

Progress in Transplantation
Author Guidelines
Revised January 2020

Progress in Transplantation (The Journal), the official publication of NATCO, The Organization for Transplant Professionals publishes a broad range of peer-reviewed clinical and procurement articles for transplant professionals. The Society for Transplant Social Workers partner with NATCO to provide content that is relevant to and reflective of the growing diversity of the professional transplant community.

The author guidelines are designed to facilitate time to publication. Read and follow.

General publication information

Peer Review Policy

To provide authors with a blinded peer review, **do not put personal, institutional, or organizational information within the manuscript text or headers.** Author names, institutions, or organizations will be entered separately in SAGE track. Each manuscript will have a minimum of two reviewers. Authors and reviewers are blinded.

Please note that the Journal does not accept submissions of papers that have been posted on pre-print servers.

Publication Ethics

NATCO and The Journal are committed to uphold academic integrity. We encourage authors to refer to the Committee on Publication Ethics' [*International Standards for Authors*](#) and view the Ethics & Responsibility page on the [Sage Author Gateway](#).

Plagiarism

Plagiarism or other breaches of publication ethics are serious issues. We seek to protect the rights of our authors and will investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of The Journal against malpractice and will check articles with duplication-checking software. Where an article is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action that includes, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; and/or taking appropriate legal action.

Research ethics

Medical research involving human subjects must be conducted according to the [World Medical Association Declaration of Helsinki](#)

Submitted manuscripts should conform to the [ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you

have provided the full name and institution of the review committee, in addition to the approval number.

Protection of patients' rights to privacy

For *Progress in Transplantation*, include the following statements within the **design** subheading: The study was approved by the institutional review board (or ethics committee if appropriate) and if humans subjects were used, informed consent was obtained from all individuals included in the study.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information, description, pedigrees, and images to be published was provided by the patient(s) or a legally authorized representative. Use of private health information of minors needs to include assent from the minor and consent from the parents.

Please do not submit the patient's actual written informed consent with your article, as this breaches the patient's confidentiality. The Journal requests that you confirm to us, in writing, that you have obtained written informed consent but the written consent itself should be held by the authors/investigators themselves, for example in a patient's hospital record. The confirmatory letter may be uploaded with your submission as a separate file.

Identifying details should be avoided unless the information is essential to scientific understanding and the patient or family has given written informed consent. Identifying details (names, dates of birth, identity numbers and other information) should be omitted if they are not essential. For example, masking the eye region in photographs of patients is inadequate protection of anonymity. Ethical publication of identifying details includes allowing those consenting to publication of their private information be given the chance to read the manuscript before it is submitted. Authors must provide a statement in the manuscript about obtaining informed consent to publish when identifying details are included in the text.

Please also refer to the [ICMJE Recommendations for the Protection of Research Participants](#)

Research Data

At SAGE we are committed to facilitating openness, transparency and reproducibility of research. Where relevant, The Journal **encourages** authors to share their research data in a suitable public repository subject to ethical considerations and where data is included, to add a data accessibility statement in their manuscript file. Authors should also follow data citation principles. For more information please visit the [SAGE Author Gateway](#), which includes information about SAGE's partnership with the data repository Figshare.

ORCID

SAGE is a supporting member of [ORCID, the Open Researcher and Contributor ID](#). ORCID provides a unique and persistent digital identifier that distinguishes researchers from every other researcher, even those who share the same name, and, through integration in key research workflows such as

manuscript and grant submission, supports automated linkages between researchers and their professional activities, ensuring that their work is recognized.

The collection of ORCID IDs from corresponding authors is now part of the submission process of this journal. If you already have an ORCID ID you will be asked to associate that to your submission during the online submission process. We also strongly encourage all co-authors to link their ORCID ID to their accounts in our online peer review platforms.

Click the link when prompted, sign into your ORCID account and our systems are automatically update. Your ORCID ID will become part of your accepted publication's metadata, making your work attributable to you and only you. Your ORCID ID is published with your article so that fellow researchers reading your work can link to your ORCID profile and from there link to your other publications.

If you do not already have an ORCID ID, use this [link](#) to create one or visit [ORCID homepage](#).

