INSTRUCTIONS FOR AUTHORS

SUBMISSIONS

Single-blind peer review

The journal follows a single-blind review procedure, where the reviewers are aware of the names and affiliations of the authors, but the reviewer reports provided to authors are anonymous. Single-blind peer review is the traditional model of peer review that many reviewers are comfortable with, and it facilitates a dispassionate critique of a manuscript.

Submissions are online via Springer’s Editorial Manager electronic submission site at http://hanp.edmgr.com/hanp. First time users must register in order to submit a manuscript. If you experience any trouble, please use the “CONTACT US” button on the tool bar, which will create an email from your local default email program.

Submission of a manuscript implies:

• that the work described has not been published before;
• that it is not under consideration for publication anywhere else;
• that its publication has been approved by all coauthors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out.

The publisher will not be held legally responsible should there be any claims for compensation.

CRITERIA FOR AUTHORSHIP:

The criteria for authorship adopted by Head and Neck Pathology are set by the International Committee of Medical Journal Editors (www.icmje.org) as part of their Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Specifically, authorship credit should be based on

1) substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
2) drafting the article or revising it critically for important intellectual content; and
3) final approval of the version to be published.

Authors should meet conditions 1, 2, and 3. When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. Acquisition of funding, the collection of data, feedback on the manuscript or general supervision of the research group, by themselves, do not justify authorship.

COPYRIGHT AND COPYRIGHT TRANSFER AGREEMENT

All manuscripts submitted must be accompanied by a signed statement indicating that the article is original, is not under consideration elsewhere, has not been published previously in any form (except as an abstract only in meeting proceedings), and that its content has not been anticipated by any previous publication. A Financial Disclosure is also included. Please include a
copyright transfer agreement; manuscripts cannot be published without author's signed and dated form.

**Patient Anonymity and Informed Consent**
It is the author's responsibility to ensure that a patient's anonymity be carefully protected and to verify that any experimental investigation with human subjects reported in the manuscript was performed with informed consent and following all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated.

**Permissions**
Any material (quotes over 100 words, figures, or tables) taken from another source must be accompanied by written permission from both the author and the publisher of the original. Credit the source in the text, in a table footnote, or at the end of the figure caption.

**MANUSCRIPT TYPES:**

**Original Research:**
This section is the major emphasis of the journal, with a focus on head and neck pathology topics, and devoted to scientific reporting of results of original clinicopathologic research.

**Symposia Proceedings:**
The proceedings of the North American Society of Head and Neck Pathology (part of the United States and Canadian Academy of Pathology) annual meeting are published annually in the spring issue of the journal. These invited manuscripts must be submitted under the "Meeting Proceedings" article type. The manuscript requires text to include an abstract of no more than 250 words, an introduction, discussion, and conclusion followed by tables, references, and figure legends. Up to 8 color illustrations may be included and no more than 30 pertinent and current references. Submission guidelines for images and tables are as noted below.

**Invited Reviews:**
Regularly published invited reviews are included as special or supplement issues. As an invited review from the editors or section editors, the "Special Issue" or "Invited Reviews" selection must be chosen as the article type. Specific criteria for this type of work are provided directly to authors from the Editorial Office.

**Sine Qua Non:**
Submissions to this section illustrate classic examples of common entities with clinical photographs, radiographic imaging, intraoperative photographs, gross pathology images, cytology, classic histology, and any pertinent supporting studies (histochemical, immunohistochemical, immunofluorescence, molecular, genetic and/or ultrastructural). The text includes a brief summary of clinical and histopathologic findings and potential differential diagnostic considerations clinically or pathologically. The format should include an abstract,
history, radiologic and/or clinical findings, diagnosis, and discussion section. On occasion, we may accept a classic presentation of a very rare entity if these criteria are fulfilled.

