the manuscript.

Linda Ohler, Editor

PROGRESS IN TRANSPLANTATION

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Types of Manuscripts

- Clinical and procurement case studies (4-5 typed pages)
- Basic research (12-14 pages)
- Policy papers (12-14 pages)
- International issues (12-14 pages)
- Letters to the Editor (250-500 words)
- Book reviews (1-2 pages)
- Clinical practice issues (12-14 pages)
- Procurement issues (12-14 pages)
- Review articles (15-20 pages)

Case Studies/Reports

Clinical and procurement case studies should include an unidentifiable patient profile with a history of the disease and clinical problems. A discussion of clinical management should describe the flow of events followed by a summary that includes the outcome. Application of knowledge gained from this problem should be addressed. Patient or

family consent is required for the publication of case studies. A written copy of consent must be submitted prior to publication and will be kept on file with the publisher and editor.

Protection of Patients' Rights to Privacy

Patient privacy must be protected in publishing. Identifying details should be avoided unless the information is essential to scientific understanding and the patient or family has given written informed consent. Include a signed statement of informed consent to publish (in print and online) case reports, patient descriptions, photographs, and pedigrees from all persons (parents or legal guardians for minors) who can be identified in such written case reports, descriptions, photographs, or pedigrees. Such persons should be given an opportunity to read the manuscript before its submission. Authors must provide a statement in the manuscript about obtaining informed consent for case reports.

Research papers should include a statement of the problem being studied followed by a review of the literature, methodology, results, discussion, and conclusions. All research involving human subjects must address IRB (institutional review board) approval or exemption. Informed consent for research participation must be stated in the methods section.

Authorship Requirements

All persons listed as authors must have (1) participated sufficiently in the work to take public responsibility for the content; (2) made substantial contributions to the conception and design or analysis and interpretation of data, and to drafting the article or revising it critically for important intellectual content; and (3) given final approval of the version of the manuscript to be published.

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At the time copyedited galley proofs are sent to authors for review, authors will be asked to sign a statement attesting to the above provisions and assigning copyright to NATCO.

These guidelines conform to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals from the International Council of Medical Journal Editors (www.icmje.org).