

Laboratory HEMATOLOGY



Official Publication of the
International Society for Laboratory Hematology

INFORMATION FOR CONTRIBUTORS

Laboratory Hematology, official publication of the International Society for Laboratory Hematology and published by Carden Jennings Publishing Co., Ltd., is dedicated to the publication of high-quality reports of original research, reviews, editorials, and letters to the editor in all fields of laboratory hematology. Emphasis is placed on manuscripts dealing with practical and/or theoretical aspects of clinical laboratory hematology, including routine and special hematology, coagulation, transfusion medicine, immunology, molecular biology, marrow and stem cell transplantation, instrumentation, and urinalysis. Manuscripts dealing with basic or non-clinical issues will be considered if they are relevant to new or emerging areas that are likely to affect laboratory hematology. The journal will also publish reviews, consensus documents, and reference procedures that have impact on the practice of laboratory hematology, as well as abstracts of papers presented at the annual meeting of the International Society for Laboratory Hematology.

Laboratory Hematology will endeavor to offer rapid reviews of submitted manuscripts, with publication decisions made promptly. Acceptable papers will be published with minimal delay.

CATEGORIES OF MANUSCRIPTS

Articles

Acceptance of articles will be based on originality and importance to the field of hematology. Manuscripts submitted in this category are expected to be concise, well organized, and clearly written. These manuscripts are reviewed by two or more experts in the field, and detailed comments from the reviewers are generally returned to the authors.

Manuscripts are submitted with the understanding that they represent original contributions and do not contain data that have been published elsewhere, including symposia volumes, etc. Meeting abstracts do not constitute prior publication.

Short Communication

Definitive, brief papers of importance within the broad discipline of laboratory hematology will be considered for expedited review and publication. Consideration as a Short Communication must be requested at the time of submission; acceptance as a Short Communication requires approval by the Editor-in-Chief. Papers that the Editor-in-Chief decides not to process as Short Communications will be handled as regular manuscripts unless the authors choose to have them returned without further review.

Criteria for selection as Short Communication include originality, scientific importance, and potential value of accelerated publication to the readers of **Laboratory Hematology**. Decisions on these manuscripts will be made within one week of receipt and will not be accompanied by reviewers' comments. Short Communications should not exceed five typewritten pages, double spaced and should

provide clear and concise presentation of data. Extensive revisions or editing, if required for manuscripts in this category, may delay publication. Case reports, methods papers, or preliminary studies should be considered for publication as Short Communications.

Review Articles, Editorials, and Letters to the Editor

Review articles on topics of broad interest are welcome and may be solicited by the Editor-in-Chief. Individuals who wish to write review articles should correspond with the Editor-in-Chief regarding the appropriateness of the proposed topics. Reviews are expected to be thorough and detailed and should include appropriate references to the literature. Tables and figures should be included to highlight or summarize critical points. Review articles are critiqued by the editors and other expert reviewers before a final decision regarding publication is made, and revisions may be required.

Commentaries, both invited and unsolicited, on articles published in **Laboratory Hematology** or other topics in hematology, are highly desired.

Letters to the Editor are welcomed and will be published if appropriate. In addition to comments on published articles, authors should consider submitting short commentaries on topics of general interest to hematologists and case reports that are particularly instructive. Letters should be no longer than three double-spaced pages, including references, and should be titled.

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Announcements of meetings of interest to **Laboratory Hematology** readers should be sent to the Editor-in-Chief at least three months before the meeting. Fees for announcements vary depending on their size and number of insertions. Prices may be obtained by contacting the Advertising Manager of **Laboratory Hematology**.

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Carden Jennings Publishing Co. Ltd.
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Submitted manuscripts should contain three copies of all text and three complete sets of figures and tables. Manuscripts must be typewritten or printed, double-spaced, with margins of at least 1 inch. All pages should be numbered consecutively.

Authors are requested to submit their manuscripts on disk (PC or Macintosh; please indicate word-processing software used). Three hard-copy versions of the manuscript that match the disk exactly are always required.

Receipt of manuscript will be acknowledged with a letter indicating the manuscript number. All future communication regarding the manuscript should reference the manuscript number and should be directed to the editorial office. All manuscripts will be reviewed by members of the Editorial Board or by other expert reviewers. After review, authors will be notified by letter of the decision to accept or reject the manuscript for publication (authors may request communication by fax rather than mail). In some cases, authors will be invited to submit a revised version of the manuscript for further review. In general, revised manuscripts must be received by the editorial office within three months of the date of the first decision or they may be considered as new manuscripts. All revised versions must be accompanied by a disk and three hard copies of the manuscript. Manuscripts and figures will not be returned to the authors.

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Processing Fee

A nonrefundable processing fee of \$30 is required for each article, Short Communication, or uninvited Review Article. A check or money order should accompany each manuscript before it can be considered for review.

