

TRANSPLANTATION PROCEEDINGS

ANNOUNCEMENT

**Transplantation Proceedings will once again publish
the proceedings of the
15th Congress of the Polish Transplantation Society
to be held in Jachranka, Poland
OCTOBER 14-16, 2021**

Persons with accepted Abstracts
are welcomed to submit a full manuscript
in conjunction with the meeting

Manuscripts are received through our online submission system:

EDITORIAL MANAGER

<https://www.editorialmanager.com/transproc>

Please be sure to select the correct ARTICLE TYPE from the pull-down menu:

POLISH TRANSPLANTATION SOCIETY CONGRESS 2021

If you have not already registered in Editorial Manager, you will need to do so.

Deadline for submission: DECEMBER 30, 2021

Transplantation Proceedings welcomes persons who have accepted Abstracts for presentations to submit a full manuscript in accordance with our Guidelines for Manuscripts Associated With Meetings below.

Please follow these detailed instructions regarding the submission of your manuscript. If you have any questions, please contact me at bkahan@transplantation-proceedings.org.

Ethics - Transplantation Proceedings: This journal strictly complies with the Helsinki Congress and the Istanbul Declaration regarding donor source. Donors must not be from prisoners, or from those individuals who are coerced or paid. Please include a statement within the Abstract and Text regarding compliance.

Transplantation Proceedings is peer-reviewed, therefore all manuscripts will undergo extensive review, and authors will be notified of the outcome. We look forward to continued collaboration with the Society in publishing groundbreaking transplantation research.

SPECIAL NOTE:

- If you feel your manuscript may benefit from inclusion of Roc analysis, Multivariate analysis, “p” value, “NPV” or “PPV”, then please include this in the initial submission as this is one of the most required revisions to manuscripts.
- If your data supports inclusion of a detailed Table of BMI, Age, Gender, or other demographic material, etc, then please include it initially

GUIDELINES TO AUTHORS OF MEETING RELATED MANUSCRIPT SUBMISSIONS:

Authors MUST upload their manuscript in WORD to Transplantation Proceedings through our online system by selecting the correct meeting name for your meeting from the pull-down menu. When uploading your manuscript, you will be asked to select an **Article Type from the pull-down menu. You must NOT select any other Article Type, AND YOU MUST ONLY SUBMIT YOUR MANUSCRIPT ONCE.**

If you make a mistake, notify the Editorial Office by email to bkahan@transplantation-proceedings.org AND PLACE THE WORDS “ERROR ON SUBMISSION IN THE EMAIL SUBJECT LINE so I may properly address the problem immediately. DO NOT upload it again until you are given permission. Failure to comply may result in the manuscript rejection. Remember, please ONLY upload your manuscript *once* as failure to do so may result in rejection of your paper. Please do not email your manuscript to the editorial office as we will ONLY receive manuscripts through our online system.

All manuscripts must be prepared in English (including fully cited References) and saved as a WORD file (not as PDF) in its final form. References must be fully cited and must be in English.

Abstracts and Manuscript Text (including References) MUST be double spaced using an 11 point font and sized for letter size paper with one inch margins all around, not A4.

. DO NOT embed your Tables/Figures within the Text, rather place them AFTER the fully cited References.

. DO NOT include “Supplemental” Tables/Figures or “Appendices”. All Tables/Figures must be numbered sequentially and cited within the Text

. Include Legends to all Tables/Figures

All manuscripts must be accompanied by a completed Conflict of Interest and Financial Agreement Forms. These forms are available online when submitting the manuscript.

All manuscripts must contain the following and must be uploaded in this order. PLEASE CAREFULLY FOLLOW OUR FORMATTING INSTRUCTIONS BELOW. ALL MANUSCRIPTS MUST BE IN WORD, NOT PDF. Manuscripts WILL NOT BE PROCESSED if these formatting instructions are not followed as they are REQUIRED by our publisher for copyediting purposes if accepted following review. Please carefully read the following prior to the preparation of your manuscript:

1. Title Page – (See sample below)

- ✓ must not contain abbreviations unless fully spelled out with the abbreviation in parenthesis
- ✓ if an animal study, name the species
- ✓ if a Case Report, place “Case Report” in the title.
- ✓ must contain all author information, including fully spelled out names of all authors (given and surname), Institution with full address, telephone number and **email addresses of ALL authors**
- ✓ a clearly designated corresponding author with author’s name fully spelled out, Institution with full address, telephone number and the corresponding author’s email address
- ✓ any Grant support
- ✓ the total number of Tables/Figures contained in the manuscript, and state if in color or not in color

2. Double spaced Abstract of no more than 250 words, in Word. No References, Tables or Figures are to be in the Abstract.

