

INFORMATION FOR AUTHORS

GENERAL INFORMATION

All manuscripts must be submitted through Editorial Manager at <http://www.editorialmanager.com/asaio>.

The primary purpose of the **ASAIO Journal** is to act as a source of information, usable by those caring for patients with the need for organ replacement by artificial means and/or those at the forefront of research and development in the field. Although one of our primary aims is to assist the practitioner in his/her care of such patients, and to afford access to information which may improve such patients' care, it is the Editors' wish to function as a forum for that information which, while still experimental, may shed light upon current thinking of those active in the fields appropriate to the aims of The American Society for Artificial Internal Organs and the **ASAIO Journal**. To this end, original contributions are welcomed in areas of basic and applied, as well as clinical investigation.

ETHICAL/LEGAL CONSIDERATIONS: A submitted manuscript must be an original contribution not previously published (except as an abstract or a preliminary report), must not be under consideration for publication elsewhere, and, if accepted, must not be published elsewhere in similar form, in any language, without the consent of Lippincott Williams & Wilkins. Each person listed as an author is expected to have participated in the study to a significant extent. Although the editors and referees make every effort to ensure the validity of published manuscripts, the final responsibility rests with the authors, not with the Journal, its editors, or the publisher.

Patient anonymity and informed consent: It is the author's responsibility to ensure that a patient's anonymity be carefully protected and to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent and following all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated. Authors should mask patients' eyes and remove patients' names from figures unless they obtain written consent from the patients and submit written consent with the manuscript.

Compliance with NIH and Other Research Funding Agency Accessibility Requirements: A number of research funding agencies now require or request authors to submit the post-print (the article after peer review and acceptance but not the final published article) to a repository that is accessible online by all without charge. As a service to our authors, LWW will identify to the National Library of Medicine (NLM) articles that require deposit and will transmit the post-print of an article based on research funded in whole or in part by the National Institutes of Health, Wellcome Trust, Howard Hughes Medical Institute, or other funding agencies to PubMed Central. The revised Copyright Transfer Agreement provides the mechanism.

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Criteria for initial consideration for papers submitted will be originality, statistical provability of all data, and applicability to the aims of the Journal as a whole. Additional weight will be afforded to those submissions that are concise and well written. All potentially acceptable manuscripts will be subjected to the process of peer review. To increase the usefulness of the **ASAIO Journal** to the readership, submissions in the following categories, IN ADDITION TO ORIGINAL ARTICLES, will be deemed appropriate for consideration:

Special Articles: Succinct, comprehensive discussions and hypotheses.

Review Articles: Critical presentations of broad topics of potential interest to those active in the areas of use and development of artificial internal organs.

Case Reports: Careful, complete discussions of patients and clinical events which may serve to enlighten or advance the understanding of the development, testing, or clinical use of artificial internal organs.

Position Papers: Presentation and explanation of policy positions of major associations whose interests are pertinent to the readership of the **ASAIO Journal**.

Software Reviews: Reviews of computer software, free of commercial bias, pertinent to readers.

Letters to the Editor: Concise, thoughtful comments related to previous articles or editorials published in the **ASAIO Journal**.

Editorials: Comments on relevant topics by organizations, individuals, Editorial Board members, and invited contributors.

Organizational Announcements: Announcements of pertinent forthcoming meetings or events.

INFORMATION FOR AUTHORS (continued)

Contact Information: For information and questions about the **ASAIO Journal**, contact Marjory Spraycar, Managing Editor, ASAIO Editorial Office. Voice 410-321-5031, Fax 410-321-1456, E-mail: marjory@kaufmanwills.com.

MANUSCRIPT PREPARATION

NOTE: Manuscripts that do not comply with formatting and style requirements will be returned to the authors for changes.

Word/Item Limits by Category of Manuscript (Do not exceed these numbers.)

Original articles: title page, abstract, text, figure legends, references — 4000 words; combined total of figures and tables — 10; references — 40.

Case reports and **“how to do it”** articles: title page, abstract, text, figure legends, references – 1500; combined total of figures and tables — 4; references — 8.

Review articles: title page, abstract, text, figure legends, references – 6000; combined total of figures and tables – 15; references 80.

Correspondence (Letters to the Editor), **commentaries** and **updates** are limited to 500 words, 2 figures, 2 tables.

Editorials are limited to 1500 words including references, 3 figures, 3 tables.

Manuscripts should be produced electronically in Microsoft Word using IBM format (MAC format is not accepted). Double-space all parts including tables and reference lists, using a standard sized typeface and margins of at least one inch. Tables must be formatted in MS Word (cannot be graphic images). Figures must be graphic images submitted in separate tif files; do not embed in manuscript document. Statistical methods should be identified. Priority claims are discouraged. People named in the Acknowledgment section must give written approval submit with Copyright and Disclosure forms. Grantors may be listed at the conclusion of the text.

Cover Letter (submit as a separate document): A cover letter/e-mail, indicating that the authors are submitting the manuscript for peer review and possible publication in the ASAIO Journal, must be submitted with the manuscript.

Title Page (submit as separate document): Title Line: Title: Subtitle (if any); **Author Line:** first name, middle initial, and last name of each author, with symbol (*, †, ‡, §, ¶, &, #) for institutional affiliation; **Institutional Affiliation Line:** Name of Department(s) and Institution(s) to which the work should be attributed with symbol(s) matching those in Author Line; The title page must also include disclosure of funding received for this work from any of the following organizations: National Institutes of Health (NIH); Wellcome Trust; Howard Hughes Medical Institute (HHMI); and other(s). **Disclaimer Line:** Disclaimer(s) (if any); **Reprint/Negotiation/Corresponding Author Line:** Name, Title, mailing address, phone, fax, and e-mail address; list and label separately if not the same author for all. **Running Head Line (required):** An abbreviated title of not more than 40 characters to be used as a running head. **Keywords (required):** List 2–5 keywords.

