

# Guidance Document for Symposium Manuscripts

## A. Roles & Responsibilities of Session Speakers

All speakers are asked to submit a manuscript of their platform presentation at the Annual Meeting for publication in *Toxicologic Pathology*. However, publication is not mandatory. Manuscripts may be a brief synopsis or a more detailed manuscript. All symposium manuscripts will be peer-reviewed prior to publication. There is no publication fee to publish a manuscript in the symposium issue.

*Submissions* - The Editorial office will notify speakers by written letter of the due date for their manuscript (deadlines may fluctuate from year to year but only by a few days) as well as all important details on how to submit papers via Manuscript Central including formatting and figure preparation.

Symposium manuscripts for the 2020 Meeting will be due on July 11, 2020.

Letters and reminders are sent out according to the following schedule.

- January - first letter to speakers with information
- March - first reminder letter sent out
- May - second reminder letter sent out
- July - last reminder letter sent out prior to the submission deadline

*Extensions* – Speakers requesting a short extension to submit a manuscript must contact the Guest Editors for approval. When authors receive extensions to submit their papers past the original deadline, they should be prepared for a shorter timeline to revise and resubmit their manuscript after it is peer-reviewed to make up for the delay of the initial submission. The production schedule for the symposium issue cannot be held up waiting for any manuscript that is submitted past the stated deadline so any request for an extension to submit must be within a reasonable timeframe.

*Figures* – Figures that are not prepared in accordance with the journal instructions will be returned to the author. Manuscripts will not be sent out for review until the figures are formatted properly (no exceptions). Speakers who require assistance with figures should contact the Illustrations Editor well in advance of the submission date. The Illustrations Editor may be working with 20 or more manuscripts at once so ample time is needed to provide the proper assistance and direction to speakers.

*Honoraria* – The journal office will prepare a final list of all manuscripts that have been accepted for the issue and send that information to STP. STP will communicate directly with the authors (speakers) regarding honoraria payments. Speakers who submit a joint manuscript covering one or more than one talk will be required to share the honorarium provided by STP. They may jointly or singly opt to donate the honorarium back to the STP. Coauthors who are

not speakers will not share the honorarium.

*Publication Fee:* There will be no publication fee for symposium manuscripts.

*Previously Published Work:* The journal will accept manuscripts that include information that was previously published. Authors are responsible for obtaining the appropriate copyright permissions for content published in other journals, including Toxicologic Pathology, and for ensuring all materials are referenced appropriately in the manuscript.

*Future Published Work:* Publishing a manuscript based on a talk given at the STP meeting will not preclude an author from publishing a full-length original manuscript or review article in a future issue of the journal. Any figures or data that you wish to be republished will need to be referenced and, if published in a different journal, copyright permission will be needed.

## **B. Roles and Responsibilities of Session Chairs**

*Responsibilities* - Session chairs should communicate with their speakers regarding the submission deadlines. It is critically important that session chairs provide follow up phone calls and/or emails to their session speakers to ensure they receive the journal communications and that they plan to submit by the deadline.

*Submissions* - If a speaker is not planning to submit, they should notify the session chairs and Editorial Office so that they can be removed from the mailing list. If a speaker is unable to submit, session chairs may submit a synopsis of the speakers' presentation to the journal, with the speakers' permission.

*Peer Review Process* – Session chairs are expected to serve as expert reviewers on manuscripts submitted from their session. The reviews should be based more on the effectiveness of the communication and value to the readership rather than on demonstration of a rigorous experimental design and study conduct. We do, however, expect that all manuscripts represent a valuable contribution to our readership. Session Chairs will receive an email invitation to review through the Manuscript Central website when manuscripts from their session have been submitted. If, for any reason, they are unable to review a manuscript that has been assigned to them, it is very important that they notify the Editorial Office and Guest Editors (Symposium Committee Chairs) and find an alternate reviewer. In order to keep the symposium issue on track with our production deadlines, we appreciate a prompt response in agreeing to review and that reviews are submitted by the deadline.

## **C. Roles & Responsibilities of the Session Guest Editors (Symposium Committee Chairs)**

*Timeline* – The Guest Editor's role will begin in mid-July (depending on the manuscript deadline for the given year). If a Guest Editor plans on an extended vacation during July-October, then there should be collaboration with the other Symposium Committee Chairs so that the work can be reassigned for that period of time. The goal is to divide the work up equally. The final list

of confirmed speaker manuscripts and Guest Editor for each manuscript should be done on an excel spreadsheet and submitted to the Managing Editor.

