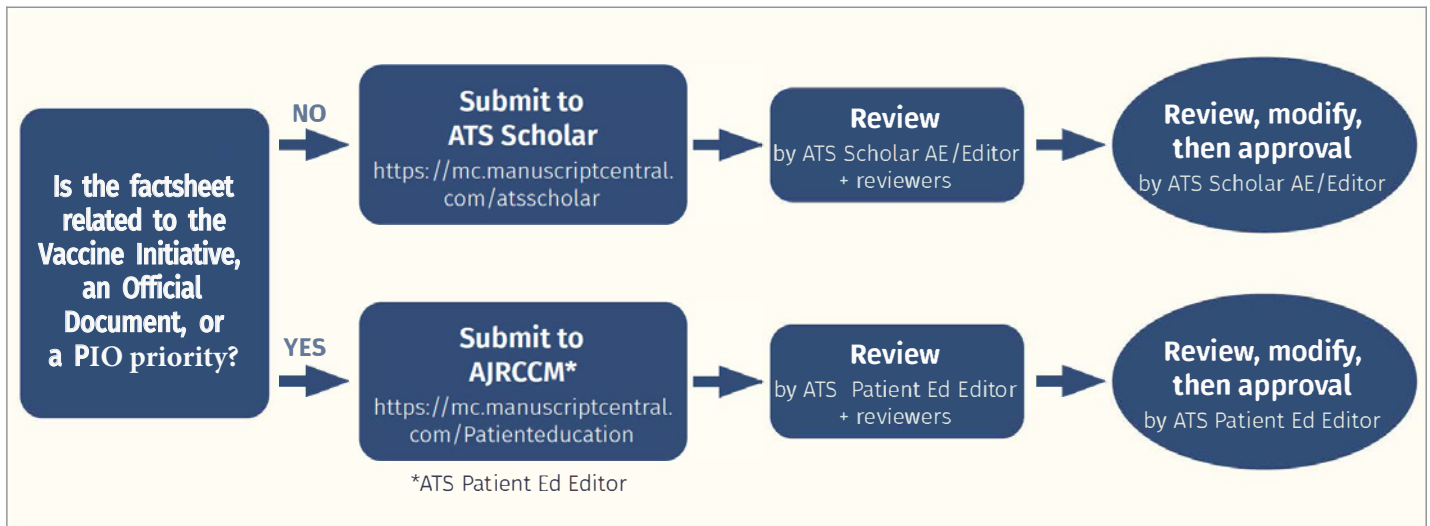


ATS Patient Education Materials Submission Instructions and Checklist

Overview

The ATS accepts patient education material submissions as described in detail in the Patient Education Materials Manual (<https://www.thoracic.org/patients/patient-resources/>).

In general, materials that pertain to 1) Official Documents, 2) The Vaccine Initiative or 3) A Patient Interest Organization (PIO) should be submitted to ATS Patient Education and if approved, will be published in AJRCCM. Materials on other topics should be submitted to ATS Scholar and if approved, will be published in ATS Scholar. Materials related to Leadership-driven topics can be submitted to either ATS Patient Education or ATS Scholar. Each year, up to 12 fact sheets submitted to ATS Patient Education will be published. Up to 4 factsheets submitted to ATS Scholar will be published each year.



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Submission Instructions

Go to the main peer review portal, ScholarOne, at <https://mc.manuscriptcentral.com/atsjournals>

- For materials that relate to Official Documents, The Vaccine Initiative, or a PIO, select ATS Patient Education.
- For all other materials, select ATS Scholar.
- Leadership-driven topics can be submitted to ATS Patient Education or ATS Scholar.
- Materials that are not appropriate for one journal may be transferred to an alternate journal for consideration.

Submission Requirements for All Submissions

- Submit all text-based resources in Microsoft Word.
- Submit resources in English only.
- Word count is 600-800 words.
- Submit graphics including photos, illustrations, figures and tables in accordance with the relevant journal instructions. Copyright/permissions for all graphics that you did not create are required.
- Materials should be written at the 6th-8th grade reading level, assuming the text will contain medical terms that are multisyllabic and will need to be defined. Aside from necessary medical terms, resources should be written at the lowest reading level possible to convey the subject matter.
- Document word count, key words, and reading level on your cover page. Most word processing programs can assess reading level.
- COI declaration for each author as delineated by the appropriate journal is required.
- Three to five free web based, lay friendly links to patient-focused resources should be included at the end of the patient education resource.

Additional Elements for Patient Education Resources Submitted to ATS Patient Education

- Identify co-developers at the start of the process.
- Consider pairing an early career professional with a senior person.
- Each resource should include title, summary of topic, body of text, action steps, methods used to incorporate lay feedback, list of 3-5 lay friendly resources, authors (complete with full names and degrees).
- Use Q/A format.
- Submit sample graphics for the design team to use during the formatting process.

ATS Patient Education Materials Submission Instructions and Checklist

Additional Elements for Patient Education Resources Submitted to ATS Scholar

- A one-page supplement that provides the clinician reader with information about the methods of development, including literature review, needs assessment, evaluation of the content, and limitations. You may include up to 10 professional references in the supplement.
- Submit your final graphics, including illustrations, tables and figures in accordance with ATS Scholar instructions. Limited assistance from the ATS in-house design team can be provided before you finalize your submission. Contact ATS staff to coordinate this service at jcorn@thoracic.org.
- Videos submissions will also be considered.
- Video submissions should be < 75 MB and < 10 minutes in length. (ATS Scholar only)
- Videos should meet publication criteria for both “video” and “patient education” submissions to ATS Scholar (see <https://www.atsjournals.org/journal/ats-scholar/instructions#videos>).

Please refer to the Patient Education Materials Manual at (<https://www.thoracic.org/patients/patient-resources/>) for detailed information about the development/peer review/approval process, tips to enhance health literacy and other topics related to ATS Patient Education. To view examples of existing Patient Education Resources visit <https://www.thoracic.org/patients/patient-resources/>.