

Academic Pathology

Manuscript Submission Guidelines

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This Journal is a member of the [Committee on Publication Ethics](#).

This Journal recommends that authors follow the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#) formulated by the International Committee of Medical Journal Editors (ICMJE).

Please read the guidelines below then visit the journal's submission site <http://mc.manuscriptcentral.com/APC> to upload your manuscript. Please note that manuscripts not conforming to these guidelines may be returned.

Only manuscripts of sufficient quality that meet the aims and scope of *Academic Pathology* will be reviewed.

As part of the submission process you will be required to warrant that you are submitting your original work, that you have the rights in the work, that you are submitting the work for first publication in the Journal and that it is not being considered for publication elsewhere and has not already been published elsewhere, and that you have obtained and can supply all necessary permissions for the reproduction of any copyright works not owned by you.

1. Open Access

Academic Pathology is an open access, peer-reviewed journal. Each article accepted by peer review is made freely available online immediately upon publication, is published under a Creative Commons license and will be hosted online in perpetuity. Publication costs of the journal are covered by the collection of article processing charges which are paid by the funder, institution or author of each manuscript upon acceptance. There is no charge for submitting a paper to the journal.

For general information on open access at SAGE please visit the [Open Access page](#) or view our [Open Access FAQs](#).

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2. Article processing charge (APC)

If, after peer review, your manuscript is accepted for publication, a one-time article processing charge (APC) is payable. This APC covers the cost of publication and ensures that your article will be freely available online in perpetuity under a Creative Commons license.

The article processing fees are: for Regular and Review Articles, \$1,250 for APC members* and \$1,950 for non-members; for Brief Reports, \$500 for APC members* and \$750 for non-members; and for Educational Cases, \$500 for APC members* and \$750 for non-members. APC membership status will be determined by the institution of the corresponding author of the article. All faculty, trainees and staff of departments of pathology and/or laboratory medicine, who are members in good standing of APC, are eligible to receive the benefit of discounted article processing fees.

(Examples of other journals' APCs: Academic Medicine - \$3,300, Laboratory Investigation - \$3,200, Modern Pathology - \$3,200, Journal of Molecular Diagnostics - \$3,000 (plus applicable author publication charges))

Requests from authors for APC waivers and discounts will be considered on a case-by-case basis, and may be granted in cases of financial need. All requests for fee waivers must be made and approved, in writing, in advance of manuscript submission. Requests made during the review process or after acceptance will not be considered. To request a waiver, please contact journal@apcprods.org. Fee waiver decisions are made by the Association of Pathology Chairs (not the editors) and will have no bearing on the manuscript review process or the ultimate acceptance of an article for publication.

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3. What do we publish?

3.1 Aims & scope

Before submitting your manuscript to *Academic Pathology*, please ensure you have read the [Aims & Scope](#).

3.2 Article types

Review Articles should contain the Title page, Abstract and Key Words, Introduction, section headings, Acknowledgements (if any), Sources and Manufacturers (if any), Declaration of Conflicting Interests, Funding, References, Tables (if any), and Figure Legends (if any). Review articles should have appropriate section headings and subheadings chosen by the author.

Regular Articles (e.g. Research Article, Innovation Report, Management Report, Education Report, Clinical Report) should contain the Title page, Abstract and Key Words, Introduction, Materials and Methods, Results, Discussion, Acknowledgements (if any), Sources and Manufacturers (if any), Declaration of Conflicting Interests, Funding, References, Tables (if any), and Figure Legends (if any). Introduction and Discussion should not contain any subheads.

Brief Reports and **Commentaries** should contain the Title page, Abstract and Key Words, body of the manuscript (no section or subheadings), Acknowledgements (if any), Sources and Manufacturers (if any), Declaration of Conflicting Interests, Funding, References, Tables (if any), and Figure Legends (if any).

Educational Cases are a separate category of submission with unique required elements. For more information about how to prepare an Educational Case, please follow the Educational Case Submission Guidelines at <http://journals.sagepub.com/page/apc/pcme>.