Abstract: The abstract should be unstructured and not exceed 200 words. It should summarize relevant information in the manuscript.

Abbreviations: Use standard abbreviations and units recommended in the *Style Manual for Biological Journals* (Fourth edition, Arlington, Va., American Institute of Biological Sciences, 1978). Nonstandard abbreviations should be defined the first time they appear in the text. A list of abbreviations is available in “Uniform Requirements for Manuscripts Submitted to Biological Journals,” *Annals of Internal Medicine* 90: 95–99, 1979.

Drug Names: Generic names should be used. Proprietary names may be given (parenthetically) with the first use of the generic name.

Translation: Appropriate use of the English language is a requirement for publication in ASAIO Journal. Authors who have difficulty in writing in English may seek assistance with grammar and style to improve the clarity of their manuscript. Many companies provide substantive editing via the Web. Website addresses for these companies include: www.biosciencewriters.com, www.bostonbioedit.com, www.sciencedocs.com, www.prof-editing.com, www.journalexper.com. Please note that ASAIO takes no responsibility for or endorses these services. Their use does not guarantee acceptance of a manuscript for publication.

REFERENCES:

Citation in Text: References should be cited consecutively in the text as superscript numbers (**Note:** outside periods, commas, and quote marks; inside colons and semicolons).

Reference List: References should be listed in the numerical order in which they are first cited in the text. The style of reference is that of *Index Medicus*, including end-page and volume number but omitting number and month of issue. If there are six or fewer authors, list all; if over six, list first three. Accuracy of references is the responsibility of the author(s) and should be carefully rechecked before submission. **Examples:**

Journal Articles: Vittinghus E, Mogensen CE: Graded exercise and protein excretion in diabetic man and the effect of insulin treatment. *Kidney Int* 21: 725–729, 1982.

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Books: Brownlee M (ed): *Diabetes Mellitus*. New York, Garland STMP Press, 1981.

Articles in Books: Kohner EM: Assessment and treatment of diabetic retinopathy, in Brownlee M (ed), *Diabetes Mellitus*, New York, Garland STMP Press, 1981, pp. 117–212.

Government Publications: Mackay BB (ed): *Twelfth Annual Contractors Conference of the Artificial Kidney Program of the NIAMDD*. Bethesda, Maryland, U.S. Government Printing Office, (NIH publication No. 81–1979), 1979.

Articles in press must state name of journal and, if possible, volume and year.

Unpublished material, references incorporated in text: Written permission obtained and submitted.

Software: *Epi Info* [computer program]. Version 6. Atlanta: Centers for Disease Control and Prevention; 1994.

Online journals: Friedman SA. Preeclampsia: a review of the role of prostaglandins. *Obstet Gynecol* [serial online]. January 1988;71:22–37. Available from: BRS Information Technologies, McLean, VA. Accessed December 15, 1990.

Database: CANCERNET-PDQ [database online]. Bethesda, MD: National Cancer Institute; 1996. Updated March 29, 1996.

World Wide Web: Gostin LO. Drug use and HIV/AIDS [JAMA HIV/AIDS web site]. Available at: <http://www.ama-assn.org/special/hiv>. Accessed June 26, 1997.

Digital figures (publisher requirements): Electronic art should be created and submitted as either a TIF (tagged image format), or an EPS (encapsulated postscript) file. Color images must be created/ scanned, saved and submitted as CMYK files (extra cost for color print). Please note that artwork generated from office suite programs such Corel Draw and MS Word and artwork downloaded from the Internet (JPEG or GIFF files) cannot be used. **Do not embed figures in the manuscript document.**

TABLES: Tables should be typed double spaced on separate sheets, with numbers (Roman) and titles. Symbols for units should be confined to column headings. Abbreviations should be kept to a minimum, and those used, explained. **Tables must be included in the manuscript text document on separate pages after references.**

SUPPLEMENTAL DIGITAL CONTENT: Authors may submit supplemental digital content to enhance their article's text and to be considered for online-only posting. Supplemental digital content may include the following types of content: text documents, graphs, tables, figures, graphics, illustrations, audio, and video. Cite all supplemental digital content consecutively in the text. Citations should include the type of material submitted, should be clearly labeled as "Supplemental Digital Content," should include a sequential number, and should provide a brief description of the supplemental content. Provide a legend of supplemental digital content at the end of the text. List each legend in the order in which the material is cited in the text. The legends must be numbered to match the citations from the text. Include a title and a brief summary of the content. For audio and video files, also include the author name, videographer, participants, length (minutes), and size (MB). Authors should mask patients' eyes and remove patients' names from supplemental digital content unless they obtain written consent from the patients and submit written consent with the manuscript. Copyright and Permission forms for article content including supplemental digital content must be completed at the time of submission.

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REVIEW AND ACTION: All contributions (including solicited articles) are critically reviewed by the Editors, members of the Editorial Board, and/or appropriate consultant reviewers. Reviewers' comments are sent to authors to assist them in any revisions of the manuscripts. The decision of the Editors is final.

AFTER ACCEPTANCE:

Page proofs and corrections: Corresponding authors will receive electronic page proofs to check the copyedited and typeset article before publication. Portable document format (PDF) files of the typeset pages and support documents (e.g., reprint order form) will be sent to the corresponding author by e-mail. Complete instructions will be provided with the e-mail for downloading and printing the files and for faxing the corrected page proofs to the publisher. Proofs must be checked carefully and corrections faxed within 24 to 48 hours of receipt, as requested in the cover letter accompanying the page proofs.

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