

Supplement Publication Protocol Summary

Protocol Overview

This document summarizes the protocol associated with publishing a Supplement to *The Oncologist*. Refer to <http://theoncologist.alphamedpress.org/misc/suppeditorialpolicy.pdf> for the Journal Supplement Editorial Policy.

Data Required for Publication Decision

The following data must be submitted for rapid review by *The Oncologist* Senior Editors before a decision is made to publish a prospective Supplement.

- Title/Focus
- List of Authors and Topics
- Guest Editor(s)

Letter of Agreement (LOA)

Upon a favorable publication decision by the Senior Editors of *The Oncologist*, an LOA will be prepared that summarizes the supplement publication agreement. Receipt of the signed LOA formalizes the publication agreement.

Manuscript Submission Requirements

The following items must be submitted for each manuscript.

- Electronic files containing the manuscript text and graphics. Refer to the *Information for Authors* for details.
(http://theoncologist.alphamedpress.org/misc/INFOforAUTHORS_2006.pdf)
- Manuscript Submission Cover Sheet
(<http://theoncologist.alphamedpress.org/misc/ManuscriptCoverSheet.pdf>)
- Copyright Transfer Agreement form
(<http://theoncologist.alphamedpress.org/misc/TOCpyRt.pdf>)
- Potential Conflicts of Interest Disclosure form
(<http://theoncologist.alphamedpress.org/misc/CompetingInterest.pdf>)

Continuing Medical Education (CME) Requirements

If the Supplement is determined to be acceptable for *The Oncologist* CME Online program, the following information must be submitted.

- Faculty disclosure form(s)
- A minimum of three learning objectives for each manuscript
- A minimum of five questions for each manuscript with the preferred answer highlighted/identified within the text

Publication Timeline

- Publication decision will be provided within one week from receipt of required data.
- Peer review process will be completed within two weeks from receipt of manuscripts.
- Author review of proofs, including final CME learning objectives, questions and answers, must be completed within 48 hours from receipt of the proofs.
- Publication complete and ready for distribution within 90 days from receipt of final manuscripts.