### ****TRANSPLANTATION****

## PROCEEDINGS

**EXTENDED AND FINAL DEADLINE FOR RECEIVING MANUSCRIPTS: JANUARY 1, 2024**

**THIS IS THE FINAL DEADLINE**

**SUBMISSIONS AFTER JANUARY 1, 2O24 WILL NOT BE PROCESSED AS PART OF THIS MEETING**

**ANNOUNCEMENT**

**Transplantation Proceedings will once again publish**

**the proceedings of the**

**16th Congress of The Polish Transplantation Society**

**held in**

**Gdańsk, Poland**

**OCTOBER 19-21, 2023**

**ORAL AND POSTER PRESENTERS ARE WELCOMED TO SUBMIT A FULL MANUSCRIPT**

**Manuscripts will be received through our online submission system:**

**EDITORIAL MANAGER**

[**https://www.editorialmanager.com/transproc**](https://www.editorialmanager.com/transproc)

**IMPORTANT: Please be sure to select the Article Type:**

**Polish TX Soc 2023**

**from the pulldown menu when uploading your manuscript**

**We look forward to receiving your manuscript**

**EXTENDED AND FINAL DEADLINE FOR RECEIVING MANUSCRIPTS: JANUARY 1, 2024**

**THIS IS THE FINAL DEADLINE**

**SUBMISSIONS AFTER JANUARY 1, 2O24 WILL NOT BE PROCESSED AS PART OF THIS MEETING**

**IMPORTANT: PLEASE CAREFULLY READ ALL PORTIONS OF THIS ANNOUNCEMENT**

**TO ENSURE A CLEAR UNDERSTANDING OF EXACTLY**

**HOW MANUSCRIPTS ARE TO BE PREPARED and**

## KINDLY REFER TO ELSEVIER’S NEW POLICIES AS NOTED HEREIN

## REGARDING USE OF ARTIFICIAL INTELLIGENCE

## AS WELL AS CONFLICT OF INTEREST AND PREPARATION OF TABLES/FIGURES

##

##

**IMPORTANT:  In order for your manuscript to be included with the proceedings of this meeting, you must first register in Editorial Manager, then enter your homepage on Editorial Manager and select the proper name of the meeting (Article Type) from the pull-down menu when uploading your manuscript in Word.  Further information will be provided to you once the site is open.**

##

**Transplantation Proceedings welcomes persons who have accepted Abstracts for BOTH oral and/or poster presentations to submit a full manuscript in accordance with our Guidelines for Manuscripts Associated With Meetings below.**

**Please follow these detailed instructions regarding the submission of your manuscript.  If you have any questions, please contact me at** **bkahan@transplantation-proceedings.org****.**

**Ethics in Publishing - Transplantation Proceedings:**

**(Please refer to information on [Ethics in publishing](https://www.elsevier.com/about/policies/publishing-ethics%22%20%5Cl%20%22Authors))**

**Studies in humans and animals

If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with**[**The Code of Ethics of the World Medical Association**](https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/)**(Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the [Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals](http://www.icmje.org/recommendations/) and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms**[**sex and gender**](https://www.who.int/gender-equity-rights/understanding/gender-definition/en/)**should be used correctly.**

**Authors must include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.**

**All animal experiments must comply with the**[**ARRIVE guidelines**](https://www.nc3rs.org.uk/arrive-guidelines)**and therefore be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines,**[**EU Directive 2010/63/EU for animal experiments**](https://ec.europa.eu/environment/chemicals/lab_animals/legislation_en.htm)**, or the National Research Council's**[**Guide for the Care and Use of Laboratory Animals**](https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals.pdf)**.  Authors must clearly indicate in the manuscript that such guidelines have been followed. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.**

**Informed consent and patient details

Studies on patients or volunteers require ethics committee approval and informed consent, which must be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in an Elsevier publication. Written consents must be retained by the author but copies should not be provided to the journal. HOWEVER, authors must state that such consents are available upon request, since only if specifically requested by the journal in exceptional circumstances (for example if a legal issue arises) the author must provide copies of the consents or evidence that such consents have been obtained. For more information, please review the [Elsevier Policy on the Use of Images or Personal Information of Patients or other Individuals](https://www.elsevier.com/about/policies/patient-consent). Unless you have written permission from the patient (or, where applicable, the next of kin), the personal details of any patient included in any part of the article and in any supplementary materials (including all illustrations and videos) must be removed before submission.**

**IMPORTANT TO KNOW:  This journal strictly complies with the Helsinki Congress and the Istanbul Declaration regarding donor source.  Donors must not be from prisoners, or from those individuals who are coerced or paid. Please include a statement within the Abstract and Text regarding compliance.  Authors may be asked to provide written documentation.**

**ELSEVIER’S POLICY ON THE USE AND DECLARATION OF AI AND AI-ASSISTED TECHNOLOGIES IN SCIENTIFIC WRITING:**

**Where authors use artificial intelligence (AI) and AI-assisted technologies in the writing process, authors should:**

* **Only use these technologies to improve readability and language, not to replace key researcher tasks such as interpreting data or drawing scientific conclusions.**

* **Apply the technology with human oversight and control, and carefully review and edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete or biased.**

* **Not list AI and AI-assisted technologies as an author or co-author, or cite AI as an author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans, as outlined in** [**Elsevier’s AI policy for authors**](https://www.elsevier.com/about/policies/publishing-ethics#Authors)**.**

* **Disclose in their manuscript the use of AI and AI-assisted technologies in the writing process by following the instructions below. A statement will appear in the published work. Please note that authors are ultimately responsible and accountable for the contents of the work.**

**Disclosure instructions**

**Authors must disclose the use of AI and AI-assisted technologies in the writing process by adding a statement at the end of their manuscript in a new section entitled ‘Declaration of AI and AI-assisted technologies in the writing process’. Statement: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed and take(s) full responsibility for the content of the publication. This declaration does not apply to the use of basic tools for checking grammar, spelling, references etc. If there is nothing to disclose, there is no need to add a statement.**

**Transplantation Proceedings is peer-reviewed, therefore all manuscripts will undergo extensive review, and authors will be notified of the outcome. We look forward to continued collaboration with the Society in publishing groundbreaking transplantation research.**

**SPECIAL NOTE:**

* **If you feel your manuscript may benefit from inclusion of Roc analysis, Multivariate analysis, “p” value, “NPV” or “PPV”, then please include this in the initial submission as this is one of the most required revisions to manuscripts following review**
* **If your data supports inclusion of a detailed Table of BMI, Age, Gender, or other demographic data, etc, then please include it initially**

**FORMATTING GUIDELINES TO AUTHORS OF MEETING RELATED MANUSCRIPT SUBMISSIONS:**

**Authors MUST upload their manuscript in WORD to Transplantation Proceedings through our online system by selecting the correct meeting name for your meeting from the pull-down menu.  When uploading your manuscript, you will be asked to select an Article Type from the pull-down menu. You must NOT select any other Article Type, AND YOU MUST ONLY SUBMIT YOUR MANUSCRIPT ONCE.**

**If you make a mistake, notify the Editorial Office by email to** **bkahan@transplantation-proceedings.org** **AND PLACE THE WORDS “ERROR ON SUBMISSION IN THE EMAIL SUBJECT LINE so I may properly address the problem immediately.   DO NOT upload it again until you are given permission.  Failure to comply may result in the manuscript rejection. Remember, please ONLY upload your manuscript once as failure to do so may result in rejection of your paper.  Please do not email your manuscript to the editorial office as we will ONLY receive manuscripts through our online system.**

**All manuscripts must be prepared in English (including fully cited References) and saved as a WORD file (not as PDF) in its final form.  References must be fully cited andmust be in English.**

**Abstracts and Manuscript Text (including References) MUST be double spaced using an 11 point font and sized for letter size paper with one inch margins all around, not A4.**

**. DO NOT embed your Tables/Figures within the Text, rather place them AFTER the fully cited References.**

**. DO NOT include “Supplemental” Tables/Figures or “Appendices”.  All Tables/Figures must be numbered sequentially and cited within the Text**

**. Include Legends to all Tables/Figures**

**All manuscripts must be accompanied by completed Conflict of Interest and Page Charge Agreement Forms.  These forms are available online when submitting the manuscript.  However, we have placed the Page Charge Agreement below for your convenience.  The Conflict of Interest Form may be found at the following link:** [**http://www.icmje.org/disclosure-of-interest/**](http://www.icmje.org/disclosure-of-interest/)

**All manuscripts must contain the following and must be uploaded in this order.  PLEASE CAREFULLY FOLLOW OUR FORMATTING INSTRUCTIONS BELOW.  ALL MANUSCRIPTS MUST BE IN WORD, NOT PDF.  Manuscripts WILL NOT BE PROCESSED if these formatting instructions are  not followed as they are REQUIRED by our publisher for copyediting purposes if accepted following review.  Please carefully read the following prior to the preparation of your manuscript:**

