



COLLEGE of AMERICAN
PATHOLOGISTS

PUBLICATIONS

Author Guidelines

VERSION: January 2023

ROLES AND RESPONSIBILITIES

Please note: The accuracy of all content, including references, is the responsibility of the author(s). Additionally, the author(s) are responsible for all statements made in their work, including any changes during the development and production process and authorized by the author(s).

Lead Author(s)

- Determine scope and content of publication, consistent with that outlined in the original proposal and approved by the Publications Committee. Any significant variation requires approval of the Publications Committee.
- Recruit contributing author(s) and coordinate with Publications to set deadlines for chapter submissions.
- Communicate directly with contributor(s) regarding content, timelines, author guidelines, etc.
- Review and edit all contributor chapter content.
- Provide a list of contributor(s) and their contact information to Publications.
- Submit all content – text, tables, images, including permissions acquired for use from previously published sources – to Publications.
- Work with Publications closely during the editorial and production process of the book, including but not limited to editing chapters and responding to any/all manuscript queries, reviewing PDF proofs and cover PDF.
- Provide a choice of two to three images for book cover.
- For new editions of existing publications, responsibilities are as outlined above, with the following exceptions:
 - In most cases, contributor(s) from previous edition will be first choice for updating existing chapter content.
 - If previous edition contributor(s) is not able to update the content, identify and recruit new contributing author(s).
 - For all new chapters, identify and recruit contributing author(s).

Contributing Author(s)

- Work with lead author(s) to determine assigned content and timeframe for development.
- Submit draft chapters for editing to lead author(s) within assigned deadline.
- Modify chapter content based on input of lead author(s), as needed.
- Submit final chapter content along with associated images, etc, to lead author to finalize/submit to Publications.
- Review edited chapters and respond to queries, as needed.

CAP Publications Staff

- Serves as the main liaison between authors, stakeholders, and committee members.
- Provide CAP-owned materials, as requested by lead author (eg, Surveys images/write ups, LAP checklists).
- Work with internal and/or external stakeholders to edit manuscript for grammar and style.
- Distribute edited content throughout production process for review either to lead author(s) or contributor(s), as discussed.
- Work with internal designers to create page layout and book cover.
- Assist with obtaining any necessary permissions for reuse of previously published content, as needed.
- Obtain and assign ISBN and Library of Congress numbers.
- Work with Purchasing to select print vendor and provide all necessary electronic files for print production. Work with ebook vendor, providing all necessary electronic files for ebook production, as appropriate.
- Draft promotional text and work with Marketing to create promotional materials.
- Communicate with lead author(s) on a regular basis throughout the development and production process.

- Communicate with the Publications Committee and provide status updates and raise any issues as they are encountered.
- For new editions of existing publications, provide a final PDF of the current edition to lead author(s) for revisions.

CAP Publications Committee

- A Publications Committee member will be assigned as the liaison to each publication in development.
- For proposed variation to approved proposals, review new proposal for re-approval.
- Intervene in any issues with lead authors as they arise.
- Serve in a quality control role regarding manuscripts, as needed.

GENERAL GUIDELINES

- When naming your manuscript files, please indicate the chapter number, abbreviated title, and date (month and year); for example:

ch1_intro_0605.doc

- Manuscripts should be double-spaced, typed in 12 point Arial or Times Roman.
- Subheadings should be consistently formatted as follows:

First Level Subhead Upper/lower case, bold

Second Level Subhead Upper/lower case, underlined

Third Level Subhead Upper/lower case, italic

- Authors can use color illustrations, photos, etc, as needed.
- Figures and tables should be numbered within each chapter, beginning with Figure 1, as follows: Chapter 1: Figure 1-1, Figure 1-2, Table 1-1, etc; Chapter 2: Figure 2-1, Figure 2-2, Table 2-1, etc.
- Include references at the end of each chapter. References should be cited within the text in numerical order or should be presented as an alphabetized “Bibliography.”
- All references should follow AMA Style guidelines (see examples below).
- Include a list of key terms (for the index) at the end of the chapter(s).
- All images should be supplied in its original color as JPG, JPEG, TIFF, or EPS format, and should be 300 DPI resolution or higher, if possible.
- Manuscript, including images and permissions should be delivered via Dropbox, or as discussed with Publications.

MANUSCRIPT PREPARATION

Authors should make certain that all identifying information, such as author names and affiliations, appears only on the title page of the book or chapter (see “Title Page” below).

Manuscripts should be prepared in accordance with the most current edition of the AMA Manual of Style.

Note: Per AMA style, the following abbreviations are presented without punctuation: eg, ie, etc, vs. Also, for abbreviated genus names, there should no period (eg, *E coli*). Please do not reinsert the periods if the copyeditor removes them.

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

Headings and subheadings must be clearly identified and consistently applied.

