

## SUBMITTING YOUR SUPPLEMENT

To submit the supplement, do so using our submission site at <https://submit-pediatrics.aappublications.org>. Use proper capitalization - Do not use all CAPS, or all lowercase, or HTML. Click on the “Save / Continue” button on each screen to save your work and advance to the screen.

**Supplement Step One: Manuscript Basics.** Select the “Supplement” article type and enter a title and short title. For Word Count, enter “3000” or less (does not apply to supplements). Select all declarations. Do not select “Transfer to Hospital Pediatrics” or “Double Blind Option”.

**Supplement Step Two: Manuscript Files.** In this step, you will be prompted to upload your files. You MUST begin each filename with a number, indicating in the order it should appear. Your manuscript text files should be in .RTF or .DOCX format. Tables should appear in the Word doc; figures should be uploaded separately. Technical requirements for tables/figures can be found here: <https://pediatrics.aappublications.org/page/author-guidelines#figures>

The supplement should begin with several pages of introductory information that should be uploaded as multiple Word files, such as:

- COVER (Title, Sponsored by...);
- TITLE PAGE (Title, Sponsored by..., Date of symposium (if any), Location of symposium, Corresponding Editor(s) of supplement);
- PARTICIPANTS (if applicable; Conference participants names, institutions, cities);
- TABLE OF CONTENTS; and
- INTRODUCTION.

You can download and view a sample Supplement (PDF) here:

[http://aappublications.org/sites/default/files/additional\\_assets/aap\\_files/Pediatrics/Pediatrics\\_Sample-Supplement-2020.pdf](http://aappublications.org/sites/default/files/additional_assets/aap_files/Pediatrics/Pediatrics_Sample-Supplement-2020.pdf). You may also wish to find a recently published supplement to *Pediatrics* and use it as a guide, or view supplements at <http://pediatrics.aappublications.org/content/supplemental>.

Articles in a research-oriented supplement should follow the Regular Article format ([https://pediatrics.aappublications.org/page/author-guidelines#regular\\_article](https://pediatrics.aappublications.org/page/author-guidelines#regular_article)), while other types of supplements should follow the Special Article format ([https://pediatrics.aappublications.org/page/author-guidelines#special\\_article](https://pediatrics.aappublications.org/page/author-guidelines#special_article)). Abstracts should be structured (Regular) or unstructured (Special) as indicated. The general submission instructions (including title page, contributors' statement page, journal style guidance, and conflict of interest statements) also apply to these individual supplement articles.

**IMPORTANT:** The manuscript submission is designed for single article submission, so file uploads for supplements must be handled differently, as follows:

Upload **ONLY** your cover page into the “Manuscript Files” section. Upload **ALL** other files as “Supplemental Files”; collate these to appear in the order they should appear when published. (Do not upload anything into the table/figures box.)

You **MUST** begin each filename with a number, indicating in the order it should appear. If there is more than one file per article, add number-letter combinations to indicate the order they should appear when read/published. See the following examples:

### *Sample File Names*

04\_article1name.docx

04a\_article1tables.docx

04b\_article1figure1.pdf

04c\_article1appendix.docx

04d\_article1responsegrid.docx (*response grids are for revisions only*)

05\_article2name.docx

05a\_article2figure1.pdf

05b\_article2responsegrid.docx (*response grids are for revisions only*)

etc

Upload each individual article as a separate Word file. Unless you have received other instructions from the editorial office, all articles (not including introductory material listed above) must have a complete Title Page as shown in the Title Page guidelines: [https://pediatrics.aappublications.org/page/author-guidelines#title\\_page](https://pediatrics.aappublications.org/page/author-guidelines#title_page). Be sure that each author's conflict of interest, funding, and financial disclosure (on the title page) is complete and accurate. These must match the copyright and disclosure forms required later in the process. There is no word limit for articles in a supplement, but they should be concise. Include a contributors' statement page (<https://pediatrics.aappublications.org/page/author-guidelines#csp>) and unstructured abstract for all articles. Be sure to collate uploaded files submitted (as necessary) to match the order in which they should appear.

**Supplement Step Three: Cover Letter and Questions.** Input your cover letter here. Enter the appropriate information for your submission.

**Supplement Step Four: Keywords.** Enter the appropriate keywords for your submission.

**Supplement Step Five: Reviewers Exclusions.** To indicate any non-preferred reviewers, enter the reviewer's information and click the appropriate designation button.

**Supplement Step Six: Author List.** All authors must be listed here. It is important that these e-mails be up-to-date, since they will need to use this email/login to access the required online copyright and disclosure forms later in the process.

Be sure your author listing is correct. Except in instances where the editorial office has determined that a person does not qualify for authorship, Pediatrics does not allow changes to the author order, including adding or removing authors from a paper or any subsequent revisions.

**Supplement Step Seven: Submission Proofing.** Review your submission before sending it to the editors. Click the "Submit Manuscript" button when you are done reviewing.

After submission, you will receive an email confirmation. The editors will inform you via email once a decision has been made.

Once the supplement is received by the Deputy Editor, it is sent out in its entirety to reviewers. If the supplement is provisionally accepted, revisions may be required. If revisions cannot be made to the satisfaction of the editors, the supplement may be rejected.

We estimate 120 days from final acceptance to publication. However, this timeline can vary depending on such things as the significance and number of revisions needed, and the number of other supplements already scheduled for publication.