3.3 Writing your paper

The SAGE Author Gateway has some general advice and on [how to get published](#), plus links to further resources.

3.3.1 Making your article discoverable

When writing up your paper, think about how you can make it discoverable. The title, keywords and abstract are key to ensuring readers find your article through search engines such as Google. For information and guidance on how best to title your article, write your abstract and select your keywords, have a look at this page on the Gateway: [How to Help Readers Find Your Article Online](#)

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4. Editorial policies

4.1 Peer review policy

The journal's policy is to have manuscripts reviewed by two expert reviewers. *Academic Pathology* utilizes a single-blind peer review process in which the reviewer's name and information is withheld from the author. All manuscripts are reviewed as rapidly as possible, while maintaining rigor. Reviewers make comments to the author and recommendations to the Editor-in-Chief who then makes the final decision.

As part of the submission process you will be asked to provide the names of [X #] peers who could be called upon to review your manuscript. Recommended reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript. Please be aware of any conflicts of interest when recommending reviewers. Examples of conflicts of interest include (but are not limited to) the below:

- The reviewer should have no prior knowledge of your submission
- The reviewer should not have recently collaborated with any of the authors
- Reviewer nominees from the same institution as any of the authors are not permitted

You will also be asked to nominate peers who you do not wish to review your manuscript (opposed reviewers).

Please note that the Editors are not obliged to invite any recommended/opposed reviewers to assess your manuscript.

The Editor or members of the Editorial Board may occasionally submit their own manuscripts for possible publication in the journal. In these cases, the peer review process will be managed by alternative members of the Board and the submitting Editor / Board member will have no involvement in the decision-making process.

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4.2 Authorship

Papers should only be submitted for consideration once consent is given by all contributing authors. Those submitting papers should carefully check that all those whose work contributed to the paper are acknowledged as contributing authors.

The list of authors should include all those who can legitimately claim authorship. This is all those who:

- (i) Made a substantial contribution to the concept or design of the work; or acquisition, analysis or interpretation of data,
- (ii) Drafted the article or revised it critically for important intellectual content,
- (iii) Approved the version to be published,
- (iv) Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

Authors should meet the conditions of all of the points above. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

When a large, multicentre group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship.

Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship, although all contributors who do not meet the criteria for authorship should be listed in the Acknowledgments section. Please refer to the [International Committee of Medical Journal Editors \(ICMJE\) authorship guidelines](#) for more information on authorship.

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4.3 Acknowledgements

All contributors who do not meet the criteria for authorship should be listed in an Acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, or a department chair who provided only general support.

4.3.1 Writing assistance

Individuals who provided writing assistance, e.g. from a specialist communications company, do not qualify as authors and so should be included in the Acknowledgements section. Authors must disclose any writing assistance – including the individual's name, company and level of input – and identify the entity that paid for this assistance.

It is not necessary to disclose use of language polishing services.

Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

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4.4 Funding

Academic Pathology requires all authors to acknowledge their funding in a consistent fashion under a separate heading. Please visit the [Funding Acknowledgements](#) page on the SAGE Journal Author Gateway to confirm the format of the acknowledgment text in the event of funding, or state that: This research received no specific grant from any funding agency in the public, commercial, or not-for-profit sectors.

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4.5 Declaration of conflicting interests

It is the policy of *Academic Pathology* to require a declaration of conflicting interests from all authors enabling a statement to be carried within the paginated pages of all published articles.

Please ensure that a 'Declaration of Conflicting Interests' statement is included at the end of your manuscript, after any acknowledgements and prior to the references. If no conflict exists, please state that 'The Author(s) declare(s) that there is no conflict of interest'.

When making a declaration, the disclosure information must be specific and include any financial relationship that all authors of the article has with any sponsoring organization and the for-profit interests the organization represents, and with any for-profit product discussed or implied in the text of the article. Any commercial or financial involvements that might represent an appearance of a conflict of interest need to be additionally disclosed in the cover letter accompanying the article to assist the Editor in evaluating whether sufficient disclosure has been made within the Declaration of Conflicting Interests provided in the article. Such information will not alter established editorial and review policies, but will assist the editorial staff in avoiding any potential conflicts that could give the appearance of a biased review.