Acknowledgements

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledge include persons who provided purely technical help or a department chair who provided general support. **Include the acknowledgment in the title page.**

Funding acknowledgment

A funding statement is included on the Title page. See the Funding Acknowledgments page on the [SAGE Author Gateway](#) to acquire the acknowledgment format. If the project was not funded use the statement: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

Declaration of Conflicting Interests Statement

Authors must disclose all relationships or interests that could influence or bias the work. These may include but are not limited to personal relationships or competing interests directly or indirectly tied to this research, or professional interests or personal beliefs that may influence your research.

Copyright and transfer disclosure

Authors submitting manuscripts do so on the understanding that the work has not been published before, is not being considered for publication elsewhere, and has been read and approved by all authors. The submission of the manuscript means that authors automatically agree to assign *Exclusive License to Publish to NATCO* when the manuscript is accepted for publication. It is sufficient for the corresponding author to sign the form on behalf of all authors.

Authors will be expected to disclose any affiliation with or financial involvement with any organization or entity with a financial interest in the subject matter or material discussed in the manuscript.

SAGE provides authors a link to their final article. Online First is a service to authors to have articles published online prior to their inclusion in a print issue. This reduces the lead time between submission and publication. For more information, please visit our Online First Fact Sheet in the [SAGE Author Gateway](#).

Report standards

The Journal endorses the Consolidated Standards of Reporting Trials (CONSORT) that provides researchers with a standardized method for reporting clinical trials. A 25-item checklist for preparing research reports is available at www.consort-statement.com. Authors are encouraged to follow guidelines. For additional standardized methods for reporting, refer to www.equator-network.org

Authorship requirements

All persons listed as authors must have 1) participated sufficiently in the work to take public responsibility for the content; or 2) made substantial contributions to the conception and design or analysis and interpretation of data; or 3) participated in drafting of the article or revising it critically for important intellectual content; *and* 4) given final approval of the version of the manuscript to be published.

Authors must certify that the manuscript consists of original work and does not copy or otherwise infringe on the copyright or other proprietary rights of others; that all necessary permissions for borrowed material have been obtained, copies of which will be submitted; and authorization has been obtained and will be submitted to disclose any identifiable or potentially identifiable private health information of patients.

Writing assistance

Individuals who provided writing assistance, e.g. from a specialist communication company, do not qualify as authors and so should be included in the *Acknowledgements* section. Authors must disclose any writing assistance, including the individuals' name, company and level of input, and identify the entity that paid for this assistance.

English language editing services

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit The Journal's specifications should consider using [SAGE Language Services](#) found on the [SAGE Author Gateway](#).

Open access and author archiving

Optional open access publishing via the SAGE Choice program is available. For more information please visit the [SAGE Choice](#) website. For information on funding body compliance and depositing your article in repositories, please visit SAGE Publishing Policies on our [SAGE Author Gateway](#).

Information required for completing your submission

You will be asked to provide contact details and academic affiliations for all co-co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. The affiliation listed in the manuscript should be the institution

where the research was conducted. If an author has moved to a new institution since completing the research, the new affiliation can be included in a manuscript notes at the end of the paper. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

On acceptance and publication

Your SAGE production editor will keep you informed as to your article's progress throughout the production process. Proofs will be made available to the corresponding author via our editing portal SAGE Edit or by email, and corrections should be made directly in the document or notify the Production Editor promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and the Funding and Conflict of Interest statements, if any, are accurate. Please note that if there are any changes to the author list at this stage all authors will be required to complete and sign a form authorizing the change.

Manuscript Types and Formatting Guidelines

***Progress in Transplantation* is a specialty society journal. The Editor advises authors to follow the instructions. This will prevent multiple returns for revisions and extensive editing prior to acceptance.**

Manuscript formatting

This information applies to all submissions to The Journal. Manuscripts that do not conform to the guidelines will be returned.

Submit text in Word.doc or Word.docx, (please do not submit any files in pdf format)

Double space

1-inch margins

Left alignment

Ariel or Times New Roman type face; 12 font (Editor prefers Times New Roman)

Set before and after paragraph spacing at 0 pt

Required subheadings will be listed under each manuscript type. Use additional subheadings as needed.

