

# ***CLINICAL LABORATORY SCIENCE***

## **Authors' Instructions for Manuscript Preparation**

*Clinical Laboratory Science*, the official journal of the American Society for Clinical Laboratory Science (ASCLS), is a peer-reviewed publication dedicated to expanding knowledge and communication among clinical laboratory professionals.

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Submit manuscripts to the *Clinical Laboratory Science* Editorial Office:

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### **PAGE LAYOUT**

- Text should be set in Times New Roman, 12 point type, justified left, with one-inch margins on all sides.
- Number each page, including figure legend, figure, and table pages.
- Cite each figure in numerical order in the text; cite each table in numerical order in the text.
- Authors may familiarize themselves with *Clinical Laboratory Science* by reviewing a recent issue.

### **MANUSCRIPT STYLE**

- Manuscripts may be up to *3000 words*, excluding title, abstract, tables, figures, and references.
- Manuscript style and reference citation format should conform to the International Committee of Medical Journal Editors (ICMJE) *Uniform Requirements for Manuscripts*, available at [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)
- Manuscript may include up to one figure or one table for every 750 words.

### **COVER LETTER**

Manuscripts are accepted with the understanding that they are contributed solely to *Clinical Laboratory Science*. If separate manuscripts are produced from a single study, authors must provide a copy of the other manuscripts, and must cross-reference all manuscripts in the reference section of the submitted manuscript. Any potential conflicts of interest related to the manuscript must be described. The cover letter must contain the *name, degree, certification, affiliation, address, e-mail address, and telephone numbers of all authors*.

### **WHAT TO SUBMIT**

- Submit via email to the managing editor at [editor@westminsterpublishers.com](mailto:editor@westminsterpublishers.com): A single document including *cover letter; title page; abstract; text; references; figure titles, captions, and legends; and tables*. Use page breaks to separate sections.
- Figures may be included in the above file or sent via email as separate files.
- Submit the signed *permission documents* listed below. Documents may be signed electronically. Alternatively, they may be signed manually, scanned and submitted via email as attachments to the managing editor.
- Manuscripts are reviewed only after these signed documents are received.

### **PERMISSION DOCUMENTS**

The documents indicated below should be included with the initial manuscript submission. Items 1-4 can be found on the ASCLS website at <http://www.ascls.org/continuing-education/publications/instructions-for-authors-reviewers>

1. **Author Checklist**
2. **Author Contribution:** If more than three authors are listed, documentation must be provided to confirm a significant contribution to the manuscript from each. All authors must sign.
3. **Copyright and Exclusive Submission Agreement:** A signed copyright agreement must accompany the initial submission of all manuscripts.
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## TITLE PAGE

- The title should be descriptive and may not exceed 150 characters.
- The title page should include *first and last name, degrees, certification, title or job description, and professional affiliation of all authors*. Academic degrees are limited to highest degree earned: *masters and doctoral* degrees only.
- Include in addition the *name, address, phone number and email* of the corresponding author.
- Include in addition the *phone number and e-mail* for an alternative author to contact in case the corresponding author is unavailable.
- Authors must report all sources of funding, materials, or equipment contributed or loaned.
- Authors must provide the meeting name and date if the manuscript or a poster has been presented at a meeting or has been accepted for presentation at a future meeting.

## STRUCTURED ABSTRACT

Though an unstructured abstract is preferred, if a structured abstract is desired, it should use the following sections with headings in order. It is *not necessary* to include all ten headings; include only those that apply to the study.

1. **Objective:** State the hypothesis being tested or the procedure being evaluated.
2. **Design:** Briefly state what was done and what materials were used, including number of subjects. Also include the methods used to assess the data.
3. **Setting:** Indicate where the study took place.
4. **Participants:** State the clinical disorders, eligibility criteria, and demographic features of participants.
5. **Interventions:** Features of any interventions, including method and duration of administration.
6. **Main outcome measure(s):** Indicate the primary study outcome measurement(s) as planned before data collection began.
7. **Results:** Provide the findings with indicators of statistical significance. Include actual data.
8. **Conclusion:** Summarize in one or two sentences the conclusions based on the findings.
9. **Abbreviations:** Define initialisms, acronyms and abbreviations.
10. **Index terms:** Provide three to five MeSH index terms: <http://www.nlm.nih.gov/mesh/>.