For guidance on conflict of interest statements, please see the [ICMJE recommendations](#).

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4.6 Research ethics and patient consent

Medical research involving human subjects must be conducted according to the [World Medical Association Declaration of Helsinki](#).

Submitted manuscripts should conform to the [ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#), and all papers reporting animal and/or human studies must state in the methods section that the relevant Ethics Committee or Institutional Review Board provided (or waived) approval. Please ensure that you have provided the full name and institution of the review committee, in addition to the approval number.

For research articles, authors are also required to state in the methods section whether participants provided informed consent and whether the consent was written or verbal.

Information on informed consent to report individual cases or case series should be included in the manuscript text. A statement is required regarding whether written informed consent for patient information and images to be published was provided by the patient(s) or a legally authorized representative.

Please also refer to the [ICMJE Recommendations for the Protection of Research Participants](#)

All research involving animals submitted for publication must be approved by an ethics committee with oversight of the facility in which the studies were conducted. The journal has adopted the [Consensus Author Guidelines on Animal Ethics and Welfare for Veterinary Journals](#) published by the International Association of Veterinary Editors.

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4.7 Clinical trials

Academic Pathology conforms to the [ICMJE requirement](#) that clinical trials are registered in a WHO-approved public trials registry at or before the time of first patient enrolment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

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4.8 Reporting guidelines

The relevant [EQUATOR Network](#) reporting guidelines should be followed depending on the type of study. For example, all randomized controlled trials submitted for publication should include a completed [CONSORT](#) flow chart as a cited figure and the completed CONSORT checklist should be uploaded with your submission as a supplementary file. Systematic reviews and meta-analyses should include the completed [PRISMA](#) flow chart as a cited figure and the completed PRISMA checklist should be uploaded with your submission as a supplementary file. The [EQUATOR wizard](#) can help you identify the appropriate guideline.

Other resources can be found at [NLM's Research Reporting Guidelines and Initiatives](#).

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5. Publishing policies

5.1 Publication ethics

SAGE is committed to upholding the integrity of the academic record. We encourage authors to refer to the Committee on Publication Ethics' [International Standards for Authors](#) and view the Publication Ethics page on the [SAGE Author Gateway](#).

5.1.1 Plagiarism

Academic Pathology and SAGE take issues of copyright infringement, plagiarism or other breaches of best practice in publication very seriously. We seek to protect the rights of our authors and we always investigate claims of plagiarism or misuse of published articles. Equally, we seek to protect the reputation of the journal against malpractice. Submitted articles may be checked with duplication-checking software. Where an article, for example, is found to have plagiarized other work or included third-party copyright material without permission or with insufficient acknowledgement, or where the authorship of the article is contested, we reserve the right to take action including, but not limited to: publishing an erratum or corrigendum (correction); retracting the article; taking up the matter with the head of department or dean of the author's institution and/or relevant academic bodies or societies; or taking appropriate legal action.

5.1.2 Prior publication

If material has been previously published, it is not generally acceptable for publication in a SAGE journal. However, there are certain circumstances where previously published material can be considered for publication. Please refer to the guidance on the [SAGE Author Gateway](#) or if in doubt, contact the Editor at the address given below.

5.2 Contributor's publishing agreement

Before publication SAGE requires the author as the rights holder to sign a Journal Contributor's Publishing Agreement. *Academic Pathology* publishes manuscripts under [Creative Commons licenses](#). The standard license for the journal is Creative Commons by Attribution Non-Commercial No Derivatives (CC BY-NC-ND), which allows a work to be copied, displayed, distributed, republished or otherwise re-used provided the re-use is not an adaptation or derivative and the integrity of the original work is maintained. Additionally, this license does not allow for commercial use of the work. For more information, you are advised to visit [SAGE's OA licenses page](#)

Alternative license arrangements are available, for example, to meet particular funder mandates, made at the author's request.