Submit tables in Word.doc or Word.docx format, or Excel (please do not submit images or .pdf of tables as they must be editable)

Figures may be submitted in Word.doc, Word.docx, .gif, jpg, or .tiff formats

Do not insert tables or figures in the manuscript text

Follow AMA Manual of Style, 10th edition for manuscript style and reference formatting.

Citations in the text are superscript outside commas or periods.¹

The reference list is numbered in the order in which they appear in text, tables and figures. Material not yet accepted for publication or personal communication are not listed in the reference list.

Abbreviate journal names as used in PubMed.

List all authors and/or editors up to 6; if more than 6, list the first 3 followed by “et al.”

See below for a reference list format example. The reference list with this document follows the AMA Manual of Style.

1. Youngster I, Russell GH, Pindar C, Ziv-Baran T, Sauk J, Hohmann EL. Oral, capsulized, frozen fecal microbiota transplantation for relapsing *Clostridium difficile* infection. *JAMA*. 2014;312 (17):1772-1778.

The following manuscript types are accepted for review with The Journal. The Journal does not accept basic science research. All topics should be of interest or applicable to transplant professionals.

Manuscript types

Type	Word Limit	Abstract Word limit	Reference Maximum	Table Maximum	Figure Maximum
Brief Communication	500	No abstract	1-3	1	1
Case Report	500	No abstract	1-5	1	1
Clinical Procurement Practice Issue	1500	150 (unstructured)	5-10	1	1
Clinical Transplant Practice Issue	1500	150 (unstructured)	5-10	1	1
Evidence-Based Practice	1500	250	5-10	1	2
Performance Improvement	1500	250	5-10	1	2
Qualitative Research	3500	250	≤30	3	3
Quantitative Research	3500	250	≤30	3	3
Systematic Review	4000	250	50 Work with Editor if > 50	4	3
Clinical Practice Guidelines	4000	250	30 Work with Editor if > 30	3	3

Submission documents-for [SAGE track](#)

The following documents are required and to be uploaded as separate documents into SAGE track:

Cover letter -letter to the editor with title of paper and any comments you want to share about your project. This a formal letter, single-spaced, no more than 1 page. Include statement similar to the following about author contribution and publication:

All authors participated in the intellectual content, conception and design of the paper, took public responsibility for it and have agreed to have their name listed as contributors. Neither this manuscript nor parts of it have been previously submitted for publication. None of the authors received any financial interest, direct or indirect, related to the achievement of this work.

Title page includes- (**Do not** include this information in the manuscript text document)

- Title needs to be concise, descriptive, and informative and without colon.
- Author full names, credentials, department, and institutions
- Identify the corresponding author with complete contact information
- Acknowledgements
- Funding statements

Keywords (in SAGE track you will be asked to choose keywords from a structured keyword index file. The keywords placed on the title page will be used to improve the index file)

Permissions- Upload any permission granted for copyrighted materials, permission to publish private health information, assents, or consents for photos

Abstract- The abstract is placed within a SAGE track field. **Do not** include the abstract in the manuscript text document. Word limit is based on manuscript type. Do not use abbreviations or acronyms in the abstract. The only abbreviations accepted are very long descriptors that are cumbersome to repeat, making the understanding clearer. Note that abbreviations need to be internationally known (not just within your field). Do not abbreviate transplant recipients by organ type (KT, LT, OTL, PKT).

Manuscript text-Each manuscript type requirements are described below. The text with references (and no title page) is uploaded as a separate document.

Table- Upload each table as a separate document. Provide a table number, title, and legend (if applicable) with each document.

Figure- Upload each figure as a separate document. Include a separate word document that provides the Figure number, title, and legend (if applicable). Be sure to crop any identifiable characteristics if a photo or X-ray is used.

Additional resource for structuring manuscripts.

Reporting guidelines for health research can be found at <https://www.equator-network.org/>
The guidelines provide you with in depth detail in reporting research and are valuable as you begin to structure your manuscripts.

