

### About the Archives

The *Archives of Pathology & Laboratory Medicine* (*Archives*) 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 open access at [www.archivesofpathology.org](http://www.archivesofpathology.org).

### Submission of Manuscripts

Manuscripts are considered with the understanding that they have not been previously published in print or electronic format and are not under consideration by another publication or electronic medium. All manuscripts to be considered for publication in the *Archives* must be submitted to our online peer review system, which is available at <https://archivesofpathology.msubmit.net/cgi-bin/main.plex>. This system allows authors to submit text and figures via the Internet. Helpful information about 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 submission 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 login page (listed above) and click on the Unknown/Forgotten Password? link. After entering either your 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 submission site primarily refer to how to load submissions and specific information regarding figure requirements. Authors are strongly encouraged to review the Instructions for Authors shown below (available online at <http://www.archivesofpathology.org>) prior to submitting a manuscript to ensure their manuscripts are properly prepared and formatted. Submissions not prepared according to the Instructions for Authors, especially those that exceed page count, figure, and table limits, will be returned to the authors for revision prior to the start of the review process.

### Manuscript Files Needed

Prior to submitting a manuscript, submitting authors should collect electronic files for the article file, author cover letter, figures, and tables. Completed authorship forms also should be collected from all authors.

**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. Note: Only one author may serve as the designated corresponding author for all manuscript submissions. The *Archives* editorial office will send all manuscript correspondence only to this designated person. If an author's affiliation has changed since the study was performed, also list the new affiliation. Note that the editorial office reserves the right to review

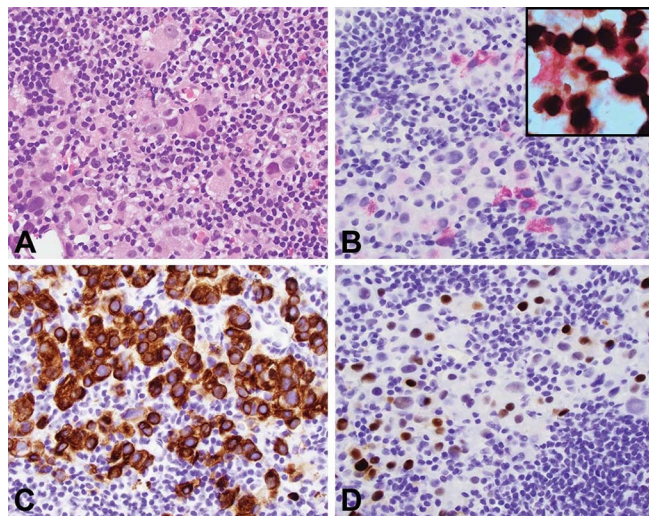
the number of authors on all submissions. All coauthors should have contributed to the study and manuscript preparation, and they should be thoroughly familiar with the substance of the final manuscript and be able to defend its conclusions (also see the authorship responsibility section of the authorship form).

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.

If figures are being reprinted with the permission of a publisher, the permission letter(s) must be either included as an attachment at the time of manuscript submission or sent via email to the *Archives* editorial office. Include the manuscript number with all email correspondence.

**Figures.**—Authors must load figure files directly into the online submission 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. Label each figure in the lower left-hand corner; labels should not include the word "Figure."

For manuscripts that contain at least 4 figures, the figures must be arranged into a composite image(s), as shown in the example composite image below.



Figures that are not submitted in accordance with these guidelines are subject to revision, at the discretion of the editorial office. The *Archives* does not charge authors to print color figures, but authors must not exceed the maximum number of figures allowed. Manuscripts that contain more than the allowed number of figures will be returned to the authors for revision prior to review. Note the following requirements:

- Number illustrations according to the order in which they are cited in the text.
- Double-space legends on a separate page of the text file. Avoid legends that are excessively long; most legends should not exceed 40 words. Indicate magnification and stain used for each photomicrograph shown in a composite image.

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

For information regarding the number of figures that may be submitted, see the instructions specific to each manuscript type beginning on the next page.

**Tables.**—Double-space tables on separate pages. All tables must include a descriptive title and be numbered 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 a table must be defined in a footnote below the table. If creating tables in Microsoft Word use the Table Tools function so that data is contained within individual cells; do not use tabs to create columns.