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6. Preparing your manuscript

6.1 Word processing formats

The preferred format for your manuscript is Word. LaTeX files are also accepted. Word and (La)TeX templates are available on the [Manuscript Submission Guidelines](#) page of our Author Gateway.

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6.2 Artwork, figures and other graphics

For guidance on the preparation of illustrations, pictures and graphs in electronic format, please visit SAGE's [Manuscript Submission Guidelines](#)

Figures supplied in color will appear in color online.

Tables: Tables should appear on separate pages following the References. The table title should appear directly above the table. Tables must be numbered consecutively with Arabic numerals, and must be cited consecutively in the text. They should be self-explanatory and should supplement, rather than duplicate, the material in the text. All abbreviations must be spelled out using table footnotes. References to footnotes should be indicated by the following sequential symbols (*, †, ‡, §, ¶, #, ¶, **).

Figure Legends: Legends should appear on a separate page following the tables, and should be cited consecutively in the text. Legends must be submitted for all figures. They should be brief and specific, and they should appear on a separate manuscript page place to follow the references. Identify histological stains and indicate the magnification on electron micrographs with a scale bar in the figure and an explanation in the legend (e.g., Hematoxylin and eosin. Bar = 20 µm.).

Figures: Figures must NOT be embedded in the text of the manuscript. Figures should be cited and numbered in the order in which they are discussed in the text of the manuscript. Figures should be saved as separate files with the figure number (Fig 1, Fig 2, etc.) as the file name. Figure numbers and/or titles should not appear as part of the image. Art should be created/scanned, saved, and submitted in one of the preferred file formats for production (TIFF, JPG, or EPS), and figure resolution must be at least 900 pixels in both height and width to meet the required publication quality. Other file types are accepted but are not considered optimal for reproduction. Please note that artwork generated from office suite programs such as CorelDRAW and MS Word and artwork downloaded from the Internet (JPEG or GIF files) cannot be used. Electronic photographs; radiographs, CT scans, MRIs, all medical imaging, and all scanned images must have a resolution of at least 300 dpi. If fonts are used in the artwork, they must be converted to paths or outlines or they must be embedded in the files. Color images must be created/scanned and saved and submitted as CMYK files. Figures should be submitted UN-flattened to allow for editing if needed. Black and white figures should be saved as Grayscale.

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6.3 Supplementary material

This journal is able to host additional materials online (e.g. datasets, podcasts, videos, images etc) alongside the full-text of the article. These will be subjected to peer-review alongside the article. For more information please refer to our guidelines on submitting supplementary files, which can be found within our [Supplemental Material Guidelines](#) page.

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6.4 Reference style

Academic Pathology adheres to the AMA reference style. Please review the [guidelines on AMA](#) to ensure your manuscript conforms to this reference style.

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6.5 English language editing services

Authors seeking assistance with English language editing, translation, or figure and manuscript formatting to fit the journal's specifications should consider using SAGE Language Services. Visit [SAGE Language Services](#) on our Journal Author Gateway for further information.

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6.6 Sources and Manufacturers

Trade names for commercial test kits, equipment, chemicals, etc., should not be included in the text but should be listed in full with the appropriate text citation in the Sources and Manufacturers section. Generic names of drugs should be used in the text. In the text, sources should be designated by superscript lowercase letters in sequential order. Under the Sources and Manufacturers heading, sources (including manufacturer's name, city, state, and country if other than the U.S.) should be cited in a lettered list to correspond to superscript letters in the text.

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7. Submitting your manuscript

7.1 How to submit your manuscript

Academic Pathology is hosted on SAGE Track, a web based online submission and peer review system powered by ScholarOne™ Manuscripts. Visit <http://mc.manuscriptcentral.com/APC> to login and submit your article online.

IMPORTANT: Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have had an account created. For further guidance on submitting your manuscript online please visit ScholarOne [Online Help](#).

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7.2 Title, keywords and abstracts

Please supply a title, short title, an abstract and keywords to accompany your article. The title, keywords and abstract are key to ensuring readers find your article online through online search engines such as Google. Please refer to the information and guidance on how best to title your article, write your abstract and select your keywords by visiting the SAGE Journal Author Gateway for guidelines on [How to Help Readers Find Your Article Online](#).

