

Supplement Policy: The British Journal of Diabetes (www.bjd-abcd.com)

1. Introduction

The owners, publisher, and the editors of The British Journal of Diabetes (BJD) are keen to publish supplements to the main journal. This Supplement policy sets out the procedure to be followed by sponsors and authors wishing to submit a manuscript for publication as a BJD supplement, and sets out the parameters within which the editors, reviewers and the publisher will work in order to publish the supplement. The editors are very happy to discuss ideas and suggestions regarding BJD supplements. To discuss your ideas please contact sales@bjd-abcd.com in the first instance and they will direct your enquiry to the relevant member of the team. .

2. The British Journal of Diabetes (BJD)

The BJD is the official journal of the Association of Clinical Diabetologists, ABCD (Diabetes Care) Ltd). Its Editorial Board contains numerous internationally-renowned clinicians and academics. The BJD publishes original research, reviews, editorials, short reports, discussion papers, case histories and letters relating to all aspects of the diagnosis and management of diabetes. The print version of the BJD is published quarterly, and the present publisher is Red Hot Irons Ltd. All BJD papers are published on the journal website and are available worldwide, free of charge, at www.bjd-abcd.com.

3. Copyright and ownership

The BJD (part of BJDVD Ltd) is a wholly owned subsidiary of Diabetes Care Trust (ABCD) Ltd. BJDVD Ltd owns the copyright of all material published under the BJD banner, including supplements.

4. BJD Supplements - general points

- 4.1. The BJD editors are keen to publish supplements that are relevant and of interest to its readers
- 4.2. Supplements might take the form of a commercially-sponsored publication on a particular topic relevant to the journal's readership, a guideline supplement, or proceedings of a symposium or clinical meeting.
- 4.3. The editors recognise that supplements are distinct from, and serve a different purpose to, the main journal. Nevertheless, supplement topics must be of importance to readers and must be consistent with the academic and educational mission of the journal.
- 4.4. Supplements will be published under the banner of the BJD - with the same ISSN number - and are subject to the same double-blind peer review process as articles in the main journal.
- 4.5. In order to avoid any confusion for the reader, BJD supplements will be clearly indicated as such, and whilst visibly recognisable as the BJD, a supplement will be distinguished from the main journal through subtle design modifications to the main cover (for example, reversal of colours for the background/BJD logo, etc).
- 4.6. For commercially-sponsored supplements, an acknowledgement of sponsorship will be given in a prominent position in accordance with the ABPI Code of Practice. The financial relationship between any of the editors, the authors, and the sponsors, will be disclosed

and clearly outlined within the Conflicts of Interest declaration, as per Medline/PubMed guidelines (<http://www.nlm.nih.gov/pubs/factsheets/supplements.html>)

5. Proposals for BJD supplements - including financial arrangements

- 5.1. Proposals for a supplement should be submitted in the first instance to sales@bjd-abcd.com
- 5.2. Commercially-sponsored supplements. The publisher should be contacted to determine the cost estimate of the supplement. The publisher will wish to know the proposed page length, the use of colour, the number of printed copies required, any special instructions for packaging/shipping, and any other information as required.
- 5.3. The publisher and Editor will liaise with the sponsoring company regarding the proposed supplement topic and content, manuscript length, likely typeset page length, and the financial arrangements required. The normal practice is 50% of the agreed sum invoiced at the outset of the project - which includes a non-refundable deposit should the final draft manuscript not meet the editorial and publication standards of the journal - as well as appropriate recompense for work done by the Editor-in-Chief, copy-editor, and reviewers.
- 5.4. Approximate final typeset page estimates are as follows: first page including names of author(s), Abstract, and list of contents; 800 words per page for pages without any tables or figures; 400-600 words per page for pages which include tables or figures (depending on the size of the tables or figures); and usually two final pages for the conflict of interest declarations, acknowledgements, references etc. Thus, for example, the approximate typeset page length for a 6000-word manuscript with four tables and/or figures would be: first page; plus four pages containing figures/tables at an average of, say, 500 words per page (2000 words); plus five pages at 800 words per page (4000 words); plus two final pages = 12 typeset pages.

6. Editorial process

- 6.1. The Editor-in-Chief has full responsibility, authority and accountability for the scientific content of the BJD and any supplements published under the BJD banner.
- 6.2. The relationship between the Editor-in-Chief, the journal owners and publisher (formerly called 'editorial independence') is based on the recommendations of the World Association of Medical Editors (WAME) and the Council of Science Editors
- 6.3. The Editor-in-Chief is accountable to the Board of Directors of BJDVD Ltd and BJDVD Ltd has a framework in place for the management and governance of the BJD
- 6.5. The Editor-in-chief will be responsible for liaising with the publisher and sponsors regarding the planned content of a supplement, the academic standards required, and the timelines required for publication. The Editor-in-chief is happy to advise sponsors and authors on the standard of scientific writing required for a supplement manuscript to be accepted for publication by the BJD editors.
- 6.6. The Editor-in-Chief and, if needed, the Assistant Editors - will make an initial editorial decision regarding the quality of the submitted manuscript, and this may involve constructive feedback to the authors regarding the changes needed to get the manuscript up to publication standard. The Editor-in-chief reserves the right to return the submitted manuscript to the author(s) for initial major revision if it is deemed to be of insufficient scientific quality to be sent out to referees.
- 6.7. For submitted manuscripts deemed to be of sufficient quality for peer review, the Editor-in-Chief and the Assistant Editors, as required - will send the manuscript to two referees for

double-blind review. Suggestions from the authors regarding suitable referees are welcomed.

- 6.8. When the two referees' reports are received, the Editor-in-Chief and Assistant Editors, as required - will advise the author(s) of the revisions required in order for the manuscript to be acceptable for publication.
- 6.9. On receipt of the revised manuscript, the Editor-in-chief will ensure that the revisions have been made to his/her satisfaction
- 6.10. The Editor-in-Chief reserves the right to return the manuscript to the author(s) for second revision if the first revision is deemed inadequate.
- 6.11. For a sponsored publication, the editors accept that the manuscript may need to be reviewed by the sponsor company in order to ensure its factual accuracy on points relating to product characteristics and licence detail. The Editor-in-chief will be responsible for liaising with the sponsor company and the publisher regarding the sponsor company's preferred method for, and timing of, manuscript review by the sponsor company.
- 6.12. Final acceptance of a manuscript to be published as a BJD supplement is dependent on the manuscript satisfying the journal's editorial and peer review process.

7. Supplement content

In the case of commercially-sponsored supplements, the editors recognise that there is a potential tension between the needs of the sponsor company and the requirement for the BJD to publish unbiased scientific material of the highest standard as befits an academic journal. However, the editors believe it is in the interests of all parties that the scientific content of any BJD supplement is comparable to papers published in the main journal.

Manuscript authors must meet and comply with all the criteria as outlined in the BJD Guide for Authors; this is available online at <http://bjd-abcd.com/public/journals/1/InstructionsforAuthors.doc> In particular, authors' attention is drawn to the requirement for a clear and transparent declaration of any potential and/or existing Conflicts of Interest in relation to the writing of the manuscript.

8. Authorship

The BJD complies fully with the WAME guidance on author listing and ghost authorship (<http://www.wame.org/about/policy-statements#Ghost Writing>). All authors must be listed, and ghost authorship is not permitted. A minimal amount of editorial assistance can be provided to the author(s) by the sponsor company, but this must be declared.

9. Timelines

Timelines cannot be finalised until an acceptable manuscript has been received and publication timing is highly dependent on the quality of the initial submitted manuscript.

Date last approved by Directors: 10th June 2021

Date of next review: June 2024