

## Guide to Completing Author Disclosure Forms

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### 1. How do I complete the Disclosure Form and Author Contribution Form for *The Journal of Applied Laboratory Medicine (JALM)*?

Log in at <http://submit.jalm.org> and proceed to your **Author Area**. The forms will be available in the “**Disclosures Needed**” queue.

### 2. Why don't I see the forms in the “Disclosures Needed” queue?

There could be 3 possible reasons why the disclosure form is not in the queue. Please troubleshoot:

1. *Are you registered with JALM?*

Check that you are registered with the system and for *JALM*. If you are a new user, register by following the instructions provided [here](#).

2. *Are you using the correct e-mail address?*

The e-mail address associated with the submission (the one entered by the submitting author) must match the email address that you registered with. If the e-mail addresses do not match, you will need to contact the editorial staff at [jalm@aacc.org](mailto:jalm@aacc.org) to correct the email address associated with your submission. *Do not attempt to resolve this issue by creating a second account.*

3. *Did you recently complete your registration?*

First-time users who have just completed the registration process will not have immediate access to the forms. It may take up to 5 minutes for the forms to become available. Please be patient. After completing your registration, log out and log back into the system to access the forms. If you do not see the form after 15 minutes, contact the editorial staff at [jalm@aacc.org](mailto:jalm@aacc.org).

### 3. Who needs to complete the *JALM* Disclosure and Contribution Forms?

**All authors** listed in the title page of the manuscript submission must complete the *JALM* Disclosure and Contribution forms.

### 4. Can the submitting author or the corresponding author submit the forms on my behalf?

**No.** It is the responsibility of each author to individually complete their own forms. The submitting author may not be fully aware of disclosures for every single co-author listed. This allows all authors to provide their own complete disclosures.

### 5. When do I need to complete the *JALM* Disclosure and Contribution Forms?

The **submitting author** is the only one who is able to complete the disclosure form during submission. At the end of the submission process, all authors will receive an automated email

acknowledging the manuscript submission. This acknowledgment email will provide instructions on registration and disclosures. Your manuscript submission is not considered complete until **ALL authors** have completed their disclosure forms.

#### **6. If the relevant information is already included in the manuscript text, do I need to include the information again in the *JALM* Disclosure Form?**

**YES.** If you include disclosures in the Acknowledgments section or elsewhere in the text, you must also provide the information in the *JALM* Disclosure Form. We request that all authors complete the form as accurately as possible at submission to avoid unnecessary delays if your manuscript is accepted for publication. See **Section 15** below for more information on how the disclosure information on the form is processed upon acceptance.

#### **7. If the information is already in the manuscript text, why do I need to repeat it again in the *JALM* Disclosure Form?**

We receive submissions from different institutions all over the world, and authors sometimes disclose irrelevant or inadequate information. In order to standardize the way we collect disclosure information, all authors who submit to *JALM* must answer the same 11 questions. In addition, the submitting author may not be fully aware of disclosures for every single co-author listed. This allows all authors to provide their own complete disclosures.

#### **8. What information should I disclose in the *JALM* Disclosure Form?**

You should disclose:

- Any potential conflicts of interest
- Any relevant financial relationships held personally within the last 24 months
- Any companies or proprietary entities producing scientific services, which have an investment, licensing, or other commercial interest in the subject matter under consideration in the submitted manuscript

Additionally, we request that authors disclose all relevant:

- Grants (including grant numbers if applicable)
- Other forms of research funding received
- Employment or leadership roles
- Consulting or advisory relationships
- Honoraria
- Stock ownership
- Expert testimony
- Patents (including patent numbers if applicable)

Authors of editorials are expected to be free of significant financial associations with companies that may be affected by topics discussed in the manuscript and must also complete a full disclosure at the time of submission.

#### **9. Can I see what the *JALM* Disclosure Form entails?**

Click [here](#) for a blank *JALM* Disclosure Form.

