CAP Publications: Book Proposal Instructions

This guide provides general information about the book proposal and selection process, descriptions of the various publication's formats, and how to successfully complete the proposal form. If you have questions, please contact Katy Meyer at kmeyer@cap.org or 847-832-7203.

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benefits of Publishing with the CAP</td>
<td>2</td>
</tr>
<tr>
<td>Publications Planning and Selection Process</td>
<td>2</td>
</tr>
<tr>
<td>Designing your Proposal</td>
<td>3</td>
</tr>
<tr>
<td>Guidelines for Creating Effective Publications Titles</td>
<td></td>
</tr>
<tr>
<td>Guidelines for Completing the Proposal Form</td>
<td></td>
</tr>
<tr>
<td>Description of Publication Types</td>
<td>4</td>
</tr>
<tr>
<td>Publication Table of Contents</td>
<td>4</td>
</tr>
<tr>
<td>Proposal Form Checklist</td>
<td>4</td>
</tr>
<tr>
<td>Table of Content Examples</td>
<td>Appendix A</td>
</tr>
</tbody>
</table>
CAP Publications: Book Proposal Instructions

We publish books and benchtop reference guides that are relevant and useful to pathologists and the laboratory community on various topics in:

- Clinical pathology
- Anatomic pathology
- Quality and laboratory management

Some of our most valued publications capitalize on our unique aspects, particularly in regard to proficiency testing and laboratory accreditation.

What are the benefits of publishing with the CAP?

- We are a smaller publishing house that provides authors with individualized attention and an intimate publishing experience.
- The Publications Committee establishes partnerships and consults as needed with authors from the time the proposal is evaluated through publication production.
- The Publications Department staff provides support for manuscript development, expert copy editing, and professional graphic design in producing high-quality publications.
- We utilize a variety of promotional channels and opportunities to market the book after publication.

Publications Planning and Selection Process

In providing publications that meet the resource needs of CAP members, the Publications Committee employs the following process in planning and selecting new publications:

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week after proposal submission</td>
<td>Publications team reviews the new proposal and supplemental information to ensure proposal is complete.</td>
</tr>
<tr>
<td>6-8 weeks after proposal submission</td>
<td>Publications Committee reviews the completed proposal based on the following criteria:</td>
</tr>
<tr>
<td></td>
<td>Is it of value to pathologists and/or laboratorians?</td>
</tr>
<tr>
<td></td>
<td>Does it fill a gap in the market – is there a need for the topic?</td>
</tr>
<tr>
<td></td>
<td>Will it be written by a qualified author (has written peer-reviewed articles, book chapters)?</td>
</tr>
<tr>
<td></td>
<td>Is it high-quality material (comprehensive, well organized, referenced)?</td>
</tr>
<tr>
<td></td>
<td>Does it have a competitive advantage (eg, CAP data based)?</td>
</tr>
<tr>
<td></td>
<td>Does the topic have sufficient market demand and is it financially viable?</td>
</tr>
</tbody>
</table>

*Once this process is complete, the author will be contacted with the Publications Committee’s decision.*
CAP Publications: Book Proposal Instructions

Designing Your Proposal
You have several critical opportunities to communicate the value of your proposal that gets the attention of the Publications Committee. Ensure you are providing concise detail that will help the team comprehend the need and purpose of your publication.

Before you begin, ask yourself:
- Does the title and outline accurately reflect the publication content?
- Will the title resonate with your target audience?

Guidelines for Creating Effective Publications Titles

Short Titles  Shorter titles have a greater ability to grab attention. They will also look and fit better in marketing communications and catalogs.

Character Limit  Make the first 30 characters count! Use the first 30 characters (including spaces) to get a person’s attention and use no more than 150 total characters (including spaces) to complete the title.

Publications title examples:
- Surgical Pathology Review
- Clinical Toxicology Testing: A Guide for Laboratory Professionals
- Professionalism in Pathology and Laboratory Medicine

Guidelines for Completing the Proposal Form
The form will provide valuable information to the Publications Committee members who are reviewing the proposed publication. The committee will review the data and analyze the market need in comparison to similar publications.

- **Focus on the content.** Include a description of the nature, purpose, and scope that will define the publication.
- **List the major points.** Briefly state the objectives of the proposed book. What are its main themes? What are you doing differently in comparison to existing books?
- **Define the one-line synopsis.** Describe in one sentence the purpose of your book. What statement would captivate a reader to purchase the book?
- **Be specific.** Include specific examples of the material that will be covered in your publication. Avoid relying only on vague or general descriptions that could easily lead to misunderstanding of the content that will be included.
- **Be concise.** You may find it helpful to start by preparing a longer description, which you can then edit to enhance clarity and impact. Remove any unnecessary words, phrases, and sentences.
CAP Publications: Book Proposal Instructions

Description of Publication Types
Select the publication type that best fits the proposed publication. Refer to the descriptions below that further explains each type.

- **Benchtop reference guide**: Guides that are geared toward those working in labs at the bench and are considered an illustrated quick reference to aid in identifying entities seen under the microscope.
- **Atlas**: Texts that cover the entirety of a subject and offer real-world practical information for daily practice.
- **Laboratory and practice manual**: Practical “how-to” manual to help laboratories manage specific topics.
- **General**: Publication that will fulfill a gap in currently available texts.
- **Short-form publication**: Concise series that encapsulates new innovations in pathology and can include case studies, emerging topics, core resident concepts, or research findings and is considered a quick read.

Publication Table of Contents
*Please refer to Appendix A for examples of Table of Contents.*
In addition to the proposal form, the Publications Committee requests you submit a table of contents that will help provide further detail on the planned content. Committee members will utilize this information in evaluating the proposal. Be sure to provide enough detail so that the committee can easily assess the book’s content.

Proposal Form Checklist
Please review the below checklist to ensure your proposal is complete. Once all items are complete and ready for submittal, please send to Katy Meyer, CAP Acquisitions Manager, at kmeyer@cap.org.

- The proposal form is complete. All questions have a thorough but concise response.
- Table of contents is complete. Detail is provided and the reviewer can easily assess the content of the book.
- Author has ensured accuracy of all content in the proposal form.
- Author(s) provides their CV(s).
# Appendix A: Table of Content Examples

## Contents

**Preface** vi

**Presentation of Mycology Proficiency Testing Data** viii

**Collection, Transport, and Culturing of Clinical Specimens for Fungi** 1

### Yeast

- *Candida albicans*, 4
- *Candida dubliniensis*, 9
- *Candida guilliermondii* Complex, 12
- *Candida lusitaniae*, 15
- *Candida parapsilosis* Complex, 17
- *Candida haemulonii* Complex, 19
- A Closer Look At... *Candida auris*, 21
- *Candida zeylanoides*, 22
- *Candida kefyr*, 24
- *Candida rugosa* and *Candida pararugosa*, 26
- *Candida krusei*, 31
- *Candida lipolytica*, 34
- *Candida tropicalis*, 36
- *Candida glabrata* Complex, 39
- *Candida famata*, 42
- *Cryptococcus* Species, 45
- *Rhodotorula* Species, 52
- *Saccharomyces cerevisiae*, 55
- *Malassezia* Species, 57
- *Wickerhamomyces anomalus* (Formerly *Candida pelliculosa*), 61
- *Ustilago* Species, 63
- *Sporobolomyces salmonicolor*, 65
- *Blastoschizomyces capitatus*, 67
- *Trichosporon* Species, 71
- *Prototheca* Species, 73
- *Pneumocystis jirovecii*, 75

### Hyaline Molds

- A Closer Look At... Mold Descriptions, 78
- *Aspergillus clavatus*, 80
- *Aspergillus flavus*, 83
- *Aspergillus fumigatus*, 87
- *Aspergillus glaucus*, 92
- *Aspergillus nidulans*, 94
- *Aspergillus niger* Complex, 99
- *Aspergillus terreus* Complex, 103
- *Aspergillus ustus*, 108
- *Aspergillus versicolor*, 112
- *Penicillium* Species, 117
- *Paecilomyces* Species, 121
- *Scopulariopsis* Species, 124
- *Gliocladium* Species, 126

© 2021 College of American Pathologists. All rights reserved.
**Trichoderma** Species, 129
**Beauveria** Species, 131
**Verticillium** Species, 135
**Acremonium** Species, 136
**Fusarium** Species, 139
**Trichothecium roseum**, 143
**Pestalotiopsis** Species, 145
**Chrysosporium** Species, 147
**Sepedonium** Species, 151
**Arthrinium** Species, 153
**Geotrichum** Species, 155
**Malbranchea** Species, 158

**Dermatophytes**  
A Closer Look At...History of Mycology of Dermatophytes, 164
**Epidermophyton floccosum**, 166
**Microsporum audouinii**, 170
**Microsporum canis**, 173
**Microsporum ferrugineum**, 177
**Microsporum gypseum** Complex, 179
**Microsporum nanum**, 182
**Microsporum persicolor**, 184
**Microsporum vanbreuseghemii**, 187
**Trichophyton ajelloi**, 189
**Trichophyton megninii**, 191
**Trichophyton mentagrophytes**, 193
**Trichophyton rubrum**, 196
**Trichophyton soudanense**, 200
**Trichophyton tonsurans**, 203
**Trichophyton verrucosum**, 207
**Trichophyton violaceum**, 210
A Closer Look At...Dermatophyte-Like Infections, 212

**Dimorphic Fungi**  
**Sporothrix schenckii** Complex, 214
**Histoplasma capsulatum**, 219
**Talaromyces marneffei** (Formerly **Penicillium marneffei**), 225
**Blastomyces** Species, 227
**Emmonsia** Species, 231
**Coccidioides** Species, 234
**Cokeromyces recurvatus**, 238
**Paracoccidioides brasiliensis** Complex, 240

**Mucormycetes**  
A Closer Look At...Patterns of Infection, 244
**Rhizopus** Species, 250
**Mucor** Species, 254
**Lichtheimia corymbifera** Complex (Formerly **Absidia** Species), 259
**Apophysomyces** Species, 262
**Saksenaea** Species, 264
**Cunninghamella** Species, 266
**Syncephalastrum racemosum**, 268
**Basidiobolus** Species, 271
**Conidiobolus** Species, 273

**Appendix A**
Dematiaceous Fungi
A Closer Look At...Patterns of Infection, 276
Exophiala Species, 278
Hortaea werneckii, 283
Madurella mycetomatis, 285
Piedraia hortae, 287
Aureobasidium pullulans, 289
Hormonema dematioides, 292
Neoscytalidium Species (Formerly Scytalidium Species), 294
Stachybotrys Species, 297
Fonsecaea Species, 299
Phialophora Species, 303
Cladosporium Species, 307
Cladophialophora bantiana, 310
Cladophialophora boppii, 312
Cladophialophora carrioni, 315
Scedosporium Species Complex (Formerly Pseudallescheria boydii Complex), 317
Lomentospora prolificans (Formerly Scedosporium prolificans), 321
Verruconis Species (Formerly Ochroconis Species), 324
Curvularia Species, 326
Bipolaris Species, 330
Exserohilum Species, 332
Alternaria Species, 338
Pithomyces Species, 342
Epicoccum Species, 345
Ulocladium Species, 348
Nigrospora Species, 350
Microascus Species, 352
Chaetomium Species, 356
Phoma Species, 359
Identification Methods for Fungi
Product and Manufacturer Index, 369
Appendix
F1 Survey, 2000-2016, 371
F Survey, 2000-2016, 372
2018 CAP Master Lists, 374
Index
Dematiaceous Fungi
A Closer Look At...Patterns of Infection, 276
Exophiala Species, 278
Hortaea werneckii, 283
Madurella mycetomatis, 285
Piedraia hortae, 287
Aureobasidium pullulans, 289
Hormonema dematioides, 292
Neoscytalidium Species (Formerly Scytalidium Species), 294
Stachybotrys Species, 297
Fonsecaea Species, 299
Phialophora Species, 303
Cladosporium Species, 307
Cladophialophora bantiana, 310
Cladophialophora boppii, 312
Cladophialophora carrionii, 315
Scedosporium Species Complex (Formerly Pseudallescheria boydii Complex), 317
Lomentospora prolificans (Formerly Scedosporium prolificans), 321
Verruconis Species (Formerly Ochroconis Species), 324
Curvularia Species, 326
A Closer Look At...Sympodial Genticulate Growth, 329
Bipolaris Species, 330
Exserohilum Species, 332
A Closer Look At...Germ Tube Testing, 336
Alternaria Species, 338
Pithomyces Species, 342
Epicoccum Species, 345
Ulocladium Species, 348
Nigrospora Species, 350
Microascus Species, 352
A Closer Look At...Fruiting Bodies, 354
Chaetomium Species, 356
Phoma Species, 359
Identification Methods for Fungi
Product and Manufacturer Index, 369
Appendix
F1 Survey, 2000-2016, 371
F Survey, 2000-2016, 372
2018 CAP Master Lists, 374
Index
Contents

Preface ................................................................................................................................................ iv
Contributors ......................................................................................................................................... iv
1. Head and Neck .................................................................................................................................. 1
2. Gastrointestinal Tract ...................................................................................................................... 35
3. Pancreas .......................................................................................................................................... 75
4. Liver ............................................................................................................................................... 87
5. Breast ............................................................................................................................................ 119
6. Gynecologic .................................................................................................................................... 139
7. Placenta .......................................................................................................................................... 171
8. Genitourinary ................................................................................................................................. 177
9. Medical Kidney .............................................................................................................................. 219
10. Endocrine ...................................................................................................................................... 233
11. Lung ............................................................................................................................................. 251
12. Mediastinum .................................................................................................................................. 301
13. Heart and Vasculature .................................................................................................................. 307
14. Skin ............................................................................................................................................... 327
15. Bone and Soft Tissue ...................................................................................................................... 355
16. Central Nervous System ................................................................................................................ 399
17. Lymph Nodes and Spleen ............................................................................................................ 435
18. Special Topics .............................................................................................................................. 451
Index .................................................................................................................................................... 473

Appendix A

© 2021 College of American Pathologists. All rights reserved.