- At least 3 double spaced manuscript pages of text in Word (including fully cited References in English, References must be double spaced) sized for “letter” (one inch margins all around), NOT A4. Please use an 11 point font. Manuscripts not following this format will be returned!
- Tables, Figures (with Figure Legends). Tables/Figures (with Figure Legends) - must be placed AFTER the References and must not be embedded within the text. All Figures must contain Figure Legends. Manuscripts not following this format will be returned!**

PLEASE NOTE: This journal **does not** receive Figures or Tables as “Supplementary” or “Appendices”. All Tables/Figures must appear sequentially numbered and cited within the text. All Figures must have Legends. Manuscripts containing Tables/Figures as “Supplementary” or “Appendices” will be returned!

Elsevier has very strict requirements regarding the preparation of Tables/Figures. Please adhere to the following as if accepted, our copyeditors can ONLY prepare the page proofs if the files are set up in this fashion:

| | Microsoft Word | Microsoft Excel | Microsoft Power Point | JPEG/JPG, TIF/TIFF, GIF, EPS | PDF |
|---------|----------------|-----------------|-----------------------|------------------------------|-----|
| Figures | Yes | Yes | Yes | Yes | Yes |
| Tables | Yes | No | No | No | No |

In other words: Tables can ONLY be set up as WORD files.

- Your manuscript Title page, Abstract, Text and Tables MUST be uploaded as a WORD PC file, NOT as pdf, and must be saved in its final form. Manuscripts not following this format will be returned! **Note again that** all Tables must be in Word and ONLY Figures can be uploaded as either Word, Excel, Powerpoint, JPG, TIF, GIF, EPS or PNG. We will not process manuscripts uploaded in any other fashion as this is required by our publisher in order to prepare the page proofs if accepted following review.
- The required Conflict of Interest and Financial Agreement (the checklist below is for your information only)
- Authors are required to include “Highlights” by including 3-5 bullet points about the importance of the submitted paper:

Important note regarding page charges:

Submission of a manuscript will constitute expression of the author’s commitment to defray the cost of publication.

- There are no automatically assigned complimentary pages provided by Transplantation Proceedings for manuscripts associated with meetings. Therefore, authors must assume that they are financially responsible for all page charges at US\$99.95 each if accepted for publication following review.
- In most cases, your meeting organizer will provide at least one manuscript page to you, and if so, they will notify us directly. Your invoice will be adjusted for any complimentary pages provided.
- Authors are responsible for any remaining page charges at US\$99.95 each.
- Page charges are based on the double spaced Word file beginning with Text and includes the fully cited References (which also must be double spaced). Tables/Figures are counted as one manuscript page each.
- No further complimentary pages are provided for any reason.
- Manuscript pages will be billed to you by our publisher, Elsevier, at the rate of US\$99.95 per manuscript page if accepted for publication in accordance with our Guidelines and Financial Agreement.

Page charges are confirmed by the Editorial Office and are based on our formatting guidelines: double spaced, submitted pages in Word (not on the printed page or the pdf of your page proofs), sized for US Letter (one inch margins all around, not A4), and use of an 11 point font, including fully cited References. Tables and Figures are counted as one manuscript page each. If accepted, your invoice for manuscript pages will be sent to you by Elsevier according to their production schedule. No payment is due at this time.

Extra charges are applied for publication of color graphics in the printed form of the issues, however, color reproduction of graphics are free of charge online.

If accepted, Elsevier will contact you offering **OPTIONAL** Open Access. **Open Access fees are separate from and in addition to page charges** for the publication of your manuscript.

All submissions are peer-reviewed. The proceedings of the Congress will appear in the journal, **Transplantation Proceedings**.

If you have any questions on how to submit your manuscript, please contact me at bkahan@transplantation-proceedings.org

With every good wish, I beg to remain,

Sincerely,

Barry D. Kahan, PhD, MD
Editor in Chief
Transplantation Proceedings
bkahan@transplantation-proceedings.org

TRANSPLANTATION PROCEEDINGS – ON LINE SUBMISSION CHECKLIST – FOR YOUR INFORMATION ONLY – THIS IS NOT TO BE UPLOADED WITH YOUR MANUSCRIPT

My manuscript is submitted for the following meeting (spell out meeting name):

Meeting Name

When submitting my manuscript, I have correctly selected Article Type:

Article Type

The Title of my manuscript is:

I have ensured that:

