

Guidance for Supplements

Supplements are issues of the journal that are in addition to the normal monthly run. We aim to make the editorial process friendly and interactive.

We can only consider supplement proposals that are sufficiently well developed that we can judge whether they are likely to make a strong scientific contribution. This means that the articles should all either be drafted or there should be sufficiently detailed summaries (at least the length of a normal abstract) to assess the methods and findings.

The first step is to make an informal approach to the Commissioning Editor via [Molly Jarvis](#). This should state the topic of the proposed supplement, the likely length, summaries of the papers and the reason why it is believed that this will make a coherent body of work.

Supplements should normally include an introductory editorial written by the Guest Editor(s).

Proposers are normally expected to find the funds for the publication costs (see below) but if the *Addiction* editorial team believe that the issue is likely to be of particular importance and the proposer does not have funding, we may seek it on the proposer's behalf from the Society for the Study of Addiction. Supplements are always free to access by readers. This funding requirement only applies to supplements, not to regular issues of the journal.

If a supplement proposal is accepted, this does not guarantee acceptance of all the articles. Full acceptance will depend on the review process.

If a supplement proposal is accepted the following steps will then be undertaken.

- The proposer confirms a Guest Editor or Editors (who may be the proposer).
- The Guest Editor agrees with the Commissioning Editor the outline content for the supplement, including provisional articles types and titles.
- The Guest Editor coordinates and implements peer review to bring the manuscripts to a standard that he or she believes could be published in *Addiction*. Individual manuscripts should follow *Addiction's* author guidelines for the type of article involved (e.g. Review, Research Report etc.)
- The Guest Editor uploads all the manuscripts on the *Addiction* online system (see below). This should only be done when all the manuscripts are ready. All manuscripts should use the manuscript type 'Supplement' on the online system. In the Manuscript Title field, it is essential to include 'Supplement' and Guest Editor's name together with the name of the paper– this is very important to differentiate supplement material from general submissions. For Regional Office please select 'Africa, Asia, and Europe'
- *Addiction* assigns a Senior Editor to the Supplement. This person will review all the manuscripts and may seek further peer review if it is judged to be required.
- The Senior Editor works with the Guest Editor to bring all the manuscripts to a satisfactory standard, or in exceptional cases to reject one or more of them giving reasons.
- Once a final version all the manuscripts has been agreed this is delivered to the publisher.
- The Exclusive License to publish each article is given to the Society for the Study of Addiction.

Contracts: Contracts are not normally offered, but if individual sponsoring bodies require a contract one can be issued. Financial negotiations will be directly between the sponsoring body and our publishers.

Costings: These costings only apply to papers published in supplements, not to papers published in regular issues of the journal. Contact Silvana Losito at Wiley-Blackwell Publishers who will be pleased to give you an estimate: slosito@wiley.com. Silvana will need to know the approximate

number of typeset pages anticipated. To calculate this from a typed manuscript you will need to do a word count of the text, divide the number of words by 850, allowing ½ to a full page for figures and calculate about 40 references per printed page. Prices allow for:

- editorial and referee fees
- copy-editing of manuscripts by freelance copy-editor
- in-house production costs, but not colour printing within the text
- redrawing of figures (if necessary)
- all typesetting costs
- page proofs to corresponding authors/editors
- incorporation of press corrections
- online capture of final version
- printing and binding
- despatch and delivery of subscribers' copies

Timing: Production time from receipt of finally accepted material by our publishers is usually around 10-12 weeks, and that means the point at which bound copies will be ready for despatch. Please note that supplements are not allocated to a particular issue until all the final proof corrections have been received and the material is ready to be sent to press.