

Supplements Policy: Notes for Sponsors

This document has been developed to provide a simple guide for potential sponsors of supplements. The full Supplements Policy is available on www.thepcrj.org

Supplements Policy

The *Primary Care Respiratory Journal* is keen to publish supplements on developments in respiratory medicine which are of interest to physicians and other healthcare professionals working in primary care.

All such supplements will be peer-reviewed in accordance with the journal's policy and must meet the relevant academic and international standards as well the criteria for full disclosure and fair balance. This policy has been developed to protect the journal, the academic societies it represents and particularly the interests of readers as well as safeguarding the interests of sponsors.

Sponsors will be responsible for ensuring the content of the Supplement complies with any relevant pharmaceutical industry regulations including any national code of practice (eg ABPI code in the UK)

Submitting a supplement

A Supplements' Editor has been appointed by the Editor-in-Chief to oversee and manage the process.

Stage I – Gaining initial approval

An outline of the proposed supplement should be submitted to the Supplements' Editor with a copy to the Publisher outlining the:

- Title of the supplement

The General Practice Airways Group is a registered charity (Charity No: 1098117) and a company in the UK and limited by guarantee

(Company No: 4298947) VAT Registration Number: 866 1543 09
Registered offices: 2 Wellington Place, Leeds, LS1 4AP

Address for correspondence: GPIAG, Smithy House, Waterbeck, Lockerbie, DG11 3EY

Telephone: +44 (0)1461 600639 **Facsimile:** +44 (0)1361 331811 **Email:** info@gpiag.org **Website:** <http://www.gpiag.org>

- Supplement editor(s)
- Table of contents and proposed authors
- Approximate number of pages
- The role of the sponsor and any additional resources which are being provided (e.g. editorial support)
- Proposed date of submission of full manuscripts, figures, etc.

Stage II – Response

The Supplements' Editor, in consultation with key members of the GPIAG, will provide a provisional response in writing within 5 working days of submission.

Stage III – Costings

If the Supplement is provisionally accepted, a cost estimate including publication and ancillary costs such as editorial changes will be provided within 10 working days of acceptance. This estimate will be valid for 30 days.

Stage IV – Contract

A contract will be provided based on these costs.

Payment terms

50% (non-refundable) on acceptance

25% on approval of final proof

Balance on publication

Stage V – Submission of manuscripts

All manuscripts must comply with the criteria outlined in the Guide for Authors; (available online at www.thepcrj.org).

Manuscripts must include disclosure statements from each participating author.

Stage VI – Peer-review

All correspondence and discussion regarding the supplement including the reviewers' comments will be conducted between the Supplements' Editor and the

The General Practice Airways Group is a registered charity (Charity No: 1098117) and a company in the UK and limited by guarantee

(Company No: 4298947) VAT Registration Number: 866 1543 09

Registered offices: 2 Wellington Place, Leeds, LS1 4AP

Address for correspondence: GPIAG, Smithy House, Waterbeck, Lockerbie, DG11 3EY

Telephone: +44 (0)1461 600639 **Facsimile:** +44 (0)1361 331811 **Email:** info@gpiag.org **Website:** <http://www.gpiag.org>

lead author. . . Financial and other matters will be handled by a designated member of the GPIAG.

Where work which has not been requested by the sponsor or more rapid review is required, there will be additional charges.

This review process will normally take place within 14-21 working days of submission. Review will only commence when all complete manuscripts including figures, tables, etc. has been submitted, preferably on-line.

Stage VII – Publication

Publication will usually occur within four weeks of acceptance of final manuscripts.

All material – including supplements – published in *PCRJ* is submitted to Medline/PubMed. If the supplement meets Medline/PubMed requirements – the supplement will be Medline-listed.

An acknowledgement of sponsorship will be prominently positioned on the front cover and elsewhere in the supplement, in accordance with the ABPI Code of Practice. The financial relationship between any of the editors, the authors, and the sponsors, will be disclosed in line with Medline/PubMed guidelines (<http://www.nlm.nih.gov/pubs/factsheets/supplements.html>)

Further information

GPIAG

Smithy House

Waterbeck

Lockerbie

DG11 3EY

Tel: 0121 351 4455

Fax: 0121 336 1914

The General Practice Airways Group is a registered charity (Charity No: 1098117) and a company in the UK and limited by guarantee

(Company No: 4298947) VAT Registration Number: 866 1543 09

Registered offices: 2 Wellington Place, Leeds, LS1 4AP

Address for correspondence: GPIAG, Smithy House, Waterbeck, Lockerbie, DG11 3EY

Telephone: +44 (0)1461 600639

Facsimile: +44 (0)1361 331811

Email: info@gpiag.org

Website:

<http://www.gpiag.org>