Guide for the Publication of Addendum

May 2025

TABLE OF CONTENTS

Also see:

SciELO Ethics

Guidelines on Best Practices for Strengthening Ethics in Scientific Publication

Guide for the Publication of Retraction

Guide for the Publication of Erratum

1 INTRODUCTION

The publication of an Addendum is carried out in cases where there are no corrections to the text or digital assets, but when the inclusion of information about an already published document is necessary. Addendum do not contradict the original publication and are not used to correct errors; they should be used when the added information is beneficial for the reader's understanding of a significant aspect of the published contribution.

Addendum may be peer-reviewed, according to the editorial policy of the journal. All Addendum are linked to the related published document. In such cases, **the added information is not effectively inserted into the original document**, as may occasionally happen with an erratum, for example.

The addendum publication procedure follows international standards and aims to preserve the original record of the manuscript while informing about any subsequent additions.

2 PROCEDURES FOR REGISTERING AND PUBLISHING AN ADDENDUM

The publication process in SciELO must be initiated by an email from the journal to SciELO informing of the need for an addendum to a previously published document.

The email must be sent to <publicacao@scielo.org>, including: the link to the document on SciELO, journal name, volume, issue, document title, DOI number, and a detailed description of the added content. SciELO will evaluate the request and decide whether the publication of the addendum is necessary.

Once SciELO confirms the need to publish the addendum, it must be published in the current volume/issue of the journal. Addenda are not published in back volumes/issues.

The creation and delivery of the addendum along with the document referenced by it (called the "Addendum Package") must be carried out by the XML service provider hired by the journal. This process must be managed by the journal itself (See more information in the section: ***DELIVERY AND PUBLICATION OF THE "ADDENDUM PACKAGE"***).

3 ABOUT ADDITIONS

When additional data affect **bibliographic indexes and the DOI**, potentially impacting searches and bibliometric indicators, **the publication of an addendum is not allowed**. In such cases, the information must be added directly to the original document through the publication of an erratum. Examples of such data include:

1. **Author name;**
2. **Corresponding author information;**
3. **Document section;**
4. **Document title;**
5. **Author affiliation;**
6. **Abstract (complete);**
7. **Keywords;**
8. **Funding institution plus contract number;**
9. **Funding agency;**
10. **Clinical trial registration number;**
11. **Citation;**
12. **Reference;**

13. **Bibliographic citation:**
    a. **Journal title;**
    b. **Volume;**
    c. **Issue (or special issue);**
    d. **Volume supplement;**
    e. **Frequency;**
    f. **Year;**
    g. **Pagination;**
    h. **Elocation-id.**
14. **Document history dates;**
15. **Information about authorship contribution.**

4 ADDENDUM TEXT

The addendum text must clearly explain why and where the data addition is being made. The editorial team of the journal is responsible for drafting the text; however, it must include the full citation of the document mentioned in the addendum, following the bibliographic style adopted by the journal.

Example text:

> In the article <full citation of the document according to the bibliographic style adopted by the journal>, the following information was added because <explanation> or for <explanation>, and the following content should be considered:
>
> <additional information>
>
> Editorial Board of <journal title>

5 ADDENDUM PDF

The layout of the addendum must be treated by the journal's editorial team as that of any other scientific document, even if it has not undergone peer review, and must include (**Figure 1**):

1. A DOI number specific to the addendum *(different from the DOI of the document mentioned)*;
2. Addendum section *(matching the language of the addendum text)*;
3. Título do adendo mais o título do documento mencionado pelo adendo *(matching the language of the addendum text)*;
4. Addendum text including the full citation of the document mentioned;
5. Bibliographic citation of the addendum:
   a. Journal title;
   b. Volume and/or issue *(always from the current issue)*;
   c. ear of publication *(always the current publication year)*;
   d. Addendum pagination or elocation-id;
6. Name of the editor-in-chief and/or editorial team responsible for approving the addendum *(no signatures for security reasons)*;
7. Creative Commons license *(same as the journal's standard)*.