**Case reports:**
In general, case reports are not encouraged and the editors strictly limit the number of case reports per issue. They will only consider manuscripts that include all pertinent clinical, imaging, pathology, and ancillary information on a particularly novel or exceedingly rare entity, set within the context of a thorough and investigative review of the literature. Submissions of single case reports or limited series of common entities will be rejected and returned to the author.

**Letters to the Editor**
Letters provide a format for discussions of matters associated with the publication. Letters are published at the discretion of the Editor and those presenting original material are subject to peer review. Letters are written without subheadings and have a maximum length of two printed pages including figures and references. One printed page equals approximately two manuscript pages.

**Permissions**
Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

**ONLINE SUBMISSION**
Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

The following materials are required to be included with the online submission, or the manuscript will be rejected and returned to the author.

- Cover letter that describes the significance and novelty of the work and includes the statements “All authors have read and approved the manuscript” and “This manuscript is not under consideration elsewhere,” as well as any additional information that may impact the review process.
- Corresponding author’s complete contact information to include address, phone number, and e-mail address.
- Manuscript type (Original research, Invited Review, Sine qua non, etc.).
- Running head of 50 characters or less.
- Abstract of no more than 250 words (Original, Review, Meetings Proceedings and Sine Qua Non Articles).
- The anatomic site(s) best suited for the original article (part of Classifications section).
• A precise, a condensed abstract of 2 concise sentences that highlights why the paper is significant and why it should be published.
• 6-8 keywords as defined from the medical subject headings list of the www.nlm.nih.gov/mesh.
• Full names and affiliations of all authors, complete with first and middle names or initials, and e-mail addresses for each.
• Two reviewer suggestions that include names and e-mail addresses.
• Funding and conflict of interest information.
• Indication of whether or not the paper was invited.

TITLE PAGE
The title page should include:
• A concise and informative manuscript title.
• Running title: a short version of the title (up to 50 characters including spaces), placed in the header section, followed by the page number.
• Each author’s name, academic degrees, and affiliation (all affiliations must be translated into standard English).
• Complete mailing address, telephone, facsimile, and e-mail for correspondence and reprints.
• Total number of each:
  1) text pages, including title page, references, and figure legends;
  2) tables; and
  3) figures.
• Details of all funding sources for the work. All financial and material support for the research and the work, including the source and number of grants for each author, should be listed. Please be sure to indicate whether any grants are from the NIH. If the work had no specific funding, this should be explicitly stated, "No funding obtained".
• All conflict of interest disclosures. If there are no conflict of interest disclosures from any authors, please state that as, "No conflict of interest to disclose".
• The precis (which can be used in the Table of Contents), which is two concise sentences that state the significant conclusion(s) or message of the manuscript (not required for Correspondence).

Abstract
The abstract can be up to 250 words. The abstract should not contain any undefined abbreviations, unspecified references, or citations. Original research manuscripts should have structured abstracts with four specified subtitles: Background, Methods, Results, and Conclusion(s).

Keywords
Please provide 6-8 keywords which can be used for indexing purposes. These must be from the medical subject headings list of the www.nlm.nih.gov/mesh in order to be considered acceptable.
TEXT

Text Formatting
Manuscripts should be submitted in Word.
- Use a normal, plain font (e.g., 12 point Times New Roman) for text.
- Use bold for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.
- Save your file in .docx format (Word 2007 or higher) or .doc format (older Word versions).
- Use italics for all gene names, which must be standardized to the official gene symbols as seen on the NCBI website (http://www.ncbi.nlm.nih.gov/gene/)
- Manuscripts with mathematical content can also be submitted in LaTeX.

Headings
Please use no more than three levels of displayed headings, as identified in Word Styles.

Abbreviations
Abbreviations should be defined at first mention and used consistently thereafter. Standardized abbreviations should be employed when available, and ambiguous uses are to be discouraged. A guide can be found at: http://stedmansonline.com/webFiles/Dict-Stedmans28/APP06.pdf

Footnotes
Footnotes can be used to give additional information which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lowercase letters (or asterisks for significance values and other statistical data).

Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

Acknowledgements
Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.
REFERENCES

In Text Citation
Reference citations in the text should be identified by numbers in square brackets at the end of the sentence. If the citations are consecutive within the Reference List, use a dash to delineate the numerical range. If non-consecutive, use commas. Some examples:

- Negotiation research spans many disciplines [3-5].
- This result was later contradicted by Becker and Seligman [5].
- This effect has been widely studied [7,10,13].

Reference List
The list of references should only include works that are cited in the text and that have been published or accepted for publication from peer-reviewed sources. Textbooks are generally not peer-reviewed and their use as a reference is strongly discouraged. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

The entries in the list should be numbered consecutively, based on the order of appearance in the text.

- Journal article
- Article by DOI
- Book
- Book chapter
- Online document

Always use the standard abbreviation of a journal’s name according to the ISSN List of Title Word Abbreviations (see ISSN.org LTWA)

If you are unsure, please use the full journal title.

For authors using EndNote or Reference Manager, Springer provides an output style that supports the formatting of in text citations and reference list.
TABLES
- All tables are to be numbered using Arabic numerals (e.g., 1, 2, 3, etc). Articles that contain a single table use the designator “Table” (not “Table 1”).
- Tables should always be cited in text in consecutive numerical order. The citation should be in parentheses and capitalized.
  - Ex: Of the 50 published cases, 35 (70%) occurred in females (Table 2).
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lowercase letters (or asterisks for significance values and other statistical data) and included beneath the table body.

ARTWORK AND ILLUSTRATIONS GUIDELINES

Electronic Figure Submission
All figures must be supplied electronically, with each figure separately submitted. Images CANNOT be part of the Word document submitted manuscript.
Indicate what graphics program was used to create the artwork.

For vector graphics, the preferred format is EPS; for halftones, please use TIFF format.
MSOffice file types (such as Word, PowerPoint, Excel) are not acceptable.
Vector graphics containing fonts must have the fonts embedded in the files.
Name your figure files with “Fig” and the figure number, e.g., Fig1.eps.

Line Art
Definition: Black and white graphic with no shading.
Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
All lines should be at least 0.1 mm (0.3 pt) wide.
Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
Vector graphics containing fonts must have the fonts embedded in the files.

Halftone Art
Definition: Photographs, drawings, or paintings with fine shading, etc.
If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
Halftones should have a minimum resolution of 300 dpi.

Combination Art
Definition: a combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
Combination artwork should have a minimum resolution of 600 dpi.
**Color Art**

All illustrations, images, or photographs (all pathology photomicrographs) need to be submitted as either a jpeg (.jpg) or TIFF (.tif) file type. BMP, PNG, and other formats may be accepted in certain circumstances, if the resolution and output size requirements are still met.

The resolution must be set to at least 300 DPI (dots per inch). Manuscripts submitted with unacceptable DPI will be returned to the author.

Color illustrations should be submitted as RGB (red green blue) with 8 bits per channel. CMYK is not acceptable for online processing.

The image output size must be set to match the column widths or be easily scaled to that size, taking into consideration proportionality of the submitted image:

- **Width:** 39 mm (1.5 inches); 84 mm (3.3 inches); 129 mm (5.1 inches); 174 mm (6.9 inches)
- **Height:** Cannot exceed 234 mm (9.2 inches).

It is important that the output size be large enough, otherwise the picture will be pixilated when published.

All figures must be submitted separately from the text (not as part of the manuscript file).

PowerPoint, PDF and Word formats are **NOT** acceptable for any images or art.

Color art is free of charge for online publication, and color art is preferred. Radiology images may be submitted as halftone art.

**Figure Lettering**

- To add lettering, use Helvetica or Arial (sans serif fonts) and capital letters.
- Keep lettering consistently sized throughout the figure, usually about 2–3 mm (12 - 16 pt).
- Variance of type size within an illustration should not be seen: e.g., do not use 8pt type on an axis and 20pt type for the axis label.
- Avoid effects such as shading, outline letters, etc.
- Do not include titles or captions within your illustrations.
- Use arrows and colors that stand out against the background so they can be detected by the reader.