*Review Process* - As manuscripts come in, the Managing Editor will assign them to the session Chairs and one member of the Editorial Board (and to our Illustrations Editor Beth Mahler if there are figures) to review so the Guest Editor will not be responsible for finding reviewers for the manuscripts. Because they are symposium manuscripts, the submissions will be reviewed primarily for clarity rather than scientific content. The Guest Editor's role will be to evaluate the reviewers' comments, determine if the manuscript requires revisions, and make a recommendation to the Editor-in-Chief when ready for final acceptance to the journal. The workload will be shared equally among all three Guest Editors so that it can be manageable.

If a session chair is unable or declines to review, does not respond to invitations to review, does not help to find an alternate reviewer, or is an author/coauthor on a manuscript, the Guest Editor may need to serve as a reviewer on the paper.

*Communications* - Guest Editors should also communicate with the session chairs to be sure they are contacting their session speakers regarding deadlines. Although speakers receive letters from the editorial office, an email or phone call from their session chair is the best reminder. Guest Editors are also asked to help remind the session chairs they will be responsible for reviewing manuscripts from their sessions and to do so in a timely manner. If they will be on vacation during this time, they should help find alternate reviewers and communicate this with both the Guest Editors and Managing Editor.

*Extensions* - Guest editors may provide up to a one-week extension for the first request but any other requests for an extension must be at the discretion of the Editor-in-Chief. When authors receive an extension and submit their papers past the original deadline, the Guest Editors will need to be prepared for a shorter review process and in some cases, review the manuscript themselves. The time given to the author to revise and resubmit their manuscript after it is peer-reviewed should also be shortened in order to make up for the delay of the initial submission. The production schedule for the symposium issue cannot be held up waiting for any manuscript that is submitted past the stated deadline. The Editor-in-Chief and Managing Editor should be copied on all communications that the Guest Editors have with the authors about extensions. When given extensions, the authors should also be made aware of the automated email reminders that go out. Those cannot be stopped when extensions are given.

The Guest Editors will be responsible for tracking any manuscript where extensions were given to ensure it stays on track. The journal staff will provide regular reports for any late submissions but the Guest Editors should follow up with the authors directly. The Guest Editors will be responsible for making sure all manuscripts assigned to them are finalized and accepted in Manuscript Central by the deadline given. Anything not accepted by this date will not go into the issue. Guest Editors should be very selective when granting extensions because this can create a lot of additional work on their end.

*When the Guest Editors (Symposium Committee Chairs) are also Session Chairs* – This situation may arise where the Guest Editor will also serve as a Session Chair. When this happens the Editorial Office may invite an alternate reviewer, such as a member of the Editorial Board, in the session chairs place to avoid any conflict of interest.

#### **D. Continuing Education Courses**

CE Course speakers will be invited to submit a manuscript based on their presentation at the meeting. Submissions will be due the same time that session speaker submissions are due. CE course speakers will receive letters and reminders according to the schedule listed for session speakers. Please refer to the Session Speaker section of this document regarding additional information on formatting manuscripts and extension requests.

*Honoraria* - The journal office will prepare a final list of all manuscripts that have been accepted for the issue and send that information to STP. STP will communicate directly with the authors (speakers) regarding honoraria payments. Speakers who submit a joint manuscript covering one or more than one talk will be required to share the honorarium provided by STP. They may jointly or singly opt to donate the honorarium back to the STP. Coauthors who are not speakers will not share the honorarium.

*Roles & Responsibilities of the CE course Guest Editor (CE Committee Chair)* - The CE Committee Chair(s) will be invited to serve as a Guest Editor for the symposium issue. The CE Guest Editor will have the same role and responsibilities that the Session Guest Editors have, however, that person will only be responsible for handling CE course manuscripts. Please see the Roles and Responsibilities of Session Guest Editors section of this document for additional information.

*Roles and Responsibilities of CE Course Chairs* - CE chairs should communicate with their speakers regarding the submission deadlines. It is critically important that they provide follow up phone calls and/or emails to their course speakers to ensure they receive the journal communications and that they plan to submit by the deadline. CE course chairs will be expected to serve as expert reviewers on all manuscripts submitted from their course. Please see the Roles and Responsible of Session Chairs section of this document for additional information.