Figure 1: Addendum PDF exampleo
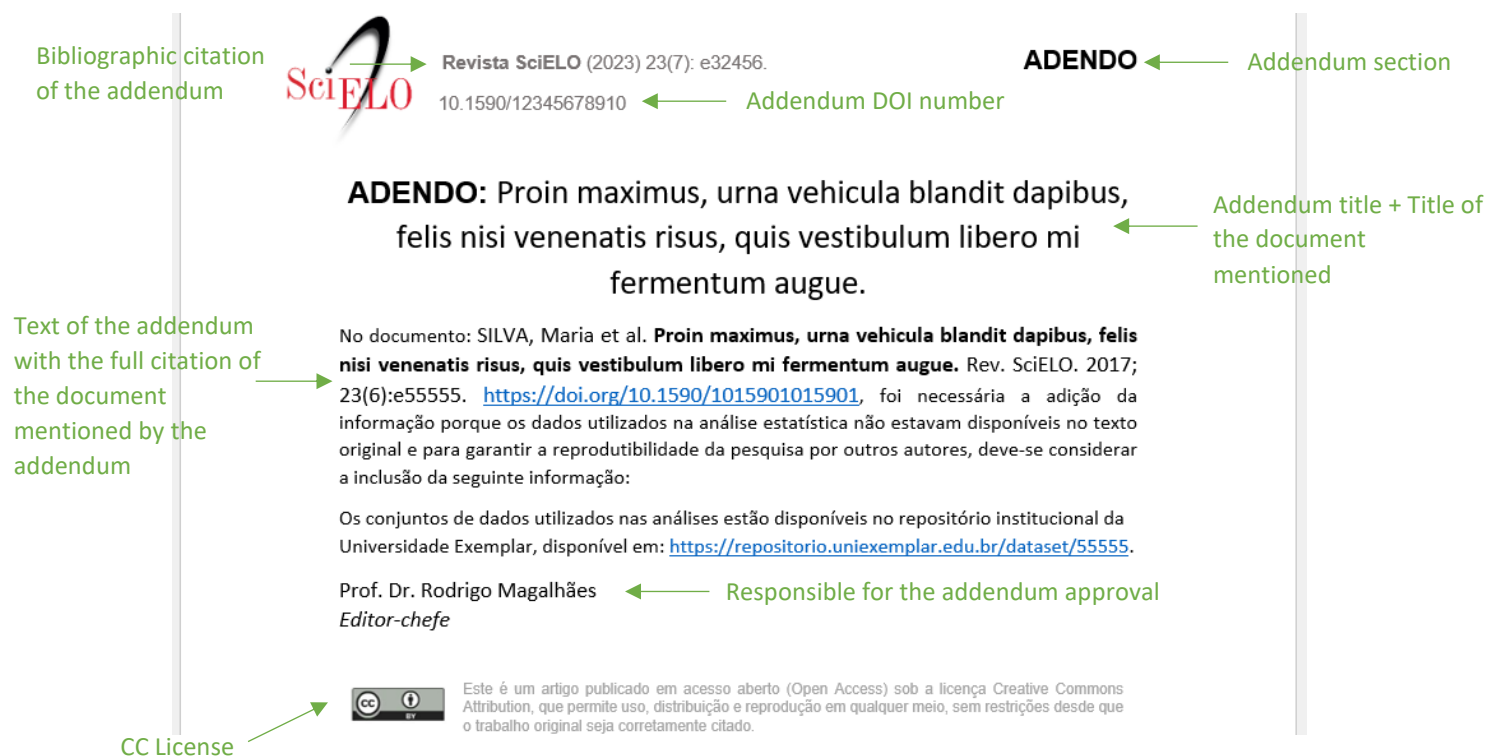
6 PDF OF THE DOCUMENT MENTIONED BY THE ADDENDUM

The document that will be referenced by the addendum must have two pieces of information added to its PDF. The journal's editorial team is free to decide where to insert both pieces of information (**figure 2**).

1. Add the addendum approval date in the document's history dates;
2. Include a note indicating that the document has an addendum, with the addendum's DOI link. As a suggestion, we recommend the following::
   a. **Portuguese:**
      i. Este documento possui um adendo: [link DOI do adendo]
   b. **English:**
      i. This document has an addendum: [link DOI do adendo]
   c. **Spanish:**
      i. Este documento tiene una addenda: [link DOI do adendo]

To create the DOI link of the addendum (which may not be published yet), simply prepend https://doi.org/ **ADDENDUM DOI**, to the DOI that will be assigned to the addendum

For more information, consult Display guidelines for Crossref DOIs, item **How to display a Crossref link** and Guidance for creating a DOI *(Portuguese only)*.

5

Figura 2: Example of added text with the addendum DOI link + history date in the PDF of the document mentioned by the addendum

7 XML

For XML tagging of both the addendum and the document mentioned by the addendum, consult the Guide for the use of XML elements and attributes in documents following the SciELO Publishing Schema implementation and other relevant publishing information, sections:

- Addendum
    - Addendum XML
    - XML of the Document Referenced by the Addendum

8 DOCUMENT PAGE ON THE WEBSITE

Both the addendum and the document mentioned by the addendum will display clickable yellow boxes in the header section of each document's page on the website **(Figures 3 and 4).**
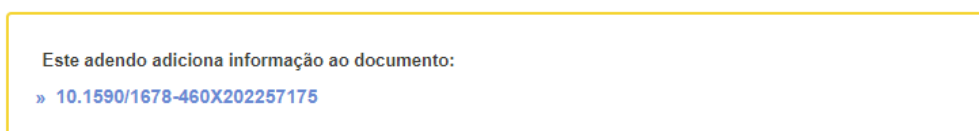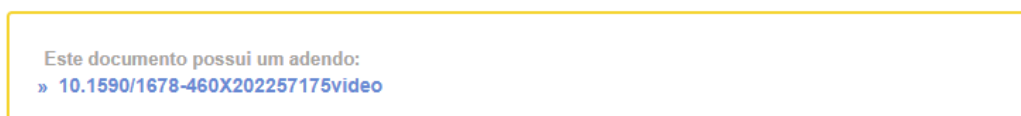
Figure 3: Example of the Addendum page

Figure 4: Example of the page of the document mentioned by the Addendum

9 DELIVERY AND PUBLICATION OF THE "ADDENDUM PACKAGE"

The creation and delivery of the addendum, along with the document mentioned by the addendum (referred to as the "Addendum Package"), must be carried out by the XML service provider contracted by the journal. This process must be managed by the journal itself, and the package must contain:

1. Addendum XML + images, if any
2. Addendum PDF
3. XML of the document mentioned by the addendum + images, if any
4. PDF of the document mentioned by the addendum

The addendum must be published in the current volume/issue of the journal. Addenda are not published in retroactive volumes/issues.

The file name of the document already published in SciELO must remain the same as the previously submitted version.

The delivery of the addendum package must follow the guidelines in the [Package Delivery Guide for Publication](#) *(Portuguese Only)*, and the addendum must be included in either a [continuous publication](#) (CP) batch or a regular issue (in this case, it must appear in the table of contents).

The addendum must be published in all the languages in which the document mentioned by the addendum is available.

References

The procedures followed by SciELO for registering and publishing errata, retractions, and addenda are based on standards recommended by the following ethics, indexing, and scientific publishing committees:

- Principles of Transparency and Good Practice in Academic Publications recommended by the Committee on Publication Ethics (COPE);
  - www.publicationethics.org
- COPE Retraction guidelines;
  - https://doi.org/10.24318/cope.2019.1.4
- CSE's White Paper on Promoting Integrity in Scientific Journal Publications;
  - https://www.councilscienceeditors.org/recommendations-for-promoting-integrity-in-scientific-journal-publications
  - https://www.abecbrasil.org.br/arquivos/whitepaper_CSE.pdf
- International Committee of Medical Journal Editors (ICMJE);
  - http://www.icmje.org/icmje-recommendations.pdf
  - Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Publishing and Editorial Issues Related to Publication in Biomedical Journals Publishing & Editorial Issues: <http://goo.gl/879CKr>
  - Corrections and Version Control: <http://goo.gl/zfD6zl>
- Equator Network;
  - www.equator-network.org
- World Economic Forum;
  - https://widgets.weforum.org/coe/
- The Office of Research Integrity;
  - https://ori.hhs.gov/definition-misconduct

- Declaration On Research Assessment (DORA);
  - https://sfdora.org/read/
- Code of Good Scientific Practice (FAPESP);
  - https://fapesp.br/boaspraticas/2014/FAPESP-Code_of_Good_Scientific_Practice.pdf
- Conselho Nacional de Desenvolvimento Científico e Tecnológico (CNPq);
  - http://www.cnpq.br/web/guest/diretrizes
- Guia de boas práticas para o fortalecimento da ética na publicação científica (SciELO).
  - https://wp.scielo.org/wp-content/uploads/Guia-de-Boas-Praticas-para-o-Fortalecimento-da-Etica-na-Publicacao-Cientifica.pdf
- NLM/PUBMED - MEDLINE - National Library of Medicine
  - Errata, Retractions, Partial Retractions, Corrected and Republished Articles, Duplicate Publications, Comments (including Author Replies), Updates, Patient Summaries, and Republished (Reprinted) Articles Policy for MEDLINE. Fact Sheet: <https://www.nlm.nih.gov/bsd/policy/errata.html>
- Guide to the Use of Artificial Intelligence Tools and Resources in Research Communiction on SciELO:
  - https://25.scielo.org/wp-content/uploads/2023/09/2-Susan-Guide-to-the-Use-of-AI-tools-and-resources-20230914-EN.pdf
- Programa SciELO: Oficina de Ética y Buenas Prácticas en la Comunicación de la Investigación (SciELO Ética):
  - https://25.scielo.org/wp-content/uploads/2023/09/3-Edmundo-Establecimiento-de-la-Oficina-de-Etica-y-Buenas-Practicas.pdf

How to cite this document

SciELO. *Guide for the Publication of Addendum* [online]. SciELO, 2025 [cited DD Month YYYY]. Available from: https://wp.scielo.org/wp-content/uploads/guia_adendo_en.pdf.