

# AMERICAN JOURNAL OF TRANSPLANTATION INSTRUCTIONS TO AUTHORS

**LAST UPDATED: *September 1, 2004***

For a printable version of these instructions, click the " Instructions to Authors.pdf " icon to the left

AMERICAN JOURNAL OF TRANSPLANTATION WILL ONLY ACCEPT ONLINE SUBMISSIONS.

**GENERAL INFORMATION**  
**MANUSCRIPT TYPES**  
**MANUSCRIPT PREPARATION**  
**SUBMITTING A NEW MANUSCRIPT**  
**SUBMITTING A REVISED MANUSCRIPT**  
**ACCEPTED MANUSCRIPTS**

## GENERAL INFORMATION

*American Journal of Transplantation* is the official journal of the American Society of Transplant Surgeons and the American Society of Transplantation. The journal seeks to provide its readership with literature of the highest quality and impact possible through a process of careful peer review and editorial comment.

**Peer Review** All papers, whether submitted or invited to the Journal, will be subject to peer-review.

**Rejected manuscripts** will be held for a limited period of time and then destroyed.

**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 in writing for extension to the 90-day time limit will be considered by the Editor-in-Chief.

**Institutional Review Board** 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 AJT must state that you have such approval if your paper describes human subjects.

# MANUSCRIPT TYPES

**Original Article**  
**Case Report**  
**Minireview**  
**Brief Communication**  
**Letter To The Editor**  
**Personal Viewpoint Forum**  
**Editorial**  
**What's New – What's Hot**  
**Book Review**  
**Meeting Report**  
**Special Article**

**Please take note of Abstract word limits - Manuscript Central will not accept any abstracts exceeding this word count.**

## **ORIGINAL ARTICLE**

Word Limit: 4000 words including abstract but excluding references, tables, figures  
Abstract: 200 words maximum

Original articles may be either basic science or clinical science in nature.

## **CASE REPORT**

Word Limit: 3000 words  
Abstract: 150 words maximum  
References: up to 20

## **MINIREVIEW [ INVITED ]**

Word Limit: 3000 words including abstract but excluding references, tables, figures  
Abstract: 200 words maximum  
References: 25

Most minireviews are invited by the editors. However, proposals for minireviews may be submitted to the Editor-in-Chief or Deputy Editors.

A minireview briefly discusses a sharply focused topic of recent clinical or basic work in transplantation and makes it accessible to clinicians and scientists in other fields within and beyond transplantation. The approach of the minireview should be critical but balanced. No submitted manuscripts or personal communications should be cited. One or two illustrations should be included and AJT will cover charges for one or two color pictures and for professional artwork based on your draft artwork if necessary. Additional color pictures will be charged to the author.

## **BRIEF COMMUNICATION**

Word Limit: 3000 words  
Abstract: 150 words maximum  
References: up to 20

Brief Communications are brief or preliminary reports of new techniques or significant new findings.

## **LETTER TO THE EDITOR**

Word Limit: 500 words  
Abstract: no abstract required for this manuscript type  
References: up to 5

### **PERSONAL VIEWPOINT FORUM**

Word Limit: 2500-3000 words including abstract but excluding references, tables, figures

Abstract: 200 words maximum

References: up to 25

### **EDITORIAL [ INVITED ]**

Word Limit: 800 words

Abstract: no abstract required for this manuscript type

References: up to 5

### **WHAT'S NEW – WHAT'S HOT [ INVITED ]**

Word Limit: 3000 words including abstract but excluding references, tables, figures

Abstract: 200 words maximum

References: 25

The Journal will cover the charges for one or two color pictures and for professional artwork based on your draft artwork. Additional color pictures will be charged to the author.

