



EDU-510 Manuscript Review Policy

Purpose and Scope

AST often receives requests to attach its name to manuscripts and publications initiated by its Committees, task forces, or Communities of Practice (COPs). AST's affiliation with a piece of writing indicates that its quality meets the standards of the Society. This policy will outline circumstances under which this affiliation will be offered.

AST Education policies encourage the development and use of its educational content by AST members, as well as other audiences, including non-member transplant professionals, community-based healthcare professionals, and patients and their families, while protecting the AST name. It is the responsibility of the AST Board of Directors, Education Committee, and Community of Practice Executive Committees to ensure AST-associated educational materials are developed and approved as a work product of the Society.

Definitions

- **Manuscripts:**
A manuscript is a document, such as but not limited to, a white paper, an academic paper, an opinion or position paper, practice guidelines, or proceedings papers.
- **Manuscript originators:**
Manuscript originators can be AST Committees, COPs, advisory councils, task forces, work groups, or individual authors acting on behalf of an AST group.
- **AST Approval of a manuscript:**
AST will approve those work products of AST which it believes represent high quality academic work of broad impact and interest to the transplant community.
- **Education Committee:**
The Education Committee oversees all educational activities on behalf of the AST Board. In a three- way partnership with the Board and the COPs, they will build the education strategic plan for the society.
- **Subject Matter Expert:**
A Subject Matter Expert is a member of the transplant community with sufficient expertise in a particular area to assess the quality of work being done there.
- **Reviewer:**
A Subject Matter Expert assigned by the Education Committee to provide official feedback on a manuscript.
- **Committee:**
An AST Committee is a group of AST members appointed by the President with a common objective.

- **Community of Practice:**
A Community of Practice is a group of self-selected AST members with a common interest, which has been formalized by the AST Board of Directors.
- **Advisory Council:**
A special interest group of self-selected AST members which has been formalized by the AST Board.
- **Task force:**
A group formed by the AST Board for analyzing or solving a specific problem.
- **Work group:**
A work group is a subgroup organized for a specific purpose by the AST Board or a COP's Executive Committee, such as membership, education, public policy, online community, etc.
- **Education Program Manager:**
AST's Education Program Manager serves as the facilitator of the Manuscript Review process and ensures that the documents flow through the process according to this Manuscript Review Policy in an efficient manner.

Policy Statement

This document serves as guidance to Manuscript Originators who seek publication of a manuscript on behalf of the AST.

Roles:

The Education Committee has the primary responsibility for ensuring that manuscripts given AST Approval are deserving of the designation. The Education Committee, at its sole discretion, can request that the Board review a project or manuscript which has the potential to be controversial or for which subject matter experts cannot be found.

Before work begins:

All projects led, coordinated, and/or funded by the AST or any of its subgroups which are likely to result in a manuscript for publication must have the project officially approved by the Board or Education Committee prior to beginning the work.

If the project was approved by the Board as one of the Committee's or COP's annual initiatives, no further approval is needed to proceed with a draft.

If the work being proposed is new, it must be approved by the Education Committee prior to moving forward. The Education Committee will review the proposal in accordance with EDU-511P Potential Manuscript Work Pre-Approval Procedure.

Review of the manuscript:

Prior to submission for publication, the final draft of the manuscript must be reviewed by two Subject Matter Experts selected by the Education Committee. These reviewers will assess the academic quality of the manuscript and determine whether the manuscript is consistent with the Society's mission.

The reviewers will receive a copy of this policy and EDU-512P Manuscript Review Procedure and be asked to make one of several recommendations to the Education Committee:

1. Approval for submission as a work-product of the (Name of Committee, COP, or taskforce)
2. Approval after minor revisions
3. Recommendation for re-review after major revisions, or
4. Recommendation for disapproval

Manuscripts which are recommended for a second review will be resubmitted to the Education Committee for final approval.

Approval of the manuscript:

Manuscripts approved by the Education Committee or Board for submission as a work-product of an AST Committee or task force should state, "This manuscript is a work product of the American Society of Transplantation's (Name of Committee, COP, or task force)." The manuscript title should not include specific reference to the Society.

Submission, revisions, and acceptance of manuscript:

Only manuscripts approved for submission by the Education Committee or the Board may use the AST name or the name of any AST Committee elsewhere in the manuscript.

Approved manuscripts may be submitted to a journal/publisher selected by the author(s).

Authors must notify the Education Committee if substantial changes are required by the journal/publisher, as the Committee may need to re-review the manuscript to ensure AST's approval is still applicable.

An update to the AST Board will be provided upon approval of a manuscript.

All manuscript titles approved by the AST will be made available to the entire membership.

Adopted – 8/2014
Revised – 10/2014
Revised – 5/2015
Revised – 6/2016
Revised – 11/2016
Revised – 2/20/2019