1. **Title Page – (See sample below)**
* **must not contain abbreviations unless fully spelled out with the abbreviation in parenthesis**
* **if an animal study, name the species**
* **if a Case Report, place “Case Report” in the title.**
* **must contain all author information, including fully spelled out names of all authors (given and surname), Institution with full address, telephone number and email addresses of ALL authors**
* **a clearly designated corresponding author with author’s name fully spelled out, Institution with full address, telephone number and the corresponding author’s email address**
* **any Grant support**
* **the total number of Tables/Figures contained in the manuscript, and state if in color or not in color**
* **EXTREMELY IMPORTANT:   Elsevier now requires authors to include the name, full mailing address, email address and telephone number of the person who is responsible for page charges and to whom the invoice is to be sent.  If your manuscript is accepted, your manuscript will not be published if this information is not provided upon submission.**

1. **Double spaced Abstract of no more than 250 words, in Word.  No References, Tables or Figures are to be in the Abstract.**

1. **At least 3 double spaced manuscript pages of text in Word (including fully cited References in English, References must be double spaced) sized for “letter” (one inch margins all around), NOT A4.  Please use an 11 point font.  Manuscripts not following this format will be returned!**

1. **Tables, Figures (with Figure Legends).  Tables/Figures (with Figure Legends)  - must be placed AFTERthe References and must not be embedded within the text.  All Figures must contain Figure Legends.  Manuscripts not following this format will be returned!**

**PLEASE NOTE:  This journal does not receive Figures or Tables as “Supplementary” or “Appendices”.  All Tables/Figures must appear sequentially numbered and cited within the text.  All Figures must have Legends.  Manuscripts containing Tables/Figures as “Supplementary” or “Appendices” will be returned!**

**Elsevier has very strict requirements regarding the preparation of Tables/Figures.  Please adhere to the following as if accepted, our copyeditors can ONLY prepare the page proofs if the files are set up in this fashion:**

**In other words:  Tables can ONLY be set up as WORD files.**

1. **Your manuscript Title page, Abstract, Text and Tables MUST be uploaded as a WORD PC file, NOT as pdf, and must be saved in its final form. Manuscripts not following this format will be returned! Note again that all Tables must be in Word and ONLYFigurescan be uploaded as either Word, Excel, Powerpoint, JPG, TIF, GIF, EPS or PNG. We will not process manuscripts uploaded in any other fashion as this is required by our publisher in order to prepare the page proofs if accepted following review.**

1. **The required Conflict of Interest and Agreement to Page Charge Forms (the checklist below is for your information only)**

1. **Authors are required to include “Highlights” by including 3-5 bullet points about the importance of the submitted paper.**

1. **Authors are REQUIRED to strictly follow our “Ethics in Publishing” guidelines above by inclusion of the required statements when applicable.**

**Important note regarding page charges:**

**Submission of a manuscript will constitute expression of the author’s commitment to defray the cost of publication.**

* **There are no automatically assigned complimentary pages provided by Transplantation Proceedings for manuscripts associated with meetings.  Therefore, authors must assume that they are financially responsible for all page charges at US$99.95 each if accepted for publication following review.**
* **In most cases, your meeting organizer will provide at least one manuscript page to you, and if so, they will notify us directly.  Your invoice will be adjusted for any complimentary pages provided.**
* **Authors are responsible for any remaining page charges at US$99.95 each.**
* **Page charges are based on the double spaced Word file beginning with Text and includes the fully cited References (which also must be double spaced).  Tables/Figures are counted as one manuscript page each.**
* **No further complimentary pages are provided for any reason.**
* **Manuscript pages will be billed to you by our publisher, Elsevier, at the rate of US$99.95 per manuscript page if accepted for publication in accordance with our Guidelines and Page Charge Agreement.**

**Page charges are confirmed by the Editorial Office and are based on our formatting guidelines: double spaced, submitted pages in Word (not on the printed page or the pdf of your page proofs), sized for US Letter (one inch margins all around, not A4), and use of an 11 point font, including fully cited References. Tables and Figures are counted as one manuscript page each. If accepted, your invoice for manuscript pages will be sent to you by Elsevier according to their production schedule.  No payment is due at this time.**

**Extra charges are applied for publication of color graphics in the printed form of the issues, however, color reproduction of graphics are free of charge online.**

**OPEN ACCESS:  If accepted, Elsevier will contact you offering OPTIONAL Open Access for a fee.  Open Access fees are separate from and in addition to page charges for the publication of your manuscript.**

**All submissions are peer-reviewed, and authors are notified of the outcome thereafter.  The proceedings of the Congress will appear in the journal, Transplantation Proceedings.**

**If you have any questions on how to submit your manuscript, please contact me at** **bkahan@transplantation-proceedings.org**