### **BOOK REVIEW [ INVITED ]**

Word Limit: 650 words

Abstract: no abstract required for this manuscript type

Because our readership is quite diverse, we ask that you avoid specialized “shorthand” (field-specific terminology, abbreviations or allusions) as this kind of language is alienating to the general reader. We ask that you be honest, but not abrasive. If you feel the book is completely without merit, please do not review it. Please inform us immediately if this is the case. Summarize the book’s content, and not merely catalog it. Discuss the message of the text, the nature (i.e. theoretical/factual) of the content, whether you feel the content supports the author’s conclusions. Report any relevant bias and evaluate what contribution the book makes to the existing literature. Reference the factual basis of any negative criticism.

### **MEETING REPORT [ INVITED ]**

Word Limit: 3000 words including abstract but excluding references, tables, figures

Abstract: 200 words maximum

References: up to 25

All authors should have substantial input into the manuscript. Participation in the meeting (even a major role) does not in itself constitute the basis for authorship of a meeting report. It is desirable that the others at the meeting are aware and approve of your intention to write a meeting report. A comprehensive list of all participants should be provided with the meeting report.

If you wish your report to be a consensus document, the group representing the consensus must be empowered by the group who constituted the meeting. They must be officially sanctioned to reflect the new consensus and be considered representative of the meeting. It is helpful to demonstrate that consensus exists, e.g. by reporting the results of a vote. Then the document should be done as a publication of that working group, with appropriate authorships.

### **SPECIAL ARTICLES [ INVITED ]**

Word Limit: 3000 words including abstract but excluding references, tables, figures

Abstract: 200 words maximum

References: 25

# MANUSCRIPT PREPARATION

## General

## Abbreviations

## Electronic File Formats

## Manuscript Components and Layout

### GENERAL

- **Manuscripts should emphasize clarity and brevity.**
- **Authors should prepare manuscripts in accordance with:** "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (N Engl J Med 1997; 336:309-15)
- **Authors are responsible for linguistic and grammatical editing** of manuscripts before submission to the Journal. Manuscripts improperly prepared or edited will be returned to the authors without review by the Editors.
- **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.

### ABBREVIATIONS

When using abbreviations, write the full name of the abbreviated item followed by the abbreviation in parentheses at the point of first mention of the abbreviation within the body of the manuscript: e.g., "...according to the policies of the United Network for Organ Sharing (UNOS)."

### ELECTRONIC FILE FORMATS

**MANUSCRIPT TEXT must be saved in Word (.doc) Wordperfect (.wpd) or Rich Text Format (.rtf)** as our publisher requires this formatting in the event of acceptance. **Do not submit text that is already in PDF format.**

**FIGURES may be submitted in any of the following formats:** Word (.doc) Word Perfect (.wpd) Rich Text Format (.rtf) Jpeg (.jpg) GIF (.gif) TIFF(.tif) Powerpoint (.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

**ATTN: MAC Users!** Do not use the Fast Save option - **PLEASE ADD THE FILE EXTENSION** (for example ".doc" or ".rtf ") to your filename or the on-line system will not be able to recognize it.

## MANUSCRIPT COMPONENTS AND LAYOUT

Relevant components should be arranged in the following order:

**Title Page**  
**Abstract**  
**Introduction**  
**Materials and Methods**  
**Results**  
**Discussion**  
**References**  
**Tables**  
**Figure Legends**  
**Figures**

### Title Page

Must contain the following information:

1. **Title** not to exceed 120 characters.
2. **Full names 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.
3. **Department and Institution** where work was performed clearly noting the affiliations of the individual authors.
4. **Funding sources** All funding sources supporting the work submitted should be properly acknowledged. Authors are expected to disclose any commercial associations that might pose a conflict of interest in connection with the submitted manuscript. This information will be published as a footnote on the title page of the published article.
5. **Corresponding author contact information.** Name, address, telephone, FAX, and E-mail address of the author to whom correspondence regarding the manuscript should be directed.
6. **Running Title** A shortened version of the title that is 45 characters or less to be used in the page header upon publication.

### Abstract

**Limit of 200 words - NO SUBHEADINGS, FOOTNOTES, OR REFERENCES** are allowed in the body of the abstract which should include a brief description of the goal, materials and methods, findings, and conclusion of the study.