Brief Communication

Use headings as appropriate. Topics for brief communication include new or upcoming policy or issues in transplantation, short report of new or cutting-edge technology, short report of novel research or methodologies.

Required documents

- Cover letter
- Title page
- Brief Communication text including references
- Table (if applicable)
- Figure (if applicable)

Case Report

A case report is a detailed report of the symptoms, signs, diagnosis, treatment, and follow-up of an individual patient. Case reports may contain a demographic profile of the patient, but usually describe an unusual or novel occurrence. Be wary of disclosing non-relevant personal information. Include consent (and assent if minor). Use the following headings as appropriate.

Introduction	Summarize the background and context of the case. Include statement of patient consent.
Presenting Concern	Describe the relevant patient characteristics and details of symptoms/concerns/issues addressing the case.
Clinical Findings	Describe pertinent and relevant clinical findings, interventions or therapies.
Outcome	Based on the therapies or patient condition, describe patient outcomes and follow-up.
Discussion	Summarize case. Include any similar published cases.

Required documents

- Cover letter
- Title page
- Case Report text including references (no title page)
- Table (if applicable)
- Figure (if applicable)
- Consent (and assent if case involves a minor)

Clinical Procurement Practice Issue

Use this manuscript type to describe a clinical procurement practice issue or disease process that will inform readers in more details about the issue. This manuscript type is ideal to use for contact hours and may be selected by The Journal to offer credit. Use headings and subheadings to structure your clinical issue. Suggested headings include:

Introduction	Describe the scope of the problem or disease process. Include background literature
Clinical Relevancy to Practice	Describe current practice issues, i.e. barriers and facilitators, organizational challenges
Practice Issues	Focus on issues or topics as you describe how the problem/issue is addressed. The heading may require subheadings to fully organize description.
Summary (or Implications for Practice)	

Required documents

- Cover letter
- Title page
- Abstract (unstructured)
- Clinical practice issue text including references (no title page)
- Table (if applicable)
- Figure (if applicable)
- Permission to use copyright material (if applicable)

Clinical Transplant Practice Issue

Use this manuscript type to describe a clinical transplant practice issue or disease process that will inform readers in more details about the issue. This manuscript type is ideal to use for contact hours and may be selected by The Journal to offer credit. Use headings and subheadings to structure your clinical issue. Suggested headings include:

Introduction Describe the scope of the problem or disease process. Include background literature

Clinical Relevancy to Practice
Describe current practice issues, i.e. barriers and facilitators, organizational challenges

Practice Issues
Focus on issues or topics as you describe how the problem/issue is addressed. The heading may require subheadings to fully organize description.

Summary (or Implications for Practice)

Required documents

- Cover letter
- Title page
- Abstract (unstructured)
- Clinical practice issue text including references (no title page)
- Table (if applicable)
- Figure (if applicable)
- Permission to use copyright material (if applicable)

Evidence-Based Practice (EBP)

An EBP manuscript describes the exploration of a clinical question where a formal process for searching and evaluating the literature to determine sufficient evidence to change practice or require further research. Use the following headings to organize your manuscript.

Background/Significance of the problem	Provide adequate summary of the importance of this clinical problem
Clinical question	State clinical question in a complete sentence in an acceptable format (i.e. PICO, PICOT)
Search of the literature	Include databases, keywords, inclusion criteria, and yield.
Clinical appraisal	Summarize the findings based on the literature reviewed. This is not a line by line critique of each reviewed article, but a summary of what the research found on your outcome of interest. Include level of evidence.
Integration into practice	Description of practice change and measures used to evaluate nursing &/or patient outcomes.

Evaluation of evidence-based practice	Provide results of practice change (based on your outcome measures)
Future areas for investigation	Describe any next steps or how others can use your findings.

Required documents

- Cover letter
- Title page
- Abstract (structured: Background, Clinical Question, Literature Search, Clinical Appraisal, Integration into Practice, Evaluation)
- Clinical practice issue text including references (no title page)
- Table (if applicable)
- Figure (if applicable)
- Permission to use copyright material (if applicable)

Performance Improvement (PI)

Performance improvement, Quality Assurance, or Quality Improvement are common names used in organizations to evaluate progress on meeting local and/or national benchmarks. A PI manuscript describes the systematic evaluation of unit or organizational processes that improved patient, transplant, or organizational outcomes. Please use guidelines for reporting PI.¹ Use the following headings to organize your manuscript.

