

## AUTHOR REQUIREMENTS

- Corresponding authors (the person who submits the abstract or case study) are responsible for submitting financial disclosure information for all authors. This information will be submitted directly into the submission site; paper authorship forms will not be accepted. Corresponding authors should obtain any relevant financial disclosures and the e-mail addresses for all co-authors prior to starting the submission process. E-mail addresses for corresponding authors must be active and accessible through at least August 2021.
- Corresponding authors will be notified of their submission status on May 26, 2021.
- Corresponding authors must be available to respond to questions from the *Archives* editorial office, especially during the period of April 6 to May 20, 2021.
- College of American Pathologists (CAP) Junior Members whose abstracts have been accepted will be considered for a CAP21 Top 5 Junior Member Abstract Program award. The winners will receive cash prizes and special recognition. To be eligible, a CAP Junior Member must:
  - Have performed a substantial portion of the research and work involved in the preparation of the abstract;
  - Be listed as either the first or second author;
  - Serve as the corresponding author.
- Affiliations for each author must be clearly listed, including full department and institution names. Spell out this information; do not use abbreviations or acronyms.
- Accepted authors will receive specific information regarding poster presentation requirements in their acceptance notification email on May 26, 2021.
- The corresponding author must complete and finalize submissions prior to the submission deadline. Incomplete submissions, including those that are not finalized and exceed the word count limit, will not be considered.

## CASE STUDY SUBMISSION REQUIREMENTS

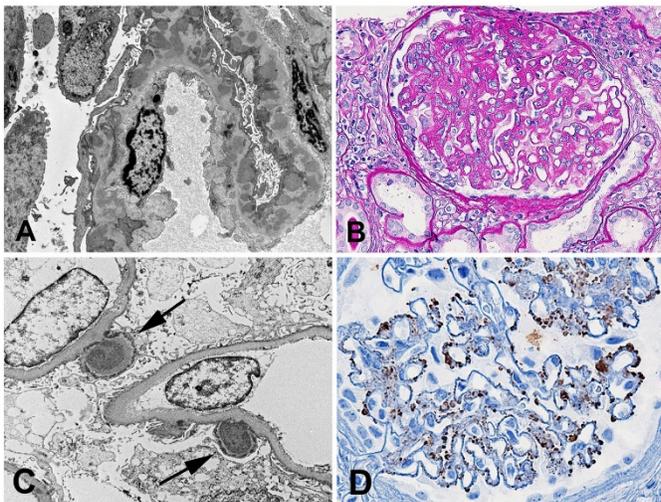
- Submissions may not have already been published or currently be under consideration for publication elsewhere.
- A case study may include no more than 2 cases.
- The case study **must** include novel findings, such as the following:
  - A new disease or condition (i.e. not previously reported).
  - A distinctive or unusual presentation of a known disease, with one or more well-documented new findings of special clinical relevance (i.e. potentially applicable to diagnosis, therapy, prognosis, etc) or that serves to provide new insight into the possible pathogenesis of a disease (hypothesis-generating). The new information might be derived from distinctive morphology and/or ancillary testing.
  - A known disease with a demonstrated new finding using state-of-the-art techniques (immunohistochemical, molecular, 3-dimensional reconstruction, cytogenetics, etc) relevant to a clearly stated hypothesis.
  - A known disease presenting with a previously undescribed clinically or etiologically relevant association (i.e., a myelodysplastic syndrome associated with a plasma cell dyscrasia, etc.) in order to heighten awareness of a possible link between entities. Such a link might have been described before in one or more individual case reports, and the addition of a case might help solidify a real association.
- The body of the text may contain a maximum of 250 words. It should not contain any headings.

Headings added by authors will be removed.

- Text must be prepared in accordance with the *American Medical Association Manual of Style*, 10th edition. For specific examples of how submissions should be prepared, see the CAP20 abstracts and case studies that were published as a Web-only supplement to the September 2020 issue of the *Archives* at <https://meridian.allenpress.com/aplm>
- Do not use abbreviations or acronyms unless they appear 3 or more times, in which case you must spell out the abbreviation or acronym the first time it appears.
- All steps in the submission process must be completed and finalized. Incomplete submissions, including those that exceed the word count limit, will not be considered for the CAP21 Abstract Program. It is the corresponding author's responsibility to complete/revise incomplete submissions prior to the March 8<sup>th</sup> submission deadline.

### **Specific text requirements:**

- Do not begin the case study by repeating the title, and do not cite references; references will not be published in accepted case studies.
  - List sources (name of company, city, state, and country) for all software and reagents.
  - Use conventional units of measure.
  - Submissions that report the results of animal studies should not be submitted.
  - Use generic drug names unless the specific trade name of a drug is directly relevant to the discussion.
  - Retrospective studies should be consistently written in the past tense.
  - Perform a spell check of your submission prior to submitting it.
  - A [Special Characters Palette](#) is available for certain symbols.
- A single table **or** figure may be added using the “Add Graphic” or “Add Table” button. Note: a single figure that contains up to 4 smaller figures (a “composite”) will be allowed. Figure composites that contain more than 4 figures will not be allowed. **Figure files must have a minimum resolution of 300 dpi at a width of 3 ½ inches;** figures that do not meet this requirement will be returned to the authors for revision. Figure composites should not exceed 3 ½ inches in width and 3 inches in height. An example of a properly prepared figure composite is shown below:



- If submitting a figure or table, provide a description of the figure or table content, including a specific reference to the figure or table (e.g., Figure), in the text. Do not submit a separate figure or table legend; legends will not be printed.

### **Table requirements:**

Tables must be entered directly into the submission site and cannot be submitted as images (JPEG or PDF).

1. Tables must not contain more than 5 columns.
2. Acronyms used in a table must be clearly defined in a footnote.
3. Tables must have a concise, descriptive title.

### **Figure requirements:**

For submissions that contain figures, it is critical that the figures are prepared according to the requirements listed below. Submitting low-resolution, blurry figures will negatively impact your submission.

1. All figure files **must** be submitted in JPEG format at a minimum resolution of 300 dpi at a width of 3 ½ inches.
2. If any text appears in a figure, it must be 12 points or larger.
3. Do not add a figure label on single figures. Figure composites must not contain more than 4 smaller figures. Figure composites should not exceed 3½ inches in width and 3 inches in height. If submitting a figure composite of 4 figures, add A, B, C, and D labels in the lower left-hand corner of the appropriate figure; **do not include figure numbers**. See example figure composite above.
4. Figures from accepted submissions will be published in the *Archives* at a width of 3½ inches. Thus, computer screen shots and other figures that contain small text are not good submission options. It is critical that you view your figures at a width of 3½ inches to determine whether any text is clearly legible, and that the resolution is a minimum of 300 dpi.

**Submissions with tables and figures that do not meet these requirements may be rejected prior to being reviewed.**

**NOTE:** corresponding authors must carefully review their submissions prior to formal submission to the CAP21 Abstract Program. **No revisions, including adding author names or correcting misspelled names, will be permitted once an abstract/case study has been submitted.**