The text file submitted must be the final version of the manuscript. The final text file should be formatted as follows:

- Only use double hard returns at the end of paragraphs and display lines.
- 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 specify a typeface, page breaks, or document headers.
- Turn off line spacing, hyphenation, and justification.

For lists, use bullets unless a sequence is being described, in which case numbers are appropriate. Do not use the auto-numbering feature in Word.

Do not use abbreviations in the chapter title or subtitles, and limit their use in the text. Spell out all abbreviations on first reference.

Start each chapter in a new file.

Use conventional units of measurement throughout the manuscript, with Système International (SI) units expressed secondarily in parentheses, if desired. In tables and figures, a conversion factor to SI may be presented in the footnote or legend. Exceptions to this policy include calories, hematocrit, glycosylated hemoglobin, blood cell counts, and ejection fraction, for which conventional units alone should be expressed.

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

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

Title Page (page 1 of manuscript/chapter). List the title and subtitle of the manuscript/chapter on this page, along with chapter author names, if applicable. Additionally, all contributing author names, affiliations, and related information should be listed in a separate document.

Tables. Title all tables and number them in the order of their citation in the text. Abbreviations used in the table should be listed in a key below the table.

Figures. All images should be supplied as JPG, JPEG, TIFF, or EPS format, electronically. PowerPoint may be used to submit diagrams but should not be used to submit image files.

Halftone and color images must be scanned at a minimum of 300 dots or pixels per inch (dpi/ppi). Line art should be scanned at 600-1200 dpi/ppi. Digital color files must be submitted in CMYK mode. For additional information on requirements for submitting figures electronically, contact the editorial office.

Number the figures according to the order in which they are cited in the text. The figure files should be named so as to be easily identified, eg, Chapter 1: Figure 1-1, Figure 1-2, etc.

Indicate magnification and stain used for photomicrographs, as appropriate. Acknowledge fully all illustrations and tables taken from other publications.

For all materials taken from other sources (including illustrations, graphs, photos, and tables), the author is responsible for submitting a copy of the permission letter from the original publisher to the publications office.

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. In listing references, follow AMA style, abbreviating names of journals according to Index Medicus.

The minimum acceptable data for print references is:

- Journals – Author(s). Article title. Journal Name. Year;volume(issue):inclusive page numbers.
- Books – Author(s). Book Title. Edition. Publisher; year: inclusive pages.
- Book chapter – Author(s). Chapter title. In: Editor(s), ed. Book Title. Edition. Publisher; year: inclusive pages.

Other elements that can be included are: Edition (for books); physical description (physical construction or form); series statement.

Authors:

- Use the author’s surname followed by initials without periods.
- In listed references, the names of all authors should be given unless there are more than 6, in which case the names of the first 3 authors are used, followed by “et al.”
- Do not use “and” between names.
- Roman numerals and abbreviations for Junior (Jr.) and Senior (Sr.) follow author’s initials.

EXAMPLES

Journal article:

1. Johnson A Jr, Doe A, Jones A, et al. Myofibrillogenesis regulator 1 gene mutations cause paroxysmal dystonic choreoathetosis. *Arch Neurol.* 2020;1(1):100-101.
2. Johnson A, Doe AB, Jones A III, Johns A, Adams AB Sr, James AB. Pulmonary hypertension surveillance—United States, 2019-2020. *MMWR Surveill Summ.* 2020;1(1):1-2.

Entire book:

1. Dehner LP. *Pediatric Surgical Pathology.* 2nd ed. Williams & Wilkins; 1987.
2. Lee GR, Bithell TC, Foerster J, Athens JW, Lukens JN, eds. *Wintrobe’s Clinical Hematology.* Vol. 2. 9th ed. Lea & Febiger; 1993.

Chapter in a book:

1. Doe AB. Blood vessels. In: Sternberg SS, ed. *Diagnostic Surgical Pathology.* 2nd ed. Raven Press; 1994:20-30.

Government bulletins:

1. US Bureau of the Census. *Statistical Abstract of the United States: 1993.* 113th ed. Washington, DC: US Bureau of the Census; 1993.
2. *Clinical Practice Guideline Number 5: Depression in Primary Care, 2: Treatment of Major Depression.* Rockville, MD: Agency for Health Care Policy and Research, US Dept of Health and Human Services; 1993. AHCPR publication 93-0551.

Websites:

1. Health Care Financing Administration. 1996 statistics at a glance. Accessed December 2, 1996. <http://www.hcfa.gov/stats/stathili.htm>
2. LaPorte RE, Marler E, Akazawa S, et al. The death of biomedical journals. *BMJ* [serial online]. 1995;310:1387-1390. Accessed June 26, 1997. <http://www.bmj.com/bmj/archive/6991ed2.htm>

Publications Contact Information

Camellia Mukherjee
Editorial and Production Manager
CAP Publications
College of American Pathologists
325 Waukegan Road
Northfield, IL 60093
Email: cmukher@cap.org