



LabQ Author Guidelines

Manuscript Submission

The following is required for submitting a manuscript for publication in LabQ:

1. Completed **LabQ Author Checklist**
2. Manuscript with of all the required sections below and according to the instructions regarding each section
3. Completed Copyright Assignment form signed by all authors
4. Completed CME Financial disclosure completed by each author
5. **Permission Form:** Whenever any material is used from another published source written permission from the copyright holder of that material must be obtained prior to submission. It is the author's responsibility to obtain written permission for all such materials, unless the material is in the public domain. Please request a Permission Form from kandice.kidd@ascp.org if applicable.

E-mail your manuscript and any tables, figures, or images to labq@ascp.org or to the managing editor at kandice.kidd@ascp.org by the deadline indicated in your Letter of Agreement.

Manuscript Requirements

Document Format: Manuscripts must be 1500 to 2500 words, not including figures, tables, and references; prepared in Microsoft Word; double-spaced; and must contain the following subsections in order:

- **Title Page:** Include the case title, word count, full name(s) of author(s), degree(s), title(s), institution(s), and the contributions of each author to the manuscript. For ASCP use only, daytime phone number and e-mail address.
- **Learning Objectives (4-5 objectives):** Learning Objectives should state in observable and measurable terms what the participant will be able to do after completing the exercise. Each Learning Objective must correlate to at least one CMLE Question.
- **History (2-5 paragraphs):** Describe a laboratory problem or challenge that a medical laboratory professional encounters in his or her scope of practice that *requires at least one action on the part of the medical laboratory professional to resolve*. Examples include but are not limited to, additional testing to confirm a result, additional quality control/quality assurance that should be performed, clinical correlation of an unusual or panic result, etc.
- **Discussion (3-10 pages):** The discussion should provide a *basic* overview of the topic presented in the case history as well as give information to help solve the problem. Even if the clinical scenario is uncommon, the focus of the discussion should include information that is practical and applicable to routine clinical use. All Learning Objectives must be covered.
- **Case Conclusion (1-3 paragraphs):** Describe the resolution(s) to the laboratory problem/challenge addressed in the case history
- **Summary (1-2 paragraphs):** Present a summary of the major points in the discussion and closing remarks on the topic.
- **Figure and Image Legends (if applicable):** Describe the figure or image, stain, and magnification used (if applicable). Spell out any acronyms.



- **References (minimum 3, maximum 10):** References must be in the style specified in the *American Medical Association Manual of Style*. Most references should be less than five years old. All references must be cited and numbered consecutively.
- **CMLE Questions (5 questions):** Provide 5 multiple-choice questions, and indicate the correct answer for each.
 1. There should be only four answer options for each question.
 2. Indicate at the end of each CMLE Question which Learning Objective has been tested using the marking [LO #X]. CMLE Questions must relate to at least 1 Learning Objective.
 3. Document in the text the location of the information providing the answer to the CMLE Question via [CMLE Q#1, CMLE Q#2, etc]. The correct answer must be found in the discussion.
 4. Unacceptable Questions:
 - a. Multiple-answer distractors (e.g. *All of the above, A and B*)
 - b. Questions with negative stems (e.g. *not, except, but, false*)
- **Quick Stop (1-3 statements):** A Quick Stop is a side note that provides tidbits of interesting information related to the topic. They can relate to a little known fact about the subject or provide additional statistics about the topic. Do not repeat information already in the discussion. Additional references for a Quick Stop should be listed at the end of your reference list.
- **Tables:** Submit each table as a separate electronic MS Word document; tables should be numbered in the order they appear in the text. Laboratory results must be provided in conventional units with reference ranges, followed by the SI conversion factor in parentheses (eg, to convert to mmol/L, multiply by 0.35).
- **Figures:** Submit each figure as a separate electronic file (jpg, tif, or MS Word); figures should be numbered in the order they appear in the text.
- **Images:** Submit images in high-quality digital format (jpg or tif); minimum image requirements are 550 pixels wide by 400 pixels high @ 72 dpi. Images should be numbered in the order they appear in the text.