- 1. I have included a Title Page as described in Transplantation Proceedings Guidelines, an Abstract, 3 pages of double spaced text with fully cited References in English, a Table or Figure with Figure legends which I have placed AFTER the References NOT embedded in the text.*
- 2. All author names are listed correctly on the Title page, their names and institutions are spelled correctly and I have included ALL author email addresses AND email addresses for each.*
- 3. I have clearly designated a corresponding author along with their full name, institution address, phone number, fax number and an email address and I have provided all information for all authors listed on the manuscript.*
- 4. My manuscript is in English and has been spell-checked. If possible, it has been reviewed by an English speaker prior to submission to the journal office*
- 5. My manuscript is in WORD and is sized for letter, not A4 and I have used an 11 point font.*
- 6. I have not included "Supplementary" materials or "Appendices"*

Number of Tables included with manuscript : _____ (if none, state -0-)

Number of Figures included with manuscript: _____ (if none, state -0-); Figures are in color: _____ (Yes/No)

SAMPLE TITLE PAGE:

Insert Manuscript Title Here –

(Do not use abbreviations. If an animal study, state the species. If a Case Report, state “Case Report”.)

Authors: Given name and Family Name (Surname)¹, N^(1, 2); Given name and Family Name (Surname)², N⁽³⁾; Given name and Family Name (Surname)³ N⁽⁴⁾;

(1) Affiliation Department, Institution, City, Country; (2) Affiliation Department², Institution², City²; (3) Affiliation Department³, Institution³, City³, Country³; (4) Affiliation Department⁴, Institution⁴, City⁴, Country⁴.

Email addresses of ALL authors:

Surname1:, Surname2:, Surname3,;

Corresponding author: Given Name and Surname; University, Postal Address, Street, Postal Code, City, Country; Email, Telephone +. Fax +

Grant information:

Key words: keyword1, keyword2, keyword3, keyword4

Abbreviations: (in alphabetical order)

Tables: _____

Figures: _____ (color – Yes / No)

Editorial Office:
11707 Trudeau Drive
Houston, TX 77065
Email: bkahan@transplantation-proceedings.org

**THIS SIGNED FORM IS REQUIRED AND MUST BE ATTACHED WITH YOUR MANUSCRIPT
UPON SUBMISSION. WE WILL NOT PROCEED WITH YOUR MANUSCRIPT REVIEW UNLESS
THIS FORM IS ATTACHED.**

MANUSCRIPT RECEIPT - FINANCIAL AGREEMENT

Title Page With **ALL Author Email Addresses**: _____
Submitted Text Pages: _____
Submitted Tables: _____ **Abstract Included** _____
Submitted Figures: _____
Total Pages Submitted (excluding Title Page and Abstract): _____

IMPORTANT NOTE: All manuscripts must comply with our formatting guidelines: Sized for letter (one inch margins all around) and not A4; double spaced, including fully cited References (in English), plus any Table or Figure (which must be placed **AFTER** the References and **not** embedded within the text) and use of an 11 point font. All submitted pages above will be verified by the Editorial Office and authors will be invoiced according to the page count determined by the Editorial Office which will be indicated in the letters to be sent to the corresponding author if the manuscript is accepted following peer-review.

PLEASE TYPE:

MEETING NAME: _____

Manuscript Title:

By submission of this manuscript to *Transplantation Proceedings*, I acknowledge I have read the Guidelines to Authors of Manuscripts Submitted in Conjunction with Meetings and agree with the contents, and that I have attached a completed and signed Conflict of Interest form on behalf of each author listed on this manuscript.

I also acknowledge that if accepted, I am responsible for all manuscript page charges, which will be billed to me by Elsevier, the publisher of *Transplantation Proceedings*, at the rate of US\$99.95 per submitted manuscript page, understanding that each Table and Figure will count as one manuscript page each along with the text. I understand that page charges are based on the typed, submitted page, not on the printed page, and no complimentary pages are automatically provided by *Transplantation Proceedings*. Authors will be contacted by the Editorial Office with a tracking number and will be informed of the final number of pages for which they are responsible if accepted. Further, I understand that use of color reproduction of graphics will result in an additional charge. The Abstract and Title page are complimentary by *Transplantation Proceedings*.

Additionally, I agree that this manuscript has not been submitted or published in any other journal, including *Transplantation Proceedings*, and no parts of the manuscript are duplicated. I understand that if the manuscript is accepted for publication, copyright of the manuscript is transferred to Elsevier.

Signature of Corresponding Author

Signature of Person to be invoiced

Printed Name (family name in bold)

Printed Name (family name in bold) of person to be invoiced