### Introduction, Materials and Methods, Results, and Discussion

**Statistical method:** In **Materials and Methods**, provide a brief but complete description of the statistical methods used, including which tests were used to analyze which variable.

**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.

**Ethical guidelines and hazardous procedures:** Include a description of the ethical guidelines followed for human and animal studies. If appropriate, provide citation of institutional review by human or animal research committees. Describe any hazardous procedures or chemicals involved in the studies and what precautions were taken to avoid injury to subjects or investigators.

## References

**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. All **published material** must be cited in the **reference list**, including brief communications and letters to the editor. The reference list should appear at the end of the final page of text and should be double-spaced. 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.

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.

### ***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.

## Tables

Tables must be cited in the text and numbered (e.g. 1, 2, 3) according to order of appearance. 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.

## Figure Legends

Figure legends should allow interpretation of the figures without reference to the text. Double-space the legends and number the figures according to their order of appearance in the text.

## Figures

All figures must be submitted electronically. No hard copies of the figures are required with the original submission. The Editors and Publisher reserve the right to reject illustrations or figures based upon poor quality of submitted materials.

## SUBMITTING A NEW MANUSCRIPT

**AJT Manuscript Central**  
**User Account at AJT Manuscript Central**  
**Manuscript Submission Form**  
**Submitting On-line: Step by Step**

- **Hard copies of the manuscript are not required at the time of original submission.** Upon acceptance of the manuscript, we will require **two hard copies of the figures only**. The entire manuscript, including all figures, must be **submitted electronically** as instructed below.
- **Authors are encouraged to keep electronic and hard copies of all manuscript files.** *American Journal of Transplantation* accepts no responsibility for manuscript files that are lost or destroyed through electronic or computer problems.

### AJT MANUSCRIPT CENTRAL

<http://ajt.manuscriptcentral.com>

On March 15, 2002, we launched our **AJT Manuscript Central** website for online submission and review. This site runs on Manuscript Central™ software by **ScholarOne, Inc.**

- **AJT Manuscript Central** requires **Internet Explorer 4.x/5.x** or **Netscape 4.x**
- Authors will also require the latest **Adobe Acrobat Reader** (version 5.0) plug-in to obtain mandatory forms and view on-line proofs.
- **FREE UPGRADES!** To access free upgrades of Netscape, Explorer and Acrobat Reader, go to **AJT Manuscript Central** and click the **Instructions and Forms** icon in the top right corner of the screen. This area can also tell you what version of Netscape/Explorer you are currently using.
- **HELP!** If you have any problems using the site, click the **“Get Help Now”** icon in the top right corner of the screen and follow the instructions to contact the **ScholarOne Helpdesk**

### USER ACCOUNT AT AJT MANUSCRIPT CENTRAL

Manuscripts must be submitted via the user account of the corresponding author.

Users access **AJT Manuscript Central** through private user accounts. Go to **AJT Manuscript Central**. Click **check for existing account** to ensure we have not already created a user account for you. If you do not have a user account, click **create a new account**

If you forget your password, click **check for existing account** and the system will email it to you. If your email address has changed since you opened your account, email the **AJT Editorial Office** for assistance.

### MANUSCRIPT SUBMISSION FORM

Have this form signed by all authors and ready to FAX to the Editorial Office at the time of on-line submission. You do not need to forward an original copy by mail.

This step is mandatory in order to complete the submission process. To obtain this form, go to **AJT Manuscript Central**. Click the **“Instructions and Forms”** icon in the top right corner of the screen. Click the **“Submission Form”** icon to open a .pdf version of the form. Print the form and fill out all sections except the “manuscript number.” The manuscript number is assigned by the on-line system upon successful submission.

## SUBMITTING ON-LINE: STEP BY STEP

1. Open A New Submission
2. Enter Manuscript Data
3. Upload files using the File Manager
4. View Proofs
5. Submit Your Manuscript
6. Send Manuscript Submission Form and Copyright Assignment Form to Editorial Office

### 1. Open A New Submission

Log in to your user account at [AJT Manuscript Central](#) Click **author center**. Then click **submit first draft of a new manuscript** to enter the submissions area.

