



HJMPH

Hawai'i Journal of Medicine & Public Health

Guidelines for Publication of HJMPH Supplements

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 editorial staff of HJMPH to make certain the educational objectives and value of the supplement are optimized during the planning process. It is important that the sponsoring editor is aware of all steps to its publication. Please contact Dr. Kalani Brady or for further information.
2. Supplements must have educational value, be useful to HJMPH readership, and contain data not previously published to be considered for publication.
3. Supplements must have a sponsoring editor who will be involved in every step of the development, editing, and marketing of the publication since HJMPH staff will only be reviewing final proofs.
4. Supplements should treat broad topics in an impartial, unbiased manner. Please prefer specific classes of drugs, rather than products, unless there are compelling reasons or unique properties of the drug (product) that justifies its treatment.
5. The authors are solely responsible for the content of their manuscripts and the opinions expressed. They are also responsible for the replicability, precision, and integrity of the data and may be asked to sign a statement to that effect prior to publication. All authors are required to disclose any primary financial relationship with a company that has a direct fiscal or financial interest in the subject matter of products discussed in submitted manuscripts, or with a company that produces a competing product. The sponsoring editor must ensure that each article submitted incorporates a disclosure statement from the authors within the body of the text. For more information, please refer to the Disclosure Statement within "Instructions to Authors" on the journal website.
6. All supplement manuscripts should undergo editorial and peer review. It is the responsibility of the sponsoring editor to ensure the integrity of authorship and review process. In addition, sponsorship implies compliance with all federal, state and local laws, rules and regulations that may be applicable in connection with its publication.
7. Publication of a HJMPH supplement is a flat fee of \$5,000 (electronic edition) plus the required State of Hawaii sales tax. The subscription manager will email an invoice to the designated editor for payment. Checks may be made out to UCERA. (There may be additional costs for hard copy prints. Please contact Dr. Brady.)
8. The sponsoring editor may decide to include advertisements in the supplement in order to defray costs. Please consult with the HJMPH advertising representative Michael Roth at 808-595-4124 or email rothcomm@lava.net for assistance.
9. Supplement issues are posted online for full-text (PDF) retrieval on the HJMPH website at www.hjmpH.org. An announcement of its availability will be made through our normal email distribution list. Full-text will also be available on PubMed Central.
10. It is the responsibility of the supplement editor and contributing team members to manage all editorial, marketing, sales, and distribution functions. If you need assistance, please contact our production manager. We may be able to help for an additional fee.
11. Timing of a supplement issue publication will be formalized once all required materials have been submitted to the production manager and payment made.

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