Amplifying the Patient Voice to Improve Research and Healthcare
Author guidelines for non-medical authors
for Program Examples or Patient Issues/Voices and Short Communication

What is included in this packet:
Program/Project Examples or Patient Issues
Short Communication guidelines for non-medical authors
Title page requirements
Developing an abstract
Cover letter guidelines

Program Example or Issues

Use this manuscript type to describe a personal experience or group outcomes from a project or program that will inform readers in more detail about the issue. A description of how engaging in research or guiding healthcare is also acceptable. Use the following headings and subheadings to structure the paper.

INTRODUCTION
    Describe the importance of patient engagement in research and why it is important specific to the paper you are writing. Was there a problem or disease process that interested you? What did participation in research mean (or what you thought it meant) compared to what you learned?

RELEVANCY TO HEALTH or TREATMENT
    Describe any barriers and facilitators, or organizational challenges faced.

IMPROVING HEALTHCARE OR TRANSPLANT OUTCOMES
    Focus on the issue or topic as you describe how the problem/issue was or could be addressed. The heading may require subheadings to fully organize description.

SUMMARY (or FUTURE IMPLICATIONS)
    Summarize any outcomes and describe lessons learned or future suggestions for change.

Required documents:
- Cover letter-
- Title page -follow the journal instructions for preparing the title page
- Abstract (unstructured 150 words)
- Program Example or Issue text including references (no title page)
- Table/Figure (if applicable)

	Word limit	Abstract	References	Tables	Figures
Program Example or Issue	1500	150 (unstructured)	5-10	1	1

Short Communication Guidelines

Topics for short communications include newly developed or upcoming programs including policy issues in transplantation. Short communication can be a comment on previous research experiences, or what helped you (or not) in improving your health or well-being. Connect your communication in a way that will help others who may face the same issue or needs. References, tables, or figures are not required, but available if they help communicate your point of view.

Required documents:
- Cover letter
- Title page
- Short Communication text including references (if applicable)
- Table (if applicable)
- Figure (if applicable)

	Word Limit	Abstract Word limit	Reference Maximum	Table Maximum	Figure Maximum
Short Communication	500	No abstract	1-3	1	1

Cover letter

A cover letter is to the Editor-in-Chief is a nice way to introduce yourself and any comments you want to share about your project. This is a formal letter, single-spaced and less than 1 page and normally written by the main author or senior author. You want the editor to see the importance of your manuscript. The following elements are part of the cover letter:

Date

Rebecca P Winsett PhD
Editor-in-Chief
Progress in Transplantation

Greeting

Body of the letter includes the title of your manuscript and what need it fills for the transplant community.

The following statement must be included (and followed)

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

Closing

Signature of first author (the person submitting the paper or the main author)

Title page elements

Each of the bolded headings are required elements for the title page.

Title

- The title needs to be descriptive of the study/project. A descriptive title facilitates accurate indexing. It does not serve the author to have a catchy title. Title should be concise, specific, and informative with no colons.

Authors & credentials

- List each author full names with any academic credentials. No certifications are included (CCTC, FAAN, CMSN, CFP)
- The order of listing is important, so discuss author order before writing the paper. Usual order is:
    - First author: the first author is the person who has contributed the most to the work and to the development of the paper. The first author is often the corresponding author with the publisher and handles any edits or revisions.
    - The sequence after the first author is normally in the order of contribution. If contribution is considered equal, then alphabetical is acceptable.
    - The last author is considered the senior person who guided the work or mentored the persons involved.

Institutional affiliation

- For each author, clear name of organization, organization city, address, state, country, email address.
- Fax and phone number are not required. Email is used for contact.
- If the authors are not connected with a company or institution, a home address is acceptable.

Corresponding author

- Provide contact information for the author who will serve as the corresponding author for the published work. This may be different than the contact author in SAGEtrack.
- Name, credentials, affiliation, and email are required elements.

Acknowledgements

- All contributors who do not meet the criteria for authorship can be listed in an acknowledgement. Authors should obtain approval from contributors before acknowledging them in the work.
- There are 4 criteria for authorship that must be met. They are:
    - Substantial contribution to the conception or design of the work, acquisition, analysis, or interpretation of information AND
    - Writing or critically reviewing drafted work AND
    - Approval of final version AND
    - Agreed to be accountable for all aspects of published work.
- Acknowledgements that thank subjects or a group of non-study related persons or groups will be omitted.
- Keep acknowledgements to 3 lines.

Funding

- Funding statements are succinct and concise and include specific details of agency and grant numbers if applicable. For example:
    - The authors disclosed receipt of the following financial support for the research, authorship, and/or publication of this article: Place granting agency here
- If there was no funding, this should also be stated.
    - The authors received no financial support for the research, authorship, and/or publication of this article.

Declaration of conflicting interest.

- 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.

    If there are no conflicts, this must be stated. The approved statement is:
    The authors declared no potential conflicts of interest with the research, authorship, and/or publication of this article.

Abstract

An unstructured abstract of 150 words is needed. There are no headings included in the abstract, but content should have a logical flow.

For example:

Open the abstract with 1 or 2 sentences that describe the importance of the problem or project and why it must be addressed or why the program was developed. This can be something that was used in the introduction section of the paper. Follow this with a short description of the program or project, goals, or objectives of the program. Once you have described the problem or issue and what was set up to address it, describe the main result or intended outcomes. There will not be space to include all the results but include the main outcome that you addressed as a goal (or objective). Finish the abstract with a summary of outcomes, lessons learned, or what needs to be addressed in the future.