GUIDELINES FOR GHSP SUPPLEMENTS

Global Health: Science and Practice (GHSP) is an open-access, peer-reviewed journal that aims to improve health practice, especially in low- and middle-income countries. Our special niche is emphasizing the details of how global health programs are implemented in addition to the results of those programs, with the ultimate goal of helping global health professionals more easily adopt and adapt the strategies and approaches.

Supplements are a way for authors to publish research and practice articles on one topic together to create a cohesive story about that topic. A GHSP supplement is edited in the style and format of GHSP. A GHSP supplement will be published on the GHSP website, promoted to all alert subscribers and indexed by PubMed, MEDLINE, PubMed Central, SCOPUS, EBSCO, and Web of Science.

To be considered for a supplement, please send us a concept paper which includes:
- Working title of the supplement
- Purpose
- Suggested Guest Editors
- List of the articles to be published (including abstract and authors if available)
- Date you would like the issue published
- Funding information

Below are issues you should consider when planning a supplement:

Guest Editors

A Guest Editor(s) must be appointed. The responsibilities of the Guest Editor(s) are:

1. Providing overall leadership in conceptualizing and developing the supplement
2. Liaising with the authors concerning their submissions
3. Setting milestones and ensuring tasks are completed
4. Reviewing all manuscripts prior to peer review to ensure the quality of the content
5. Identifying peer reviewers for all articles
6. Providing necessary wording for letters to peer reviewers and other communication as necessary
7. Reviewing comments from peer reviewers for all manuscripts and ensuring authors address comments appropriately
8. Deciding when the supplement is ready to be published, with input from the GHSP Editor-In-Chief
9. Identifying and providing a cover photo for the supplement

Process

Supplement articles go through the same process as articles in our regular issues. They must be peer reviewed by 2-3 reviewers. A GHSP Associate Editor will be assigned to your supplement to review the articles for adherence to the goals of GHSP. Below is a detailed summary of the process:

1. Each manuscript should be prepared following the Instructions to Authors and uploaded through Editorial Manager, the GHSP manuscript submission system. Authors should note in a cover letter that the manuscript is part of a supplement.
2. Each manuscript will be screened by the Guest Editor if they haven't already reviewed them.
3. When the Guest Editor determines that each manuscript is ready for peer review, it will be sent to 3-4 peer reviewers by the GHSP Managing Editor. If the Guest Editor determines that a manuscript is not ready for peer review, it will be returned with feedback to the authors.

4. Peer reviewers will follow GHSP criteria for evaluating a manuscript. (See Instructions for Reviewers.) Peer reviewers are allotted 2 weeks to complete each review. However, it is important to note that peer reviewers are volunteers and often take more time to review.
5. Once each manuscript is peer reviewed, the Guest Editor(s) will review the feedback and prepare additional suggestions and guidance to the authors. The Managing Editor will send the peer reviews back to the authors with all feedback and a decision to revise the article. Authors are allotted 2 weeks to revise their article.
6. Once each manuscript is revised, the author will upload the revision, including responses to the reviewers, to Editorial Manager. The Guest Editor(s) and the Associate Editor will review the revision and decide whether it should be revised further or is ready for copyediting.
7. Once a manuscript is ready for copyediting, it will be assigned to a copyeditor who will edit it and send a version with track changes, questions, and comments to the authors. The authors are allotted 3-4 days to review the changes, answer any questions, and make additional changes as necessary.
8. Once the author returns the copyedited version, the copyeditor will finalize the editing and send it to our production company for typesetting and production of the first proof.
9. Once the proof is ready, it will be sent to the copyeditor and author to be reviewed simultaneously. The author will provide any feedback or changes to the copyeditor who will collate all changes and return the marked-up proofs to typesetter for revision. Often, a proof will go through 2 or more revisions before it is ready for publication.
10. Once all articles are finalized, the full issue will be prepared including the cover, front matter (details about GHSP and Supplement team), Table of Contents, and page numbering and transmitted to our website hosting platform (HighWire).
11. The Managing Editor will review the online version of the full supplement on the HighWire production site. Corrections will be made as necessary and the issue will be published.
12. The articles will be deposited with PMC by Highwire.

Timeline

Below is a table outlining the **MINIMUM** amount of time required for each step in the process: from the time of submission to final publication of each manuscript. Note that in some areas we may use more time than planned but may be able to make up time in other areas. We recommend that all articles be submitted 6 months prior to the desired publication date.

	Step	Time Allotted	Responsible Person
1	Screening of articles	1 week	Editor-in-Chief
2	Peer review	6 weeks	Managing Editor
3	Review of peer reviews	1 week	Guest Editor/Editor-in-Chief
4	1st Revision	2 weeks	Authors
5	Review of revision	1 week	Guest Editor/Editor-in-Chief
6	2nd revision (if necessary)	1 week	Authors
7	Review of revision	3 days	Guest Editor/Editor-in-Chief
8	Copyediting	2 weeks	Copyeditor
9	Review of edits	3 days	Authors
10	Final copyediting	1 week	Copyeditor
11	Production of 1st proof	1 week	Cenveo
12	Review of 1st proof	2 days	Copyeditor/Authors
13	Production of 2nd proof	2 days	Cenveo
14	Review of 2nd proof	1 day	Copyeditor
15	Publication	2 weeks	Cenveo, HighWire, Managing Editor
	Total Minimum Time*	**20 weeks**	

*This is the amount of time required from the time all articles are submitted to publication.

Images, Tables, Figures and Supplementary Material

- Because the journal is online only, color images are encouraged. Photos and illustrations should be supplied as high resolution JPG or EPS images (300dpi).
- Tables and figures should as provided in their native format, either MS Word, MS PowerPoint, or MS Excel files, so they can be formatted and edited as necessary.

- Supplementary materials are welcome and encouraged. Training tools, reports, data sets, and other useful materials will be linked from the article.

Promotion

GHSP will promote your article as follows:
- Send alert(s) to all GHSP alert subscribers (approx. 7000 subscribers)

The Guest Editor(s) and/or individual authors are encouraged to promote the issue and individual articles using email lists in their field and other similar promotion mechanisms.

Other

- The Editor-In-Chief has final say regarding publication of all articles, images, and supplementary material.
- All guest editors and authors are bound by the GHSP editorial policies and practices detailed in the Instructions for Authors.
- The copyright of all material published in the supplement will be subject to the Creative Commons Attribution License, which permits unrestricted use, distribution, and reproduction in any medium, provided the original author and source are properly cited. For more information, see http://creativecommons.org/licenses/by/4.0/.

Pricing

The minimum price for a supplement is $35,000 for up to 10 articles, regardless of the length of each article including commentaries and editorials. The cost for each additional article is $3000. This price includes the following expenses:
1. Use of existing systems for managing peer review, production, typesetting, and publishing of the supplement. (Each of our vendors imposes additional costs for the additional services required for a supplement.)
2. Editing accepted manuscripts and proofreading final formatted articles by a technical copyeditor
3. Oversight by the GHSP Editor-In-Chief and managing editor

Typically, the organization requesting the supplement issues a PO and JHUCCP will submit invoices for payment against it. 50% of the total cost is due at the time the articles are submitted and 50% is due 1 month prior to publication.

Because we are an online-only journal, we do not provide print copies. However, we can provide a PDF of the full issue, which can be taken to a printer.