### 2. Enter Manuscript Data

There are twelve screens in total, as listed below:

[1] Manuscript Details	[5] Abstract	[9] Cover Letter
[2] Institutions	[6] Requested Reviewers	[10] File Upload Center
[3] Authors	[7] Excluded Reviewers	[11] File Manager
[4] Title	[8] Key Words	[12] Submit for Review

- When you have entered the information requested on one screen, click **save and continue** to proceed to the next screen.
- Saved information will appear in the **Manuscript Data Summary** chart at the top of each screen.
- To return to a previous screen, click **previous**
- To exit the submission process at any step, click **return to the menu**. The system will save the data already entered under the heading **Partially Submitted Manuscripts** – simply click on the manuscript title in this area to resume submission.

### 3. Upload files using the File Manager

At this step you will upload your files to the website.

upload .doc .wpd .rtf .ppt .xls – system will create **.pdf** for reviewers

upload .jpg .bmp .gif .tif – system will create **small .jpg** for reviewers

Upon upload, the system should automatically create duplicate files for the reviewers from the file types shown above. These converted files appear under **Files for Review** (these are the files available to the reviewers.) The files you originally uploaded remain in **Original Files / Files Not For Review** for use by the Editorial Office. Files which are not converted by the system will appear under Files for Review.

NOTE: The system will alert you if the conversion function fails. You may delete the on-line file and try the upload again or proceed with the submission without conversion – just ensure that all necessary files are showing in "Files for Review"

### 4. View Proofs

This step requires the author to view the files in "Files for Review"

This step is mandatory before submission as the author is responsible for ensuring the accuracy of the on-line proofs – the system will not allow you to proceed without doing so. **CHECK YOUR PROOFS THOROUGHLY TO ENSURE READABILITY.** If they are unreadable or inaccessible, contact the AJT Editorial Office as soon as possible.



## 5. Submit Your Manuscript

This step sends the manuscript to the Editorial Office

After checking the proofs online, you can click **Submit Your Manuscript**. You should then receive a **Successful Submission Confirmation** and an automatic confirmation email will be sent to the email account of the corresponding author.

## 6. Send Manuscript Submission Form

This step is mandatory to complete the submission

Both the **Successful Submission Confirmation** and the confirmation email will clearly state the manuscript number assigned to your submission. Copy the manuscript number onto the submission form and immediately fax to the Editorial Office at **+1 (780) 407 3417** (no cover page required.)

## 7. Send Copyright Assignment Form

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. Copy the manuscript number onto the Copyright Assignment form and immediately fax to the Editorial Office at **+1 (780) 407 3417** (no cover page required.)

# SUBMITTING A REVISED MANUSCRIPT

## 90 day time limit

### On-line Submission

### Send Manuscript Submission Form

## 90 DAY TIME LIMIT

Revised manuscripts must be received by the Journal for re-review within three months of the original decision date. This applies to both manuscripts returned to the authors for revisions and to manuscripts rejected but invited to submit revisions. If you wish to request an extension, you must inquire before the 90-day time limit.

## ON-LINE SUBMISSION

If revisions were requested in our decision letter, you will find the manuscript in the author center of the corresponding author under the heading **Manuscripts to be Revised**

**1. Response-to-Reviewers:** Click **View Comments/Respond** to enter comments to the reviewers and to the editors. It is most important to put your response in the "response to reviewers" box otherwise the reviewers will not be able to see your comments. After entering your responses, click **Save Response**

**2. Upload revised manuscript:** AJT now requires all authors to submit **TWO** copies of their revised manuscripts: one with all changes highlighted or underlined, and one without highlighting or underlining. This will assist our editors and reviewers in seeing where the revisions have been made and reduce turnaround times in the re-review process.

**IMPORTANT: UPLOAD ALL YOUR FILES!** You must upload all files pertinent to the revised manuscript, **including all images, figures and tables**. Even if no revisions were made to a particular file, you must upload it again so that it is available to the reviewers in their reviewer center.