Introduction/Background	Describes the problem, what is known or not known about the problem
Statement of the problem	This can be a simple statement of the problem and identifies the process that your organization (or group) chose to improve.
Methods	State the methodology used in the project (i.e. FOCUS PCDA, Lean, Swiss Cheese, Cause & Effect, Root Cause Analysis. Describe the setting, what was planned and implemented and what measures and analyses were used to evaluate success.
Processes Addressed	Give specific details on the planned changes
Outcomes	Describe results of your process improvement efforts
Implications	Describe any next steps or how others can use your findings

Required documents

- Cover letter
- Title page
- Abstract (structured: Background, Problem Statement, Methods, Processes addressed, Outcomes, Implications for practice)
- Performance improvement text including references (no title page)
- Table (if applicable)
- Figure (if applicable)
- Permission to use copyright material (if applicable)

Qualitative Research

A manuscript meets this criterion if the methodology used to answer, discover, or describe a concept using formal qualitative methodology. Use the following headings to organize the manuscript.^{2,3} You may adapt your headings to fit with the type of methodology used.

Introduction/Background	Relevance of the area of interest. Include literature review.
Methods/Approach	Describe qualitative methods, theoretical framework. Include institutional or ethic review approval.
Setting	Describe the environment, the subjects, and the role of the researcher.
Sampling	Describe the technique for sample and how recruitment was carried out.
Information collection	Describe how data were collected, and the method that was use and analysis to evaluate data. Include reliability, credibility, transferability and adequacy of rigor.
Findings	Provide results (in the order that you gave in your data collection section). Use additional subheadings to organize outcomes.
Discussion	Summarize the meaning of your findings (in relation to practice or previous research). Include study strengths and limitations. Future investigative needs (if applicable).

Required documents

- Cover letter
- Title page
- Abstract (structured: Introduction, Methods/Approach, Findings, Discussion)
- Qualitative research text including references (no title page)
- Table (if applicable)
- Figure (if applicable)
- Permission to use copyright material (if applicable)

Quantitative Research

This is a report of a formal descriptive, comparative, correlational, or interventional research study. Use the following headings to organize your manuscript. Use subheadings as appropriate.

Introduction/Background	Relevance of the area of interest. Include literature review.
Specific Aim (or Research Question(s))	This subheading is optional. It is acceptable to end the introduction with the study purpose. The study purpose needs to clear to the reader.
Design/Methods	
Design	State the design used. Include institutional or ethic review approval and informed consent statements.
Setting	Describe the setting where study occurred

Population	Describe the population from which you drew your sample. This section is not to describe your sample; it is key for the reader to be able to see whether the sample in the study was representative of the population.
Sampling	Describe the technique for sampling. Describe inclusion and exclusion criteria. If appropriate describe the recruitment schema.
Data collection	Describe variables collected. Describe instruments used to measure outcome variables (and psychometric properties), score types, range, interpretation of scores (where applicable). Describe how/where data were obtained. Additional subheadings may be used to help organize your data collection.
Data analysis	Describe the statistical procedures used to evaluate outcome variables. Organize this in the same order in which you presented your variables collected.
Procedure	Describe what the research subject was asked to do
Results	Provide results (in the order that you gave in your data collection section). Use additional subheadings to organize outcomes.
Conclusions	Summarize the meaning of your findings (in relation to practice or previous research). Include study strengths and limitations. Future investigative needs (if applicable). Do not restate findings.
Required documents	<ul style="list-style-type: none">• Cover letter• Title page• Abstract (structured: Introduction, Research Questions, Design, Results, Discussion)• Quantitative research text including references (no title page)• Table (if applicable)• Figure (if applicable)• Permission to use copyright material (if applicable)

Systematic Review

A systematic review is a summary of published literature on a specific question. This is not a report of each article found, but a way to report findings of outcomes across multiple research studies. A meta-analysis is a way to analyze results over multiple studies although there may be instances in which the data across studies are not feasible to perform the analysis. Use the following headings to organize your manuscript.^{4,5} Use subheadings as needed.