**Figure Numbering**

- All figures are to be numbered using Arabic numerals (e.g., 1, 2, 3, etc). Articles that contain a single figures use the designator “Figure” (not “Figure 1”).
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by capital letters (A, B, C, etc.)(see Composite Figures).
• If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc."
• Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

Figure Captions
Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.

• Figure captions begin with the term **Figure** in bold type, followed by the figure number, also in bold type.
• No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.

Identify all elements found in the figure in the figure caption, and use boxes, circles, etc., as coordinate points in graphs.

Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Composite Figures
Composite figures, including photomicrographs, are prepared by the authors and submitted in a single TIFF file of the appropriate resolution (see above).

• Each component should be denoted by a capital letter in Helvetica or Arial fonts (sans serif fonts) with consistent placement and sizing throughout the figure (see Figure Lettering).
• Figure captions should begin with a brief description of the overall figure then go on to describe each component, usually in separate sentences beginning with the designation for each part followed by a comma (see example below). If parts share much of the same explanation, parenthetical mention of each part is appropriate.
• Photomicrographs should include details about the stain used or special study performed, with the following example:
  o **Figure 1** Histologic findings of a squamous papilloma. A, A pedunculated proliferation of numerous squamous epithelial projections (H&E*). B, Cytologically bland epithelium surfaces fibrovascular connective tissue cores (H&E*). C, Koilocytes (arrowheads) are identified in the upper spinous layer (H&E*). *Hematoxylin and eosin

Permissions
If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some
publishers do not grant electronic rights for free and that Springer will not be able to refund any costs to receive these permissions. In such cases, material from other sources should be used.

Accessibility
In order to give people of all abilities and disabilities access to the content of your figures, please ensure the following:

- All figures have descriptive captions (blind users could then use a text-to-speech software or a text-to-Braille hardware).
- Patterns are used instead of or in addition to colors for conveying information (colorblind users would then be able to distinguish the visual elements).
- Any figure lettering has a contrast ratio of at least 4.5:1.

Electronic Supplementary Material
Springer accepts electronic multimedia files (animations, movies, audio, etc.) and other supplementary files to be published online along with an article or a book chapter. This feature can add dimension to the author's article, as certain information cannot be printed or is more convenient in electronic form.

Submission
Supply all supplementary material in standard file formats. Please include in each file the following information: article title, journal name, author names; affiliation and email address of the corresponding author. To accommodate user downloads, please keep in mind that larger sized files may require very long download times and that some users may experience other problems during downloading.

Audio, Video, and Animations
Resolution: 16:9 or 4:3
Maximum file size: 25 GB
Minimum video duration: 1 sec
Supported file formats: avi, wmv, mp4, mov, m2p, mp2, mpg, mpeg, flv, mxf, mts, m4v, 3gp

Text and Presentations
Submit your material in PDF format; .doc or .ppt files are not suitable for long term viability. A collection of figures may also be combined in a PDF file.

Spreadsheets
Spreadsheets should be converted to PDF if no interaction with the data is intended. If the readers should be encouraged to make their own calculations, spreadsheets should be submitted as .xls files (MS Excel).

Specialized Formats
Specialized format such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be supplied.
Collecting multiple files
It is possible to collect multiple files in a .zip or .gz file.

Numbering
If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.
Refer to the supplementary files as “Online Resource”, e.g., "... as shown in the animation (Online Resource 3)", “... additional data are given in Online Resource 4”.
Name the files consecutively, e.g. “ESM_3.mpg”, “ESM_4.pdf”.

Captions
For each supplementary material, please supply a concise caption describing the content of the file.

Processing of Supplementary files
Electronic supplementary material will be published as received from the author without any conversion, editing, or reformatting.

Accessibility
In order to give people of all abilities and disabilities access to the content of your supplementary files, please make sure that the manuscript contains a descriptive caption for each supplementary material and video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk).