

Instructions for Authors

Submission of Manuscripts

All manuscripts to be considered for publication in the *Archives of Pathology & Laboratory Medicine* must be submitted to our online peer review system, AllenTrack, which is available at <http://archivesofpathology.allentrack.net>. This system allows authors to submit text and figures via the Internet. Helpful information on the submission process is available on the site. Authors may check on the status of their submissions at any time during the review process.

When first visiting the above site, authors will need to register. When registering, you will be asked to create a login name and password. If you forget your password, simply go to the AllenTrack Web page (listed above) and click on the Unknown/Forgotten Password? link. After entering either your AllenTrack login name or your name, you will receive an e-mail with a temporary password.

It is important to note that the instructions found on the AllenTrack site primarily refer to how to load submissions and do not replace the Instructions for Authors shown below and at http://www.archivesofpathology.org/userimages/ContentEditor/1259618474490/arpa.instructions_for_authors.pdf. Authors are strongly encouraged to review the Instructions for Authors prior to submitting a manuscript to ensure their manuscripts are properly prepared and formatted. Submissions not prepared according to the Instructions for Authors will be returned to the authors for revision prior to the start of the review process.

Prior to submitting a manuscript, submitting authors should collect such items as:

- Electronic files for the text, cover letter, figures, and tables;
- Figure files saved at a minimum of 300 pixels per inch (ppi) if in color or a halftone, or at 1200 ppi if line art. Figure files can be submitted using TIFF, EPS, Word, and PowerPoint formats. IMPORTANT NOTE: Do not submit photomicrographs as either Word or PowerPoint files. Digital color files must be saved using CMYK mode. Avoid submitting files saved in either JPEG or GIF formats as these types of files are typically not of sufficient resolution for the printing process (also see Illustrations below);
- A cover letter that includes the full name, affiliation, and academic degree(s) of all authors. Clearly specify who will serve as the corresponding author. Also include such information as to what section the manuscript is being submitted, and whether the manuscript was presented at a meeting. Additionally, if figures are being reprinted with the permission of a publisher, mention this and specify whether the permission letter(s) will be faxed or mailed to the ARCHIVES editorial office (also see Cover Letter and Illustrations below).

The AllenTrack system will ask submitting authors to upload and enter all of the information related to a manuscript. After loading your manuscript files, your submission will be converted into a PDF file. It is important to note that the submitting author must approve the converted file before the submission process is complete.

In addition, an Authorship Form (shown on subsequent page) signed by all authors must be submitted for all manuscripts. Completed forms may be faxed to the ARCHIVES editorial office at 847-832-8400 or may also be mailed to the editorial office (see address on subsequent page). Be sure to include the title of the manuscript and, if known, the manuscript number, at the top of the form. **Note:** Faxed forms must have legible names and signatures.

About the Archives

The *Archives of Pathology & Laboratory Medicine* is the official journal of the College of American Pathologists, an organization whose mission is to represent the interests of patients, the public, and pathologists by fostering excellence in the practice of pathology worldwide.

The ARCHIVES publishes original, peer-reviewed articles for pathologists and clinical laboratory scientists. This information is intended to help laboratorians keep abreast of the ever-increasing knowledge base necessary to the successful practice of pathology and laboratory medicine. The journal actively pursues articles that focus on new and/or complex technologies/disciplines, such as molecular pathology, cytogenetics, HLA, cytometry, informatics, and the science of medical laboratory management.

The ARCHIVES is available full-text and images at <http://www.archivesofpathology.org>. Inquiries regarding the status of submitted manuscripts may be e-mailed to the ARCHIVES editorial office at archivesofpathology@cap.org. **Note:** New or revised manuscripts should not be sent to this e-mail address.

Manuscripts are considered with the understanding that they have not been published previously in print or electronic format and are not under consideration by another publication or electronic medium.

Cover Letter.—The information in the cover letter will not be supplied to reviewers. All author names, academic degree(s), and affiliations must be clearly listed. Specify who will serve as the corresponding author. If an author's affiliation has changed since the work was done, also list the new affiliation. The editorial office reserves the right to review the number of authors on all submissions. All co-authors should have contributed to the study and manuscript preparation. They should be thoroughly familiar with the substance of the final manuscript and be able to defend its conclusions (also see the authorship responsibility section of the accompanying authorship form).

Specify the address to which requests for reprints (if available) should be sent. If the manuscript was presented at a meeting, specify the complete name of the meeting (spell out association names), the city where it was held, and the exact date on which the paper was presented. Acknowledge financial support provided to the authors for the research presented in the manuscript.

Authorship Form.—All authors must complete and sign the copyright, authorship responsibility, and financial interest statements shown on the accompanying authorship form. All author names must be clearly printed on the form, and each author's signature should appear next to his/her name. Manuscripts cannot be accepted until this completed form is submitted.

Informed Consent.—If the manuscript reports the results of an experimental investigation of human subjects, state formally that consent was obtained from the subjects after the nature of procedure(s) had been fully explained. Include a signed statement of consent from the patient (or, if the patient is a minor, from both parents or the legal guardian) with all identifiable photographs. Consent forms must contain a specific statement that photographs and information related to a case may be published separately or together, and that the patient's name will not be disclosed.

Ethical Requirements.—For human or animal experimental investigations, specify in the Methods section of the manuscript what protocols were followed, eg, "Institutional

guidelines regarding animal experimentation were followed." For those investigators who do not have formal ethics review committees (institutional or regional), the principles outlined in the Declaration of Helsinki¹ should be followed.

Manuscript Preparation

(Also see following pages for specific instructions related to Editorial, Letter to the Editor, Case Report, Resident Short Review, and State of the Art in Clinical and Anatomic Pathology submissions.)

- Authors should make certain that all identifying information, such as author names and affiliations, does not appear on the title page, text pages, and figures. However, all manuscripts should still include a title page (see Title Page below).

- Manuscripts should be prepared in accordance with the *American Medical Association Manual of Style*, 10th edition.

- Double-space throughout, including title page, abstract, text, acknowledgments, references, legends for illustrations, and tables. The right margin should be unjustified (ragged).

- The text file should not contain unnecessary formatting. Specifically, only use hard returns at the end of paragraphs and display lines; do not use an extra hard return between paragraphs; do not use tabs or extra space at the start of paragraphs or for list entries; do not indent runover lines in references; do not use different typefaces, page breaks, or headers; and turn off line spacing and hyphenation and justification.

- Start each section on a new page, numbered consecutively in the upper right-hand corner, beginning with the title page.

- Use conventional units of measurement throughout the manuscript, with conversion factors for Système International (SI) units expressed once in parentheses after the first mention of the conventional unit. Example: "The blood glucose concentration of 126 mg/dL (to convert to millimoles per liter, multiply by 0.0555) was used as a criterion for diagnosing diabetes." If several laboratory values are listed, conversion factors may be listed in a paragraph at the end of the Materials and Methods or Report of a Case section. In tables and figures, conversion factors should be presented in the footnote or legend. Hematologic values should only be reported using conventional units.

- Use generic names of drugs, unless the specific trade name of a drug used is directly relevant to the discussion.

- Do not use abbreviations in the title or abstract, and limit their use in the text.

- When using acronyms, make certain the full name is spelled out on first use.

- Give sources (name of company and location) for all special reagents (eg, antibodies, enzymes, probes).

Title Page (page 1 of manuscript).—List only the title and subtitle of the manuscript on this page. All author names, affiliations, and related information should only be listed in the cover letter.

Abstract (page 2 of manuscript).—Providing a well-written abstract is critical to help guide researchers to articles. For reports of original data (Original Articles), submit a structured abstract of no more than 250 words under the headings of Context, Objective, Design, Results, and Conclusions. For review manuscripts, submit a structured abstract of no more than 250 words under the headings of Context, Objective, Data Sources, and Conclusions.

For reports of the results of meta-analyses, submit a structured abstract of no more than 250 words under the headings of Context, Objective, Data Sources, Study Selection, Data Extraction, and Conclusions. Authors submitting manuscripts

that report consensus statements should provide a structured abstract of no more than 250 words under the headings of Objective, Participants, Evidence, Consensus Process, and Conclusions. For detailed information concerning what to include under each abstract heading, refer to the *AMA Manual of Style*.

To allow for quick scanning of abstracts, text provided within each heading may be written in phrases rather than complete sentences. For example: "Design. Double-blind randomized trial" is preferred to "Design. The study was conducted as a double-blind, randomized trial." For Case Report and Resident Short Review submissions, include an unstructured abstract of no more than 150 words.

- When writing abstracts, do not begin by repeating the manuscript's title. Do not list anything in the abstract that is not in the manuscript. Do not cite references.

Tables.—Double-space on separate pages. Title all tables and number them in the order of their citation in the text. If a table must be continued, repeat the title on a second page, followed by "(cont)." Abbreviations/acronyms used in the table must be defined in a key below the table.

Illustrations.—Authors will load figures directly into the AllenTrack system. Halftone and color images should be submitted at a minimum of 300 ppi, while line art should be submitted at 1200 ppi. Figure files can be submitted using TIFF, EPS, Word, and PowerPoint formats. IMPORTANT NOTE: Do not submit photomicrographs as either Word or PowerPoint files. Digital color files must be submitted in CMYK mode. There is no author charge to print color figures.

Label each figure in the lower left-hand corner; labels should not include the word "Figure." Do not hand print figure labels.

Figures that are not submitted in accordance with these guidelines are subject to revision, at the discretion of the editorial office.

- Number illustrations according to the order in which they are cited in the text.

- Double-space legends (maximum length, 40 words) on a separate page. Indicate magnification and stain used for photomicrographs.

- Acknowledge fully all illustrations and tables taken from other publications, and submit a copy of the permission letter to reprint from the copyright owner.

References.—Number references in the order they are mentioned in the text; *do not alphabetize*. In text, tables, and legends, identify references with superscript Arabic numerals. Submit a preprint for references cited as in press. In listing references, follow AMA style, abbreviating names of journals according to *Index Medicus*. Note: List all authors and/or editors up to 6; if more than 6, list the first 3 and then "et al." Provide the issue number in parentheses after the volume number.

Example:

1. Guler ML, Daniels JA, Abraham SC, Montgomery EA. Expression of melanoma antigens in epithelioid gastrointestinal stromal tumors: a potential diagnostic pitfall. *Arch Pathol Lab Med*. 2008;132(8):1302–1306.

For a reference to a chapter in a book:

2. Glinoe D. Thyroid disease during pregnancy. In: Braverman LE, Utiger RE, eds. *Werner and Ingbar's The Thyroid: A Fundamental and Clinical Text*. 8th ed. Philadelphia, PA: Lippincott Williams & Wilkins; 2000:1013–1027.

Authors are responsible for the accuracy of references.

Personal communications.—Personal communications should be listed at the appropriate location in the text; they should not be listed as a reference. Authors who name an individual as a source of information via a personal com-

munication, whether it is through a conversation, an e-mail, a telephone conversation, a fax, or a letter, must include the full name and highest academic degrees of the individual. Also include the date of the communication, and state whether it was an oral or written communication. Authors who cite personal communications must obtain written permission from the named individual and must include a copy of the permission letter with a new manuscript.

Original Articles

Submissions to the Original Article section should consist of original research. The research discussed in Original Articles must receive institutional review board approval and this approval must be stated in the Materials and Methods section.

Original Articles should generally not exceed 50 double-spaced text pages and have no more than 12 figures/tables. Submit a structured abstract of no more than 250 words under the headings of Context, Objective, Design, Results, and Conclusions.

Also see the first page of these instructions for information concerning Cover Letter, Manuscript Preparation, and the authorship form.

Review Articles

Review Articles should provide a comprehensive summary of the available information on a specific topic. The topic will ultimately dictate the overall length of a Review Article. The maximum length for Review Articles should generally not exceed 50 double-spaced text pages, and there should be no more than 12 figures/tables. Review Articles should not have more than 8 authors. Submit a structured abstract of no more than 250 words under the headings of Context, Objective, Data Sources, and Conclusions.

Also see the first page of these instructions for information concerning Cover Letter, Manuscript Preparation, and the authorship form.

Editorials

Editorials generally should not exceed 1000 words. An abstract is not required. Editorials should be prepared in the same manner as a manuscript as described above. **Also see the first page of these instructions for information concerning Cover Letter, Manuscript Preparation, and the authorship form.**

Letters to the Editor

Letters should be limited to 500 words or fewer and to no more than 5 pertinent references. They must be prepared in the same manner as a manuscript as described above; an abstract is not required. **Also see the first page of these instructions for information concerning Cover Letter, Manuscript Preparation, and the authorship form.**

Case Reports

Case reports (1) should provide an original description of a previously undescribed entity or provide new information about an entity that is of unambiguous clinical/diagnostic pathologic utility and (2) should be of specific interest to a general pathology audience or a large segment of that audience. Case reports that merely report an interesting or rare entity that has been previously reported are not acceptable, and the authors should consider reformatting their case report into a review article on the same topic.

It is the responsibility of the author(s) to ensure that the identity of a patient is not apparent from the information contained in a case report.

Unless special conditions exist, there should be no more than 6 authors for case reports. Case reports should not exceed 12 double-spaced text pages, have no more than 15 references, and a maximum of 6 figures and/or tables. Include an unstructured abstract of no more than 150 words. Case reports that do not conform to these requirements will be returned without being reviewed. **Also see the first page of these instructions for information concerning Cover Letter, Manuscript Preparation, and the authorship form.**

Resident Short Reviews

These short review articles address a very specific disease or issue that is relevant for clinical practice and provide an evidence-based, balanced, pathology-oriented review on a focused topic in anatomic or clinical pathology. The topic should be restricted to a single defined diagnostic entity or test: for example, fibrolamellar hepatocellular carcinoma rather than liver tumors; polymerase chain reaction diagnosis of tuberculosis rather than polymerase chain reaction diagnosis of all infections. More exhaustive reviews of broader topics should be submitted as a regular Review Article.

Resident Short Review articles should include clinical features, gross pathology/histopathology/laboratory findings, ancillary studies, differential diagnosis, current treatment, and prognosis.

An unstructured abstract of no more than 150 words that summarizes the objective, main points, and conclusions of the manuscript is required. The minimum length for Resident Short Review articles is 6 double-spaced manuscript pages (10- or 12-point font size) and the maximum length is 15 double-spaced text pages (excluding the title page). The maximum number of references is 30, and the maximum number of figures and/or tables is 8.

Authorship.—Unless special conditions exist, there should be no more than 2 authors for Resident Short Review submissions. **The first author should be a resident** and the second author should be a faculty mentor. Resident Short Reviews will be subject to the same peer-review process as any manuscript submitted to the ARCHIVES.

Also see the first page of these instructions for information concerning Cover Letter, Informed Consent, Ethical Requirements, Manuscript Preparation, and the authorship form.

State of the Art in Clinical and Anatomic Pathology

State of the Art in Clinical and Anatomic Pathology presents concise cutting-edge information necessary to practice pathology and laboratory medicine in the new millennium.

Figures must represent the topic discussed with as much clarity as possible. Visual quality of the figures will be an important factor in the determination of the manuscript's publication.

Unless special conditions exist, there should be no more than 6 authors. Manuscripts submitted to this section should consist of no more than 12 double-spaced text pages and have no more than 15 references. Include an unstructured abstract of no more than 150 words. Figure legends should be submitted on separate sheets of paper.

Illustrations.—Submit no more than 6 figures/illustrations (also see Illustrations on the second page of these instructions).

Also see the first page of these instructions for information concerning Cover Letter, Informed Consent, Manuscript Preparation, and the authorship form.

Editing

All accepted manuscripts will be copyedited according to AMA style, and returned with proofs to the corresponding author for approval. Authors will receive their page proofs via e-mail as portable document format (PDF) files. Proofs are sent within approximately 6 weeks from date of acceptance. The authors are responsible for all statements made in their work, including any changes made by the copy editor and authorized by the corresponding author.

Reprints

Forms for ordering reprints are included with the edited typescript and page proofs sent for approval. Reprints are shipped 2 to 3 weeks after publication.

All accepted manuscripts become the permanent property of the CAP and may not be published elsewhere without written permission from the CAP or the ARCHIVES editorial office. Contact the editorial office at the e-mail address below for reprint permissions.

Authors may contact the ARCHIVES editorial office at:

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College of American Pathologists
325 Waukegan Rd
Northfield, IL 60093-2750
Phone: 847-832-7400; Fax: 847-832-8400
E-mail: archivesofpathology@cap.org

Completed authorship forms may be mailed to this address.

Note: For all subscription-related matters, including reporting a missing issue or a new mailing address, an e-mail should be sent directly to subscription@cap.org. Be sure to include your full name, current subscription mailing address, and phone number. E-mails will be forwarded to the circulation director for processing.

Reference

1. World Medical Association. Declaration of Helsinki: ethical principles for medical research involving human subjects. Available at: <http://www.wma.net/e/policy/pdf/17c.pdf>. Accessed September 2, 2003.

(rev. March 2009)

SUBSCRIPTION RELATED QUESTIONS

To report a missing issue of the ARCHIVES or for any other subscription related questions, please send an e-mail to:

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Be sure to include your full name, subscription mailing address, and phone number in your e-mail. E-mails received will be forwarded to the Circulation Director.

Authorship Form

Manuscript Title: _____
Each author must read and sign the following statements concerning authorship responsibility, copyright transfer/federal employment, and financial disclosure. In addition, the corresponding author must sign the acknowledgment statement. Make additional copies of this form as needed. Return all original signatures to the ARCHIVES editorial office (address shown below).

Authorship Responsibility:

I certify that I have participated sufficiently in the concept and design of this work and the analysis of the data, where applicable, as well as the writing of the manuscript, to take public responsibility for it. I have reviewed the final version of the submitted manuscript and approve it for publication. Neither this manuscript nor one with substantially similar content under my authorship has been published or is under consideration for publication elsewhere, except as described in an attachment. I attest that research methods and studies, along with the treatment and description of human subjects contained in the manuscript have been conducted in accordance with the guideline(s) and policy of the institution(s) of the author(s).

Author Name(s) (printed), Signature(s)

Date

Copyright:

In consideration of the action of the College of American Pathologists (CAP), in reviewing and editing this submission, the author(s) undersigned hereby transfer(s), assign(s), or otherwise convey(s) all copyright ownership, including any and all rights incidental thereto, exclusively to the CAP, in the event that such work is published by the CAP.

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I certify that all financial and material support for this research and work is clearly identified in the manuscript. I also certify that all my affiliations as well as any affiliations of immediate family members or financial involvement (eg, employment, consultancies, honoraria, stock ownership or options, expert testimony, grants or patents received or pending, royalties) with any organization or entity with a direct financial interest in or a financial conflict with the subject matter discussed in the manuscript are completely disclosed here or in an attachment.

If no relevant financial interests in this manuscript exist, check the box and sign below.

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Date

Acknowledgment:

Authors should obtain written permission from all individuals named in an acknowledgment, since readers may infer their endorsement of data and conclusions. The corresponding author must sign the following statement:

I certify that all persons who have made substantial contributions to the work reported in this manuscript (eg, data collection, analysis, or writing or editing assistance) but who are not listed as authors are named with their specific contributions in an acknowledgment in the manuscript. I also certify that all persons named in the acknowledgment have provided me with written permission to be named.

Corresponding Author Name (print), Signature

Date

Return completed authorship forms to the Archives of Pathology & Laboratory Medicine, College of American Pathologists, 325 Waukegan Rd, Northfield, IL 60093-2750, USA; Fax: 847-832-8400.