Introduction	Describe is currently known and support why the review was undertaken
Objective	State the objectives and questions the review is to answer

Methods	Provide protocol followed, inclusion/exclusion of research included in the review, describe method of identifying articles and how articles found. Provide a flow chart of yield that leads to the articles included in the review
Data collection	Describe
Bias assessment	Describe method for assessing
Outcome measures	Describe summary measures used
Synthesis method	If the data are amenable to meta-analysis, refer to the PRISMA statement for direction.
Results	Describe number of studies screened, characteristics, bias identified, results of studies based on outcome objectives, and synthesis of studies
Discussion	Summarize, identify strengths and limitations.

Required documents

- Cover letter
- Title page
- Abstract (Introduction, Objective, Methods, Results, Discussion)
- Systematic review text including references (no title page)
- Table (if applicable)
- Figure (if applicable)
- Permission to use copyright material (if applicable)

Clinical Practice Guidelines

Practice guidelines are practice recommendations for patient care based on the latest evidence or in the case of weak or nonexistent evidence, recommendations by experts in the field. The aim is to improve the quality of care. Use the following headings to organize your guideline

Introduction	Define the problem and summary of the need for this practice guideline. This does not need to be extensive; consider limiting this section to 250-300 words.
Aim	Clearly and concisely state the aim of the guideline.
Definition of terms	Define any terms that would not be understood outside your specific field. If all terms are well-known (including internationally), then this subheading can be omitted.
Assessment	Identify the population where this guideline applies and what tests, procedures, history, or education needs to be assessed are used.
Management (Treatment options)	Describe the recommended practices. This section may have several subheadings. For example, acute management, interventions, maintenance, and/or follow-up.
Special considerations	Describe alternatives under specific conditions. For example, restrictions due to acute or chronic disease processes or social determinants.

Companion documents	If there are education materials, assessment forms, or training packages, these can be stated. These materials can be published as supplementary files, if author chooses.
Evidence table	Include a table of research literature used with the level of evidence. Template examples that can be used: Literature synthesis table or Literature Review Table . The key is to show your readers the key outcome gleaned. The table must be clear and concise.
References	Cite references using AMA, 10 th edition.

Required documents

- Cover letter
- Title page
- Abstract (Introduction, Aim, Management, Discussion)
- Clinical Practice Guideline text including references (no title page)
- Table (if applicable)
- Figure (if applicable)
- Permission to use copyright material (if applicable)

Submit your completed manuscript via [SAGE track](#). When your manuscript is accepted for publication, the copyright lease form will be sent to all authors.

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References

1. Ogrinc G, Mooney SE, Estrada C, et al. The SQUIRE (Standards for Quality Improvement Reporting Excellence) guidelines for quality improvement reporting: Explanation and elaboration. *Quality & Safety in Health Care*. 2008;17(Suppl 1):i13-i32.
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3. Tong A, Sainsbury P, Craig J. Consolidated criteria for reporting qualitative research (COREQ): A 32-item checklist for interviews and focus groups. *International Journal for Quality in Health*. 2007;19(6):349-357.
4. Liberati A, Altman DG, Tetzlaff J, et al. The PRISMA statement for reporting systematic reviews and meta-analyses of studies that evaluate healthcare interventions: Explanation and elaboration. *British Medical Journal online*. 2009;339:b2700.
5. Moher D, Liberati A, Tetzlaff J, Altman DG, The PRISMA Group. Preferred reporting items for systematic review and meta-analyses: The PRISMA statement. *International Journal of Surgery*. 2010;8(8):336-341.

AMA Style Guideline for Progress in Transplantation

“The principle of good writing and good editing are the same: clarity, organization, and style”.

Emily Flint

Atlantic Monthly 1996

The Journal uses *AMA Manual of Style: A guide for authors and editors* 10th edition Williams & Wilkins Baltimore

Use the Journal’s *Guidelines for Authors*. Included below are additional tips for using the AMA style. There are many help sheets on the internet but below are a few common tips. This is not an exhaustive guide. The editor expects each author to adhere to AMA guidelines and use additional resources to check each section (abstract, text, reference, tables, and figures) prior to submitting the manuscript.

- No colons are used in manuscript titles.
- Use Times New Roman font for body text
- Use boldface for headers
- Use italics for non-English words; however, no italics are used for words or phrases that are part of the English language. **Italics are not used for emphasis of a word.**
- Use italics for genus and species names in singular form only
- In enumerations, use italics for lowercase letters and set them in parentheses (i.e. (a), (b), (c))
- Avoid using colons if a sentence is continuous without them
- Hyphens and dashes are used to link words and clarify the meaning of words and phrases.
- Hyphenate combination so nouns used as unit modifiers only when they precede nouns (nurse-patient relationship)
- Hyphenate all prefixes that come before proper nouns, capitalized words, numbers, or abbreviations (post-HIV study)
- Use double quotation marks when using material from another source. If quoted material is greater than 4 lines of text, offset text in a block; reduce the font size by one (11pt), add space above and below the quoted material. Blocked quotes do not have quotation marks.
- Single or double quotation marks are not used for word emphasis.
- Use commas instead of parentheses if the material that is considered parenthetical is closely related to the rest of the text.
- Do not over use abbreviations and acronyms, as they can confuse readers.
- Spell out abbreviations and acronyms upon first use in text, followed by the abbreviation in parentheses.
- Common abbreviations do not need to be spelled out (Dr, RN, prn)
- Use the word *the* in front of an organization unless the acronym is a pronounced word (UNOS, OSHA)
- Do not abbreviate drug names
- Do not begin sentences with numbers.
- Decimals are the only punctuation allowed in numbers
- Use a leading zero for numbers less than 1; i.e. 0.05

- Four-digit numbers do not have a comma; i.e.6523
- Use a space for numbers greater than four digits; i.e.652 3000
- Transplant is a noun and a verb; i.e. He received a transplant, He transplanted the organ.
- Transplantation is a procedure; i.e. Organ transplantation is a field of medicine.
- Do not use transplantation as a verb
- Just a word about better
 - Better is an adjective that modifies a noun; i.e. better weather
 - Do not use it to modify a verb; i.e. better informed (wrong usage)
- The abbreviation for United States—US—may be used when it precedes the word it modifies; US mail, but spelled out in other contexts
- Canadian city names are followed by the province name. Province is never abbreviated.

Sheahan, K. *AMA Style Guide*. Boca Raton FL: Barcharts, Inc; 2015.

Author Submission Checklist
Final review before you hit the Submit button!

1. All parts of manuscript are uploaded as separate files
 - a. Title page
 - i. No colon or dashes in title
 - ii. All authors with academic credentials and institution affiliation
 - iii. Corresponding author matches corresponding author chosen in SAGE track
 - iv. Include funding statement
 - v. Conflict of interest statement
 - vi. Acknowledgements, if applicable
 - vii. Key words (3-5)
 - b. The abstract is uploaded into SAGE track and is not in the manuscript text
 - i. No abbreviations in abstract.
 - ii. There are exceptions to the abbreviation rule, but these are very few
 - c. Manuscript text. The text includes the references.
 - i. No reference to individuals or institution to ensure blinded review
 - ii. IRB statement is included
 - iii. Manuscript has the suggested headings for the manuscript type selected?
 - iv. References are in order of citation and follow AMA style guidelines
 1. Remember ideal number of references cited over 5 years is 20%. Be sure that you have used the most recent literature and near the ideal.
 - v. Do not use line numbering or justified margins
 - d. Table 1 (each Table is uploaded separately)
 - e. Table 2, etc
 - f. Figure 1 (each Figure is uploaded separately)
 - i. All figures in black and white?
 - ii. The graph needs to be in an editable form
 - g. Figure 2, etc
 - h. Supplementary files, if applicable (each file is uploaded separately)
 - i. Supplementary material is to be stated in text, but only available in online version.
 - ii. Supplementary files can be in color
 - iii. Production does not copyedit supplementary files so be sure that files are in final form and ready for uploading.