

International Journal of Surgical Pathology

INSTRUCTIONS TO AUTHORS

PURPOSE: The mission of the *International Journal of Surgical Pathology* is to provide a forum for the communication of scientific information in the field of surgical pathology. Studies that emphasize important diagnostic and prognostic features involving human tissue provide the basis for publication of works utilizing standard techniques, as well as those from applied and basic science. Manuscript categories include: original articles; review articles; molecular surgical pathology; case reports; news; diagnostic pearls, pitfalls and mistakes; profiles of tumors and immunomarkers; images in pathology; controversies in surgical pathology; historical aspects; and medicolegal issues (invited and submitted).

SUBMISSION OF MANUSCRIPTS

Send VIA E-MAIL ONLY to the attention of Juan Rosai, MD, at rosai@cdi.it. The transmission should include a text file in standard word processing format (Microsoft Word is preferred) and separate files for all figures, which should be submitted as TIFF or JPEG. Figure files must be submitted as separate files and are not to be embedded within the text file. Please use the following specifications for electronic figures:

- Authors are encouraged to use Adobe Photoshop or Adobe Illustrator to create graphics.
- Do not use Powerpoint or CorelDRAW. They print poorly on high-density printers.
- The resolution for print must be at least 300 dpi. Low-resolution graphics cannot be published.
- Do not submit graphics from Web pages unless you can acquire a high-resolution 300 dpi file.
- Submit color electronic files as CMYK, never in RGB mode.
- Submit black-and-white electronic files in grayscale mode.
- Submit black-and-white drawings (line art) in at least 600 dpi.

If electronic files are not available, hard copies of figures or graphics should be sent to: Juan Rosai, MD, Centro Diagnostico Italiano (C.D.I.), Via Saint Bon 20, 20147 Milano, Italy.

Original works will be accepted with the understanding that they are contributed solely to the *International Journal of Surgical Pathology* and have not been published by and are not under simultaneous review by another publication. Accepted manuscripts become the sole property of the journal and may not be published elsewhere without the consent of the *International Journal of Surgical Pathology*. A form stating that the authors transfer all copyright ownership to the journal will be sent from the editorial office when the manuscript is accepted; this form must be signed by all authors of the article (FAX version accepted, to be followed by original version in the mail).

MANUSCRIPT PREPARATION: Manuscripts, including all tables, illustrations, and references, should be arranged as follows:

1. Title page with: full title; authors' names, degrees, institutional affiliations; a contact author responsible for proofreading and reprint requests (name, address, telephone, fax, and e-mail); and the number of illustrations
2. Abstract page with: abstract not to exceed 125 words, without references; 5–6 key words for indexing purposes at end of abstract; a brief title (no longer than 40 characters) to be used as a running head
3. Text in following format: Introduction, Materials and Methods, Results, Discussion
4. Grants and other acknowledgments
5. Tables
6. Figure Legends
7. References

The manuscript should be double-spaced with 1" margins on all sides; pages consecutively numbered, with title page as page 1; first author's name in upper right corner of each page.

ABBREVIATIONS should appear in parentheses immediately after the term first appears in the text.

REFERENCES should appear in brackets and should be cited in numerical order in the text and listed at the end of the article in citation order. Unpublished data, personal communications, and other materials not accessible to the reader should not be listed as references but rather given in brackets in the text.

The correct form, punctuation, and capitalization for references is shown in the following examples, using Index Medicus abbreviations for journal titles. Generally, periods are not used for author's initials, journal abbreviations, or at the end of each reference. Note that *all* authors must be listed for each reference.

BOOK

Wall PD, Melzack R (eds). Textbook of pain, 2nd ed. Churchill Livingstone, New York, 1989

JOURNAL ARTICLE

Mamelle G, Richard J, Luboinski BM, Schwaab G, Eschwege F, Micheau C. Synovial sarcoma of the head and neck: An account of four cases and a review of the literature. *Eur J Surg Oncol* 12:347–349, 1986

ILLUSTRATIONS

If hard copies of photographs are submitted, rather than digital images, they should be submitted in triplicate. Photographs should be black-and-white or color glossy prints, not films or negatives, and should not be mounted or trimmed. Mark lightly on the back, in soft pencil, the lead author's name, figure number, and correct orientation ("top"). Photographs may be as large as 7" wide and 9" long (including legend).

Color illustrations are not accepted for publication unless the author agrees to pay a portion of the costs associated with producing color art. The publisher will provide a quote for such costs (phone: 516-759-0025).

FIGURE LEGENDS should be supplied for each figure and should be brief and not repetitive of the text. All figures should be cited in the text and numbered in the order of appearance. Any source notation for borrowed figures should appear at the end of the legend.

TABLES should be comprehensible without reference to the text and should not be repetitive of descriptions in the text. Every table should consist of two or more columns; tables with only one column will be treated as lists and incorporated into the text. Cite all tables in the text, number them in order of appearance, and provide a short heading. Each table should be typed double-spaced on a separate sheet of paper, using only horizontal rules. Explanatory matter and source notations for borrowed tables should be placed in the table footnote.

CASE REPORTS: In order to be regarded suitable for publication, a case report will need to have something new to say. It should concentrate on the feature that makes the case unique and avoid repeating what everybody already knows or can find out by consulting appropriate references. The essential features of similar previously reported cases can be presented in a condensed tabular fashion. References should be kept to a minimum (an average of 5 and not exceeding 10). Except under very unusual circumstances, the case report should be limited to a maximum of 2 printed pages, including photographs and references.

Authors of case reports are asked to include in their submission to the journal 1 or more glass slides of the lesion being reported. The purpose of this request is for the editorial office to scan the slide and make it available to journal readers through the Internet to supplement the photographs included in the paper. The entire microscopic section will be scanned on low power and a selected portion (to be indicated by the author by making a circle not greater than 5 mm on the slide) will also be scanned at higher magnification. This will be done at no charge to the author. Upon completion of the procedure the original slide(s) will be returned to the author. This new feature will allow the author to be very selective in the photograph documentation included in the printed version of the paper, knowing that the readers will have the option to examine a large digital image of the case at the magnification they desire.

LETTERS TO THE EDITOR: The editor invites brief letters commenting on papers in the journal and other issues; however, not all letters will be accepted, and editorial changes may be made. Letters should be short, generally not to exceed 500 words.

PERMISSIONS: To use tables or figures borrowed from another source, permission must be obtained from the copyright holder, usually the publisher. This is necessary even if you are an author of the borrowed material.

Give the source of a borrowed table in a footnote and of a borrowed figure in the legend. Use the exact wording required by the copyright holder. Send copies of the letter granting permission, identified by table or figure number, along with the manuscript.

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