## ACCEPTED MANUSCRIPTS

**Hard Copies**

**Figures**

**Copyright Assignment Form**

**Proofs**

### HARD COPIES

Once a manuscript is accepted in its final form, **two hard copies of all figures** must be forwarded to the **AJT Editorial Office** as soon as possible. We do not require hard copies of the manuscript. The original signed copy of the **copyright assignment form** (see below) should be included in this package.

### FIGURES

Figures must be in a format suitable for direct reproduction in the Journal. Appropriate formats include glossy prints or photographs, high-resolution (300 dpi or greater) laser printer output, or original artwork. Each figure should be identified on the back in pencil with the manuscript number and figure number. There will be a charge for publication of color figures.

### PROOFS

Please return proofs to the Production Editor within 72 hours, or you will risk delaying the publication of your article.

E-proofing is provided through TechBooks® PowerProof, a natural extension of the traditional PDF proofing system, with a number of advantages over the old system:

- Increased speed of proof delivery to author
- Limited risk of bounce back messages as there are no email attachments
- Allows proofing of articles to authors with small limits on email accounts as emails are very small size (approx 12kb)
- Automatic email reminders sent to authors
- Automatic dispatch of proofs to authors when they have expired on the e-proofing site

#### Sample Notification to Author:

The proof of your paper "**XXXXXXX**", which is scheduled to appear in a future issue of AJT, has now been uploaded as a PDF file. To access your paper, please copy and paste the following URL into your web browser's window: <http://www.eproof.techbooks.com/cgi-bin/al?aid=29330tN3294cWvRP9142zB>

Please note that this file is read only and should be printed, corrected and the hard copy returned to Blackwell Publishing at the address below. Should you encounter any problems please contact the Production Editors at [ajt@oxon.blackwellpublishing.com](mailto:ajt@oxon.blackwellpublishing.com). Proofread the printed pages for information accuracy against your manuscript copy. Your article production id is noted at the top of this message - please refer to it in all correspondence.

#### Queries

Queries from the Production Editor are listed on the last page of the proof. The text to which the queries refer is indicated on the proof by numbers (e.g. Q1) in the margin. Please ensure these are answered in full.

#### Corrections

You are responsible for the contents of your paper. We can only publish your paper after we have received your explicit approval of the proofs. Therefore, we would ask you to check the proof carefully, paying particular attention to the accuracy of equations, tables, illustrations (which may have been redrawn), other numerical matter and references (which have been corrected for style

but not checked for >accuracy, which remains the responsibility of the author). To facilitate PDF proofing, low-resolution images may have been used in this file. However, high-resolution images will be used in the final published version. If you have any queries regarding the quality of the artwork, please contact the Production Editor. As this is a page proof, to which corrections are expensive, please make the fewest possible alterations other than corrections of errors, and wherever a change is essential, please substitute as few words as possible occupying an approximately equal amount of space. If returning the proof by fax, please use a black pen to mark up any corrections.

### **Returning Corrections**

Please make and keep a copy of the corrected proof for reference in any future correspondence concerning your paper before publication. Please return your corrected proof or advise the Production Editor if you have no corrections (email is sufficient) within 3 days of receipt. Please return the corrected proof by fax, mail or courier to the address below:

Production Editor  
American Journal of Transplantation  
Blackwell Publishing  
101 George Street  
Edinburgh, EH2 3EA,  
Scotland, UK  
Fax: +44 131 226 3803

### **Offprint Form**

Please open the Offprint order form in Word (or other text editor). Fill in the necessary details by typing in the required fields and return by e-mail or fax to the number shown on the bottom of the form.

### **Further Queries**

If you have any questions about accessing the PDF file of the proofs, printing, correcting or returning proofs, please contact the Production Editor at: [ajt@oxon.blackwellpublishing.com](mailto:ajt@oxon.blackwellpublishing.com)

You will require the latest version of the **Adobe Acrobat Reader** in order to read the Acrobat PDF file. For a free download of this software, go to **AJT Manuscript Central** and click the **Instructions and Forms** icon in the top right corner of the screen.