



# Hawai'i Journal of Health & Social Welfare (HJH&SW)

## Guidelines for Publication of HJH&SW Supplements

The Hawai'i Journal of Health & Social Welfare (HJH&SW) partners with organizations, university divisions, and other research units to produce topic-specific issues of the journal known as supplements. Supplements must have educational value, be useful to HJH&SW readers, and contain data not previously published elsewhere. Each supplement must have a sponsor(s) who will work with the HJH&SW staff to coordinate all steps of the process. Please contact the editors at [hjhswhawaii.edu](mailto:hjhswhawaii.edu) for more information if you would like to pursue creating a supplement.

The following are general guidelines for publication of supplements:

1. Organizations, university divisions, and other research units considering publication of a sponsored supplement should consult with the HJH&SW editorial staff to make certain the educational objectives and value of the supplement are optimized during the planning process.
2. Supplements should treat broad topics in an impartial and unbiased manner. They must have educational value, be useful to HJH&SW readership, and contain data not previously published elsewhere.
3. Supplements must have a sponsor who will act as the guest editor of the supplement. The sponsor will be responsible for every step of the publication process including development of the theme/concept, peer review, editing, preliminary copy editing (ie, proof reading and first round of copy editing), and marketing of the publication. HJH&SW staff will only be involved in layout, final copy editing and reviewing final proofs. It is important that the sponsor is aware of all steps to publication. The sponsor will:
  - a. Be the point of contact with HJH&SW for all issues pertaining to the supplement.
  - b. Solicit and curate articles for the supplement.
  - c. Establish and oversee a peer review process that ensures the accuracy and validity of the articles.
  - d. Ensure that all articles adhere to the guidelines set forth in journal's [Instructions to Authors page](#), especially the instructions for manuscript preparation and the statistical guidelines.
  - e. Obtain a signed [Copyright Transfer Agreement](#) for each article from all authors.
  - f. Comply with all federal, state, and local laws, rules, and regulations that may be applicable in connection with the publication, including ensuring that no protected health information appears in any article.
  - g. Work with the editorial staff to create and adhere to a timeline for the publication of the supplement.
  - h. Communicate any issues or desired changes to the HJH&SW staff in a timely manner.
4. Upon commissioning a supplement, the sponsor will be asked to establish a timeline for the issue which the sponsor and the HJH&SW editor(s) will sign. The following activities will be agreed upon with journal publication to take place no later than 24 months after signing. Extensions past the 24 months will be subject to additional fees based on journal publication rates at that time:
  - Final date to submit a list of all articles, with working titles and authors
  - Final date for submitting Word documents for copy editing
  - Final date for submitting Word documents for layout
  - Final date to request changes to page proofs (Please note that changes to page proofs will be made only to fix any errors that were introduced during layout. Other editing changes will incur an additional fee of \$50 per page.)
5. The cost of publication of a HJH&SW supplement is \$5,000 for an 8-article edition with an introduction from the sponsor or guest editor. Additional articles can be purchased for \$500 each with a maximum of 12 articles per supplement. This cost covers one round of copy editing (up to 8 hours), layout, online publication with an accompanying press release, provision of electronic files, and indexing in PubMed Central, SCOPUS, and Embase. The layout editor will email an invoice for 50% of the supplement to the designated editor for payment upon signature of the contract. The remaining will be due at the time of publication. Checks may be made out to UCERA.
6. The sponsor may decide to include advertisements in the supplement in order to defray costs. Please consult with the HJH&SW advertising representative Michael Roth at 808-595-4124 or email [rothcomm@gmail.com](mailto:rothcomm@gmail.com) for assistance.
7. Supplement issues are posted on the HJH&SW website (<http://www.hawaiijournalhealth.org>) as a full-text PDF

(both of the whole supplement as well as each article). An announcement of its availability will be made via a press release and through the HJH&SW email distribution list. Full-text versions of the articles will also be available on PubMed Central.

8. It is the responsibility of the sponsor to manage all editorial, marketing, sales, and distribution functions. If you need assistance, please contact the journal production editor. We may be able to help for an additional fee.
9. The editorial board reserves the right of final review and approval of all supplement contents. The HJH&SW will maintain the copyright of all journal contents.

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### Sample Workflow and Timeline for a Supplement

1. The sponsor contacts the HJH&SW editors ([hjhswhawaii.edu](mailto:hjhswhawaii.edu)) to discuss the supplement topic, estimated timeline, length and cost. HJH&SW staff will review the journal requirements for articles and share our review process with the sponsor. **Time frame: 2 weeks**
2. The sponsor will complete the draft contract and pay a non-refundable deposit of \$2500 or half the contract value. **Time frame: 3 days**
3. The sponsor will solicit articles for the supplement. **Time frame: 3-6 months**

Articles must comply with:

- [Instructions for Manuscript Preparation and Submission of Research Articles](#)
- [Instructions for Manuscript Preparation and Submission of Columns](#)
- [HJH&SW Statistical Guidelines](#)
- [HJH&SW Style Guide for Native Hawaiian Words and Phrases](#) [AMA Manual of Style](#) A free summary can be found [here](#).

4. The sponsor will oversee the article selection, peer review, and editing process. We recommend that time be allowed for at least two rounds of reviews for each article. **Time frame: 3-6 months**
  - Ensure that each article includes Institutional Review Board (IRB) review and approval, and a statement disclosing any conflicts of interest.
  - Obtain a [Copyright Transfer Agreement](#) signed by all authors for each article.
  - *Optional:* During this time, the sponsor can solicit advertisements for the supplement to help defray costs for publication and/or printing. To initiate this process, the sponsor will work the HJH&SW advertising representative Michael Roth at 808-595-4124 or [rothcomm@gmail.com](mailto:rothcomm@gmail.com).
5. The sponsor or their designee will conduct a final review of each article to ensure adherence to HJH&SW guidelines and AMA style. **Time frame: 2 weeks**

6. For each article, the sponsor will submit the final Word document and Copyright Transfer Agreement to the HJH&SW journal production editor. The journal production editor will send the articles to the copy editor for final journal style review. Copyediting will be 8 hours per edition plus 1 hour per article for additional articles purchased. Any additional hours will be billed at \$100 per hour. **Time frame: 2 weeks**
7. The sponsor will submit the final articles to the layout editor for formatting. **Time frame: 1 month**  
Acting in the role of guest editor, the sponsor will include a column introducing the supplement.  
**IMPORTANT:** All articles submitted for layout should be in their finalized form. Page proofs will be returned to the sponsor for their review and approval, but changes will only be made to fix any errors that were introduced during the layout process. Any editing or changes to the text or figures after the initial copy layout will incur a fee of \$50 per page.
8. The sponsor will review the electronic copy from the layout editor and submit any final corrections. **Time frame: 5 working days**
9. The layout editor will make the final corrections and provide a finished electronic copy of the supplement to the sponsoring editors to allow time for printing.
10. The managing editor will work with the sponsor to draft a press release. Sponsors should contact the managing editor at least 30 days prior to the date of publication to plan and script the press release. Sponsors are encouraged to submit 1-2 photos to accompany the press release. Note that obtaining signed photo releases is the responsibility of the sponsor.
11. The supplement will be published online along with the press release. An electronic copy will be sent to our subscribers and circulation lists, and the edition will be forwarded to the National Library of Medicine for indexing and made available for no cost access to the public.

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