The title page should give the following information: (1) title of the article (in bold) and a short running title not to exceed 60 characters (including spaces), without abbreviations; (2) one full first name, initials (if applicable) and full last name of each author; (3) address of the department or institution to which the work should be attributed; (4) name, telephone, fax number and email address of the author responsible for correspondence and to whom the proofs should be sent.

For online search purposes, provide an alphabetical list of key words or phrases not to exceed 80 characters (including spaces). Key words should appear directly below, and on the same page as, the abstract. In the title, abstract and keywords, abbreviations should be spelled out.

The abstract should consist of no more than 250 words summarizing the contents of the article. Please do not subdivide, e.g. Background, Aim, Results, Conclusion, or similar. The abstract must stand alone, and it should be presumed that the reader has some knowledge of the subject but has not read the paper. Abbreviations and reference citations must not be used in the abstract.

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7.3 Information required for completing your submission

Provide full contact details for the corresponding author including email, mailing address and telephone numbers. Academic affiliations are required for all co-authors. These details should be presented separately to the main text of the article to facilitate anonymous peer review.

You will be asked to provide contact details and academic affiliations for all co-authors via the submission system and identify who is to be the corresponding author. These details must match what appears on your manuscript. At this stage please ensure you have included all the required statements and declarations and uploaded any additional supplementary files (including reporting guidelines where relevant).

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7.4 ORCID

As part of our commitment to ensuring an ethical, transparent and fair peer review process SAGE is a supporting member of [ORCID](#), the Open Researcher and Contributor ID. ORCID provides a persistent digital identifier that distinguishes researchers from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between researchers and their professional activities ensuring that their work is recognized.

We encourage all authors to add their ORCIDs to their SAGE Track accounts and include their ORCIDs as part of the submission process. If you don't already have one you can create one [here](#).

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7.5 Permissions

Authors are responsible for obtaining permission from copyright holders for reproducing any illustrations, tables, figures or lengthy quotations previously published elsewhere. For further information including guidance on fair dealing for criticism and review, please visit our [Frequently Asked Questions](#) on the [SAGE Journal Author Gateway](#).

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8. On acceptance and publication

If your paper is accepted for publication after peer review, you will first be asked to complete the contributor's publishing agreement. Once your manuscript files have been checked for SAGE Production, the corresponding author will be asked to pay the article processing charge (APC) via a payment link. Once the APC has been processed, your article will be prepared for publication and can appear online within an average of 30 days. Please note that no production work will occur on your paper until the APC has been received.

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8.1 SAGE Production

Your SAGE Production Editor will keep you informed as to your article's progress throughout the production process. Proofs will be sent by PDF to the corresponding author and should be returned promptly. Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct, and that Funding and Conflict of Interest statements, if any, are accurate. Please note that if there are any changes to the author list at this stage all authors will be required to complete and sign a form authorizing the change.

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8.2 Online publication

One of the many benefits of publishing your research in an open access journal is the speed to publication. With no page count constraints, your article will be published online in a fully citable form with a DOI number as soon as it has completed the production process. At this time it will be completely free to view and download for all.

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8.3 Promoting your article

Publication is not the end of the process! You can help disseminate your paper and ensure it is as widely read and cited as possible. The SAGE Author Gateway has numerous resources to help you promote your work. Visit the [Promote Your Article](#) page on the Gateway for tips and advice. In addition, SAGE is partnered with Kudos, a free service that allows authors to explain, enrich, share, and measure the impact of their article. Find out how to [maximize your article's impact with Kudos](#).

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9. Further information

Any correspondence, queries or additional requests for information on the Manuscript Submission process should be sent to the *Academic Pathology* editorial office as follows:

- Editor-in-Chief: James M. Crawford, MD, PhD – JCrawford1@northwell.edu
- Managing Editor: Henry L. Carter – journal@apcprods.org
- Executive Editor: Priscilla Markwood, CAE – pmarkwood@apcprods.org

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