ORGANIZATION OF THE MANUSCRIPT

Organize submitted manuscripts as follows: Cover Letter, Title Page, Abstract, Introduction, Methods, Results, Discussion, Acknowledgments, References, Figure Legends, Tables, and Figures.

Cover Letter

Please identify the name, address, phone number, fax number, and e-mail address of the corresponding author. The cover letter should also specify the category of manuscript (Short Communication, regular manuscript, etc.). Where appropriate, the cover letter also should indicate that the authors are willing to pay the extra costs involved in publishing any color photographs in the text (please contact the editorial office for price quotes).

Title Page

The title page should contain 1) full title; 2) authors' names; 3) names of institutions in which work was done; 4) research grant support as a footnote to the title; 5) name, address, phone number, fax number, and e-mail address of the corresponding author; 6) a list of key words (three words are best, but up to five are acceptable); and 7) a running head/short title.

Abstract

The abstract of 200 words or less should state the rationale, objectives, findings, and conclusions of the study. Do not include a summary at the end of the discussion.

Acknowledgments

Grant support should not be included in the acknowledgments, but should be cited as a footnote to the title.

References

Cite all references in the text in consecutive, numerical order, using arabic numerals in square brackets. Unpublished observations, personal communications and papers in press cannot be included in the References section, although they may be cited in the text and explained in parentheses. Written permission must be submitted when citing a personal communication.

The References section should follow the examples listed below. Indicate any references that are editorials, reviews, abstracts, or letters. Journal titles should be abbreviated according to titles listed in *Index Medicus*, Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

Examples of References

Journal articles, one or more authors:

1. Gitschier J, Kogan S, Levinson B, Tuddenham EGD. Mutations of factor VIII cleavage sites in hemophilia A. *Blood*. 1988;72:1022-1027.

Journal article, in press:

2. Foroni L, Laffan M, Boehm T, Rabbitts TH, Catovsky D, Luzzato L. Rearrangement of the T cell receptor delta genes in human T cell leukemias. (*Blood*, in press).

Complete book:

3. Adams DO, Edelson PJ, Koren HS. *Methods for Studying Mononuclear Phagocytes*. San Diego, CA: Academic; 1981.

Chapter of book:

4. Sallan SE, Weinstein HJ. Childhood acute leukemia. In: DG Nathan, FA Oski, eds. *Hematology of Infancy and Childhood*. Volume 2. Philadelphia, PA: Saunders; 1987:1028-1030.

Chapter of book that is part of a published meeting:

5. Baron MH, Maniatis T. Stage specific reprogramming of globin gene expression. In: G Stamatoyannopoulos, AW Nienhuis, eds. *Developmental Control of Globin Gene Expression: Proceedings of the Fifth Conference on Hemoglobin Switching*. New York, NY: Liss; 1987:27.

Unpublished item presented at a meeting:

6. Freireich EJ. Methotrexate to molecular genetics: forty years of leukemia treatment. Presented at: XXII Congress of the International Society of Hematology; 1988; Milan, Italy.

Abstract:

7. Clift RA, Martin P, Fisher L, Buckner CD, Thomas ED. Allogeneic marrow transplantation for CML in accelerated phase—risk factors for survival and relapse [abstract]. *Blood*. 1987;70:291.

Letter to the editor:

8. Arlin ZA: Complete remission in acute promyelocytic leukemia [letter]. *Blood*. 1988;72:1101.

Abbreviations

Abbreviations should be defined at their first use and applied consistently throughout the article. Do not use nonstandard abbreviations. Give the chemical name of a compound after the first use

of the trivial name; the trivial name may follow throughout the article. Abbreviate units of measure only when used with numbers.

Units

Use the International System of Units (SI) consistently in the text, figures, and tables. Note that the abbreviation for liter is L; that for mole is mol. Units and terms commonly used in the journal without definition include the following: mass: kg, g, mg, μ g, ng, pg; mass concentration: kg/L, g/L, mg/L, μ g/L; substance concentration: mol/L, mmol/L, μ mol/L, nmol/L; temperature: °C; density: kg/L; absorbance: A; international unit of enzyme activity: M/s (katal is also acceptable); units of peptide hormones and vitamins: IU; statistical measures: P , r , R^2 .

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Each table, including any notes to the table, should be printed on a separate page, titled, appropriately numbered, and cited in numerical order in the text.

Figures and Figure Legends

Figures must be cited in the text in numerical order using arabic numerals. Submit three complete sets of **unmounted**, clear, glossy, black and white photographs. For line drawings, either a single set of photographs with two sets of copies, or three sets of high-quality laserprinted figures are acceptable. Do not write on either the front or back of photographs. Do not fasten the figures with paper clips or store them in clasp envelopes where the clasp can damage the photo in the mail. Do

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