## 10. How should I complete the JALM Disclosure Form?

We have provided guidelines below to help you accurately complete the disclosure form:

- The following criteria apply to all answers in the Disclosure Form:
  - Time period for disclosures should cover the last 24 months
  - “Entity” refers to company, institution, or organization
  - All disclosures listed should be related to the subject matter in the report (except Question 7 on Unrelated Research Funding)
- You will be required to answer “Yes” or “No” to each question in the form. You will not be able to proceed with the form if you do not select “Yes” or “No” for any question.
- If you answered “No” to all questions because you have nothing to disclose, click on “Complete Form.” Congratulations, you have successfully completed the Disclosure Form.
- If you answered “Yes” on the questions listed below, you will be prompted to provide additional details about your disclosures when you click on “Complete Form.”
  - **Employment or Leadership Position:** Provide the name of the entity where you hold or have held full time or part time employment or leadership role, title held, and whether compensation is or was received, i.e. service as officer or board member.
  - **Stock Ownership:** Provide the name of the entity in which you hold or have held relevant stock/ownership interest.
  - **Honoraria:** Provide the name of the entity from which you received the honoraria, i.e. honoraria for services, presentations, or appearances.
  - **Consultant or Advisory Role:** Provide the name of the entity for which you performed a consulting or advisory role.
  - **Expert Testimony:** List the name of the entity for which you provided expert testimony.
  - **Patents:** Provide description of approved and/or pending patents, including patent numbers or application numbers. If the numbers are not available at this time, state “Not Available at This Time.”
  - **Research Funding (specific to the report):** List the name of the entity that provided funding, including grant numbers if applicable. Use the drop-down menu next to “Relationship” to specify individual author or study group as the recipient of funding.

*Example:*

“Random Biosciences Grant #1234 to Study Group”

–or–

“Random Biosciences Grant #1234 to John Doe & Jane Doe”

*For clarity, authors should also list disclosures of research funding in this way [Entity + Grant Number + Recipient] in the manuscript text. However, we strongly encourage you to list complete disclosures in the disclosure form instead of in the manuscript text.*

- **Research Funding (unrelated to the report):** Same instructions as above.

*This field is optional but you are still required to click on "Yes" or "No." It is provided for authors who wish to disclose additional information not for publication, but strictly for peer-review and the Journal's records. All disclosures that are not published will remain confidential.*

- **Other Remuneration:** List the name of the entity that provided remuneration for trips, travel, or gifts.
- For the purposes of the **Role of Sponsor** section, the "sponsor" is any company or organization that provided financial support for the study in question. Only the corresponding author will be asked to complete this section. Check all applicable boxes to indicate whether the sponsor played a direct role in any of the following:
  - Design of the study
  - Choice of enrolled patients
  - Review and interpretation of data
  - Preparation of manuscript
  - Final approval of manuscript
  - None of the above*
  - There was no sponsor for your study*

## 11. What are some common errors when completing the JALM Disclosure Form?

We have listed common errors below that contribute to discrepancies and delays when authors complete the JALM Disclosure Form:

### 1. Unclear Recipients

- Was funding granted to an individual author or the entire study group?
- If funding was granted to an individual author, is the individual specified?

### 2. Insufficient Details

- Was the name of each entity specified?
- Were grant numbers provided for research grants received?

Examples of **vague/incomplete** disclosures:

*Authors failed to specify entity for consulting/advisory roles, expert testimony, honoraria:*

- Entity: "Fees for Consulting" or "Fees for Testimony"

-or-

*Authors failed to specify recipient and provide grant number for research grants:*

- Entity: "Research grant from Random Biosciences"

## 12. What is the role of the submitting author in completing the JALM Disclosure Form?

It is the responsibility of each author to individually complete their own forms as accurately as possible. However, the submitting author may wish to include a list of all funding sources on the JALM Disclosure Form during the submission process. The submitting author should only do this if sufficient details can be provided. For example, provide any applicable grant number and clearly specify the individual recipient after typing the name of the funding entity in the text field [i.e. "Supported by Random Biosciences Grant #1234 to John/Jane Doe."]

**13. Can I see an example of a completed JALM Disclosure Form?**

Click [here](#) to see an example of an accurately completed JALM Disclosure Form.

**14. Do the reviewers have access to the JALM Disclosure Form?**

**YES.** Reviewers have access to what is disclosed within the manuscript text **AND** the JALM Disclosure Form. Reviewers are instructed to check the disclosure information provided in both places to determine whether there is any potential conflict of interest with the authors, their institutions, or their funding sources. While the manuscript is under review, disclosures are held in confidence (information is only available to the handling editor and assigned reviewers of your submission) and do not influence the editorial decision on reports of research.

**15. What happens to the information in the JALM Disclosure Form if your submission is accepted for publication?**

If your submission is accepted, all disclosures will be copy edited and formatted according to Journal style. Whenever possible, JALM Editorial Staff will try to resolve discrepancies between what is listed in the manuscript text and what is provided in the JALM Disclosure Form. If disclosures were listed in both places and appear identical, the Editorial Specialist will delete any redundant information in the manuscript text. If there is missing or incomplete information in the form or in the text, the Editorial Specialist will query the corresponding author to clarify the confusion.