



The *Bulletin*: an author's guide

Thank you for agreeing to write for the College *Bulletin*. Please take a few minutes to read this brief guide, to help you submit your article for publication.

The College *Bulletin* is a professional in-house magazine. We publish articles that are useful and interesting to pathologists and scientists, whether consultants or trainees. We also appreciate articles that provoke discussion and comment. We aim to cover the broad range of pathology specialties and cater for the diverse interests of our readership.

If you have any further queries or questions, please contact us at publishing@rcpath.org.

We look forward to receiving your contribution and hope you enjoy seeing your work in print.

Preparing your work

Layout

Try to include headings in your article. These help to break up the text and signpost the reader to the content. Avoid long sentences and paragraphs. Always try to break up points with full stops rather than commas or semi-colons.

Please include one or two tables and charts wherever possible to help illustrate your points and add interest.

Articles should always end with a summary or conclusion of two or three sentences.

Pictures/illustrations

A picture paints a thousand words. Good pictures help to illustrate your points and to capture the reader's interest. Photographs must be submitted as separate JPEG files (i.e. not embedded in emails or Word documents) and be at least 300 dpi.



Please ensure you have permission to use the image. If an image has been taken from a previous publication or website, you will need permission from them to reproduce it in the *Bulletin*. If you submit images including people, please ensure they have given you permission to use their image in the *Bulletin*.

Audience

The key to good writing is to always remember for whom you are writing. The *Bulletin* readership is wide and diverse, so please write clearly and succinctly. Consider that some readers may not be familiar with abbreviations, so please spell out all abbreviations when using them for the first time.

Word count

We have to set a word limit so that we can cover a range of articles in each issue and make sure that every section is given a fair amount of space. If you feel your article needs an extended word limit, please talk to us first.

The usual word limits for the *Bulletin* are as follows.

Article type	Word limit	No. of figures
Themed / featured / specialty articles	1,500	1–2
Sharing our subject	Between 300 and 600	1–2
Working smarter	1,200	1–2
On the agenda	1,000	1
College news / regional / international	TBC with author	TBC with author
Trainees	600	1
Clinical effectiveness	1,200	1–2
People	400	1
Book reviews	400–600	Book image
Meeting reviews	600–1,000	1–2

Grammar and house style points

- Avoid Anglo/Eurocentric or gender-specific language, e.g. ‘workforce’ not ‘manpower’, ‘chairperson’ not ‘chairman’.
- No full stops are needed after contracted words or abbreviations written in capitals, e.g. Dr, NHS, UK, etc.

- Only use capital letters for the holder of a specific post, e.g. 'Professor Jo Martin, President of the College' and not for generic job titles, e.g. a consultant, the royal colleges.
- Do not use capital letters for specialties when used generally, e.g. 'histopathology is an interesting specialty'. Only use capital letters when you are referring to them in a specific context, e.g. 'the Year 1 Assessment in Histopathology'.

We can supply you with a full editorial house style guide on request.

References

Please include references to support statements made, in the way you would for a scientific journal. 'Further reading' is best avoided, but if such work is essential, please list it separately at the end of the references. To save space, we reserve the right to publish the references online only. In that instance, a link to them will be included in your article.

Please use the endnote function in Word to enter your references into your article. This allows us to more easily track your references, and to make sure they are all accurately retained should we, or you, make any changes to your article during the production process.

Please give the names and initials of all authors (unless there are more than six, when only the first six should be given followed by *et al.*).

Journals

Soter A, Wasserman SI, Austen KF. Cold urticaria: release into the circulation of histamine and eosinophil chemotactic factor of anaphylaxis during cold challenge. *N Engl J Med* 1976;294:687–690.

Books

Osler AG. *Complement: Mechanisms and functions*. New Jersey, USA: Prentice-Hall, 1976.

Websites

Please include any links to documents available online at the end of the reference; for example: Department of Health. *Report of the Review of NHS Pathology Services in England, chaired by Lord Carter of Coles*, 2006. Available at: www.dh.gov.uk/assetRoot/04/13/76/07/04137607.pdf

Submitting your work

Deadline

Please submit your piece on, or prior to, the deadline we have set. This helps our production process run smoothly. If you are having trouble meeting the deadline, let us know and we may be able to arrange an extension.

Supplying documents

- Unless previously agreed, all written contributions must be supplied in Microsoft Word and emailed to publishing@rcpath.org. If you are submitting original photographs or CDs of large images, please make sure they are clearly labelled and post them to The *Bulletin* Editor, The Royal College of Pathologists, 6 Alie Street, London, E1 8QT.
- Please keep a good-quality copy of all the material you send to us, especially artwork.

Supplying pictures and illustrations

- Please supply us with a photo of yourself and your co-authors. We would like to receive head-and-shoulder shots of each person individually. These should be taken with a plain background. Please avoid selfies wherever possible – do ask someone else to take your photo. Most front-facing phone cameras take good quality photos.
- Please supply one or two photos, figures or illustrations to accompany your article – to bring the subject matter to life for the reader.
- Please also submit a photo of your workplace where relevant – some interesting people, equipment, the interior or exterior, etc.
- Any photographs of people must be accompanied by written consent from each individual, authorising us to use their photograph.
- All photographs, illustrations, charts, etc. must be supplied as separate electronic files. They must not be embedded within your Word document, as these will not be of good enough quality to print. If you need further advice or help, please contact us.
- All photographs must be supplied as hi-res JPEG files, minimum 300 dpi. If you are unsure if your files are good enough quality, please contact us and we can check for you.
- All illustrations, figures and tables in your article should have clear and concise titles (e.g. Table 1: Workforce figures for 2018.).

- All illustrations, figures and tables should be clearly referenced within the text and be numbered accordingly.
- Any illustrations must be accompanied with the appropriate permissions to reproduce. Authors are responsible for obtaining permission from the original source of any imagery prior to publication in the *Bulletin*. Please include a copy of this permission in your submission.

The process once you've submitted your article

We will acknowledge receipt of your submitted articles. The Editor does a preliminary screen to eliminate submissions that are not suitable for the *Bulletin*. We will then contact you to confirm whether we're able to publish your article.

The usual process for articles accepted for publication in the *Bulletin* is as follows.

1. The *Bulletin* Editor edits your article for messaging and content.
2. The Publishing team edit your article for house style and general accuracy.
3. The article is returned to you, with any edits marked up in Word using tracked changes and any questions raised as comments in the document. The author is responsible for ensuring that there are no errors or admissions in the copy.
4. You review the changes in Word and respond to any queries, either through tracked changes in the text or by using the comments feature. Any changes to copy, tables or images must be made at this stage.
5. You return the article to us as final copy (usually within one week).
6. The Publishing team give the final copy a proofread and prepare it for layout into the *Bulletin*. Depending on the nature of any queries raised during the editing stages, the *Bulletin* Editor may also review your final copy at this stage.
7. If requested, the Publishing team can provide you with a PDF version of your article on publication of the *Bulletin*.

The Publishing team

publishing@rcpath.org