## UNSTRUCTURED ABSTRACT

For case studies, research articles, review manuscripts, and clinical practice articles an *unstructured* abstract is preferred. An unstructured abstract must be 250 words or fewer and must state *what was done, what was found (results), the conclusions, all abbreviations, and 3–5 index terms*. Use MeSH headings as a guide in selecting index terms, available from <http://www.nlm.nih.gov/mesh/>.

## TEXT

- The text of observational and experimental studies is arranged in sections with the headings: *Introduction, Materials and Methods, Results, and Discussion*.
- Articles may require subheadings within some sections to clarify their content.
- Acronyms and abbreviations must be defined at first mention in all text, tables, and figures.
- Avoid laboratory slang, clinical jargon, and uncommon abbreviations.
- Manuscripts reporting the results of experimental studies on human subjects must state that informed consent was obtained after the nature of the procedure(s) had been fully explained.
- To save space, if methods have been previously published, the author may cite the prior publication.
- Generic names of drugs must be given.

## REFERENCES

- Verify all citations against original sources, especially journal titles, inclusive page numbers, publication dates, accent marks, and spelling, especially for languages other than English.
- Accuracy of reference data is the author's responsibility.
- Cite references in numerical order according to first mention in text. *Do not use automatic numbering*.
- Citation format for references should conform to the International Committee of Medical Journal Editors (ICMJE) uniform requirements, located at [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html).
- Abstracts may be cited only if they are the sole source and must be identified in the reference as "Abstract."
- "In press" citations must have been accepted for publication and the name of the journal or publisher must be included.

*Models for a journal article, a book, and a website:*

- Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med* 2002;347:284-7.
- Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. *Operative Obstetrics*. 2nd Ed. New York: McGraw-Hill; 2002.
- NAACLS DMS accreditation information: standards documentation. Available from <http://www.naacls.org/accreditation/dms>. Accessed 2005 Sept 6.

## FIGURES

- Do not duplicate data in figures and tables that appear in the text.
- Figures, including *line drawings, graphs, charts, photographs, and images* should be limited to what are required to show the essential features described in the paper.
- Number figures with consecutive Arabic numerals.
- Locate figure number, title and caption at bottom of figure.
- Though black and white is recommended, figures may be submitted in color, however they will be printed in black and white.
- Figures must fit a standard 8.5 x 11 inch portrait orientation page.
- *Clinical Laboratory Science* only accepts high-quality computer-generated images that produce a clear figure when printed. Images must be saved in **high-resolution format (300 dpi)** using encapsulated Postscript (.eps) or tag image files (.tif), but not .jpeg files. For black and white line drawings, PowerPoint files are acceptable.
- Graphs or charts produced with spreadsheets such as Excel, are acceptable.
- A caption that does not duplicate text material must be supplied for each figure. If there are abbreviations or symbols in the figures, they must be defined in the figure legend. **The caption text or figure legends may not be embedded in the figure image.**
- Any figure that does not follow the above specifications is returned to the author for reformatting prior to publication.

## TABLES

- Do not duplicate data in figures and tables that appear in the text.
- Each table must begin on a separate page.
- Number tables with consecutive Arabic numerals.
- Locate table number, title, and caption at top of table.
- Supply a brief heading for each column and title for each row.
- All abbreviations used in the table should be explained in a footnote.
- Table functions may be used, but avoid cell borders or shading.
- Avoid automated equation or other automated cell functions.
- Indicate footnotes in tables using lower-case letters.
- Tables must fit a standard 8.5 x 11 inch portrait orientation page.

Please contact the *Clinical Laboratory Science* editorial office with any questions:

David G. Fowler, PhD, Executive Editor  
Westminster Publishers  
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