**Authorship Form.**—All authors must complete, sign, and date the copyright, authorship responsibility, and financial interest statements shown on the 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 all authors submit a completed form. Completed forms may be returned to the *Archives* editorial office via e-mail attachment (see last page of instructions for email address). Be sure to include the title of the manuscript and the manuscript number at the top of the form. Note: forms must have legible names and signatures.

## Manuscript Preparation

Review the following information concerning the preparation of the article file. Also see the following pages of these instructions for specific information related to Original Article, Review Article, Editorial, and Letter to the Editor submissions.

- Authors who use artificial intelligence (AI) tools in the creation of a manuscript for submission to the *Archives* must disclose in the Materials and Methods section how these tools were used and which tools were used. Authors are fully responsible for the content of their manuscript, even those parts produced by AI tools, and are thus liable for any breach of publication ethics.
- 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 (AMA) Manual of Style, 11th edition.
- Double-space throughout the manuscript file, including title page, abstract, text, acknowledgments, references, legends for illustrations, and tables. The right margin should be unjustified (ragged).
- The article 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 System 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 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 term is spelled out on first use.
- Give sources (name of company) for all special reagents (eg, antibodies, enzymes, probes) and products.
- When referring to a percentage derived from a study sample, include with the percentage the numbers from which the percentage is derived. Example: “Of the 46 positive test results, 23 (50%) were from laboratory B.” Any discrepancy in the sum of percentages in a tabulation (due to rounding of numbers, missing values, or multiple procedures) must be specifically explained in the manuscript and/or a legend or footnote.

**Title Page (page 1 of manuscript).**—List only the title and subtitle of the manuscript on this page. All author names, affiliations, financial support received, 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.

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

**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 authors, list the first 3, followed by “et al.” Provide the issue number in parentheses after the volume number. For online journals or articles published online ahead of print, provide the DOI number, if possible, rather than the URL. URLs used in references will not be made hyperlinks.

Examples:

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. Glinoyer D. Thyroid disease during pregnancy. In: Braverman LE, Utiger RE, eds. *Werner and Ingbar's The Thyroid: A Fundamental and Clinical Text*. 8th ed. 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 communication, 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 when submitting a new manuscript.

After loading manuscript files, submissions 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.

**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 Helsinki<sup>1</sup> should be followed.

## Journal Section-Specific Instructions

In addition to the following section-specific instructions, authors are reminded to review the previous pages of these instructions for information concerning required manuscript files and manuscript preparation.

### 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 not exceed 50 double-spaced text pages and have no more than 16 figures, 2 tables, and 60 references. Submit a structured abstract of no more than 250 words under the headings of Context, Objective, Design, Results, and Conclusions.

### Review Articles

Review Articles are considered on an invitation-only basis. Authors who wish to submit a review article must first send an e-mail that includes a structured abstract to the *Archives* editorial office with a proposed topic. The *Archives* editor in chief will consider the topic with respect to current editorial priorities.

Review Articles should provide a comprehensive summary of the available information on a specific topic focusing on

recent significant developments and/or a new, novel interpretation of the subject. The topic will ultimately dictate the overall length of a Review Article. The maximum length for Review Articles should not exceed 50 double-spaced text pages, and there should be no more than 16 figures, 2 tables, and 80 references. 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.

## Editorials

Editorials are considered on an invitation-only basis. Authors who wish to submit an editorial should first send an e-mail to the *Archives* editorial office with a proposed topic and a draft of the proposed text. The *Archives* editor in chief will consider the topic with respect to current editorial priorities.

Editorials generally should not exceed 1000 words and 30 references. An abstract is not required. Editorials must be prepared in the same manner as a manuscript as described above.

## Letters to the Editor

Letters should be limited to 500 words or fewer and to no more than 10 pertinent references. An abstract is not required. Letters must be prepared in the same manner as a manuscript as described above.

## Editing of Accepted Submissions

All accepted manuscripts will be copyedited according to AMA style. Page proofs will be sent to the corresponding author for approval via e-mail as portable document format (PDF) files. Page proofs are sent within approximately 3 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. Authors must carefully review their page proofs and respond to all copy editor queries.

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Completed authorship forms should be returned to the *Archives* editorial office via e-mail.

## Reference

1. WMA Declaration of Helsinki – Ethical Principles for Medical Research Involving Human Subjects – WMA – The World Medical Association Accessed November 10, 2023.

(revised January 2024)