

Supplement Submission Steps

Submitting a supplement to *PEDIATRICS* is much like submitting any other article type, **except** in a few small instances, mainly involving manuscript files. Follow the guidelines here to avoid any unexpected obstacles. **The special notes for supplements are highlighted in yellow.**

Article Formatting

Each individual article in the supplement should be formatted as appropriate for its own article type. For instance, a supplement might contain multiple Regular Articles (research oriented), Special Articles, and Perspectives (or other article types).

- Abstracts should be structured (eg, Regular), unstructured (eg, Special), or have no abstract (eg, Perspectives) as indicated by their article type.
- There is **no word limit for articles** in a supplement, but they should be concise.
- The general submission instructions (including title page, contributors' statement page, journal style guidance, and conflict of interest statements) also apply to individual supplement articles.

Your manuscript text files should be Word .docx files. Figures should be uploaded separately; tables may appear at the end of the Word file or be uploaded separately. Technical requirements for tables/figures can be found here: <https://publications.aap.org/pediatrics/pages/author-instructions#figures>

The supplement should include several pages of introductory information that should be uploaded as multiple Word files, such as:

- COVER (Title, Sponsored by...)
- TITLE PAGE (Title, Sponsored by..., Date of symposium (if any), Location of symposium, Corresponding Editor(s) of supplement)
- PARTICIPANTS (if applicable; Conference participants names, institutions, cities)
- TABLE OF CONTENTS
- INTRODUCTION

You can download and view a sample supplement template here:

https://publications.aap.org/DocumentLibrary/Journals/Pediatrics/Pediatrics_Sample-Supplement.docx.

You may also wish to find a recently published *PEDIATRICS* supplement and use it as a guide.

File Naming

To ensure that all supplement files are collated correctly for the editor/reviewers, you **must** begin each filename with a number, indicating the order it should appear. If there is more than one file per article, use number-letter combinations to indicate the order they should appear when read/published.

Example File Names

01_cover.docx

02_tableofcontents.docx

03_introduction.docx

04_article1name.docx

04a_article1tables.docx

04b_article1figure1.pdf

04c_article1appendix.docx
04d_article1response.docx (*response grids are for revisions only*)
05_article2name.docx
05a_article2figure1.pdf
05b_article2response.docx (*response grids are for revisions only*)

Online Submission

To submit the supplement files, do so using our submission site at <https://submit-pediatrics.aappublications.org>. In each step, please use sentence capitalization where relevant; do not use all CAPS, or all lowercase, or HTML code. Click on the “Save / Continue” button on each screen to save your work and advance to the next screen.

Step 1: Manuscript Basics

Article Type: Select the “Supplement” article type.

Title: Enter the title of the supplement.

Short Title: Repeat the full title here or type “N/A”. Each article will have its own unique short title.

Text Word Count: Not applicable; to skip, enter “3000” (without quotes) or less.

Declarations: Please complete as requested.

Transfer: Select “No”.

Double Blind Option: Do not select this option.

Step 2: Manuscript Files

The online submission portal is designed for single article submission, so file uploads for supplements must be handled differently, as follows:

- Upload **ONLY** your cover page into the “Manuscript Files” box.
- Upload **ALL** other files as “Supplemental Files”.
 - If you have a lot of files, uploading them one at a time will keep them in order. You can also upload as a batch, then click/hold and drag a supplemental file up or down to move it into the correct order if needed.
- Do **NOT** upload files into the Table/Figures box.
- Be sure to click the Upload Files button (under the upload boxes) before moving to another step.

For questions about revisions, see the Revisions section at the end of this document.

Step 3: Abstract, Cover Letter and Questions

Abstract: Not applicable; type “N/A” or similar.

Cover Letter: A short note to the editor or type “N/A” or similar.

Clinical Trial ID#: Skip; if an article has a clinical trial ID#, it should appear on that article’s title page.

Open Access Policy Specifications: Choose “No” or (if you require Gold OA as described below) “Yes”.

All supplements are “public access” meaning they are not behind a member/subscriber paywall, and are available for anyone to read. However, they are not technically “open access”. You may choose which Gold OA license you wish: CC BY-NC-ND (meaning that anyone can reuse and distribute the work but not change it or use it commercially) or CC BY (anyone can reuse, adapt, remix, and distribute the work for any purpose, including commercial use). Please be aware that there is an additional per-article fee for Gold OA (<https://publications.aap.org/pediatrics/pages/open-access>).

Step 4: Keywords

Enter the appropriate keywords for your submission.

Step 5: Reviewer Exclusions

To indicate any non-preferred reviewers, enter the reviewer's information and click the appropriate designation button.

Step 6: Author List

List all authors here, preferably in the order they appear in the supplement. **If an author appears on multiple papers, they should only be listed once.**

It is important that that author e-mails be correct, since they will need to use this email/login to access the required online copyright and disclosure forms later in the process.

Be sure your author listing is complete. Except in instances where the editorial office has determined that a person does not qualify for authorship, Pediatrics does not allow changes to the author order, including adding or removing authors from a paper or any subsequent revisions.

Step 7: Submission Proofing

Review your submission before sending it to the editors. Click the “Submit Manuscript” button when you are ready.

Post-Submission

After submission, you will receive an email confirmation. The editorial board will inform you via email once a decision has been made.

Once the supplement is received by the Deputy Editor, it is sent out in its entirety to reviewers. If the supplement is provisionally accepted, revisions may be required. If revisions cannot be made to the satisfaction of the editors, the supplement may be rejected.

Submitting Revisions

If a supplement is returned to your Author Area for revisions, you will need to update the files with the requested corrections and resubmit.

The File Naming section above shows examples of how to provide author response forms with your other files. **Otherwise, continue to follow the upload requirements listed above in Step 2: Manuscript Files.**

If a file is unchanged from the original submission (such as the supplement’s main title page), you can use the “Reuse Supplemental file from previous version” dropdown to select that file and add it again.

DO NOT delete your current supplement and start a new one, as this will permanently eliminate all previous files and author lists, as well as any author forms that may have been completed previously.

For any other questions, please reach out to staff.