

## Policy

Subject: **“Pathology”, The Journal of the Royal College of Pathologists of Australasia**  
Approval Date: 3 May 1999, Revised October 2002, November 2006, November 2013, April 2018  
Review Date: April 2022  
Review By: Editor, Editorial Manager  
Number: 3/1999 (previous Executive Determination)

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## Introduction

“Pathology” is the official journal of the Royal College of Pathologists of Australasia and is published at seven times per year and marketed nationally and internationally by Elsevier.

## Role

- The Journal is committed to publishing peer-reviewed, original articles related to the science of pathology in its broadest sense, including anatomical pathology, chemical pathology, cytology, experimental pathology, forensic pathology, genetics, haematology, immunology, microbiology, molecular pathology and virology.
- The Editor has complete editorial freedom.
- The final decision concerning the acceptability for publication rests with the Editor.
- Copyright in the Journal resides with the College.

## The Editor

- The Editor is appointed by the Board of Directors of the College.
- The Editor is appointed for two years.
- At the discretion of the Board of Directors, the Editor may be reappointed for subsequent terms if necessary.

## Editorial Board

- There is an Editorial Board established (refer Terms of Reference) to oversee the strategic direction of the Journal and to monitor its performance.
- The Board of Directors of the College, on the recommendation of the Editor, appoints Associate Editors of the Editorial Board of the Journal.
- The Editor appoints members of the Editorial Board.

- There is a 2 year term of appointment for Editorial Board members, which will be renewed subject to performance.
- The Editor is the Chair of the Editorial Board of the Journal.
- The Editorial Board of the Journal meets face-to-face at the Pathology Update conference, has teleconferences as necessary and communicates on a regular basis via e-mail.
- The Editorial Board of the Journal reports to the Board of Directors of the College. The Editor reports annually to the Board of Directors of the College. The report may be presented in person or in writing.

### **Editorial Manager**

An Editorial Manager is responsible for the production of the Journal. The Editorial Manager is responsible to the Editor and through him/her to the Deputy Chief Executive Officer (DCEO) of the College.

### **Management of the Journal**

The Editorial Manager is responsible for the day-to-day management associated with the production of the Journal.

Any expenditure in relation to the journal shall be approved in line with the College's financial delegations. Contracts in relation to the Journal must be reviewed by the CEO and, as required, by the financial delegations, and referred to the Board of Directors of the College for approval.

### **Procedure for Review of Manuscripts**

The Editorial Manager receives manuscripts, records detail and acknowledges receipt through the online system. The Manager sends manuscripts for review to 1-2 experts in the field, after ascertaining their willingness to act as reviewers. Choice of reviewers is decided by the Editor, with advice from members of the Editorial Board where required.

On the basis of the reviewers' comments, the Editor decides whether the manuscript is:

1. Acceptable without change;
2. Acceptable provided that minor changes recommended by the reviewers or Editor are made;
3. In need of extensive revision but could be resubmitted, when revised, for further review (with no commitment that it will be automatically be published);
4. Unacceptable for publication.

The Editor and Editorial Manager then prepare accepted manuscripts for publication.

### **Responsibilities of Authors**

All authors are required to certify the following in respect of submitted manuscripts:

1. That the work is original;

2. That it is genuine;
3. That it has not been published elsewhere;
4. That it has been carried out ethically with adherence to the guidelines of appropriate human or animal ethics committees, and with their formal approval.

Authors are also required to complete a copyright transfer form provided by the Publisher prior to publication of their article.

### **Procedure for Production of the Journal**

- Articles that are accepted are edited by the Editorial Manager to incorporate the Editor's changes and to ensure uniformity of style and English expression.
- They are then uploaded for typesetting.
- Proofs are provided to the Editorial Manager and Editor. The Editor returns corrected proofs to the Editorial Manager. Authors are emailed their proofs and must return corrections to the Publisher which are then forwarded to the Editorial Manager. The Editorial Manager finally uploads corrected proofs containing corrections from the Editorial Manager, Editor and Authors. These are corrected by the typesetters.
- The publisher is responsible under a contract for the make-up, printing, publication, promotion, distribution, storage and sale of the Journal, as well as the provision and maintenance of the Journal web site, and the online review and tracking system for the Journal.

### **Subscriptions and Marketing**

- The Journal is an international journal.
- Each Fellow and Trainee of the College is provided with a print copy of the Journal, together with on-line access to the Journal, as part of their subscription. The College pays to the Publisher a fixed fee per Fellow/Trainee for print + online access and a reduced fee for online only access. Fellows may opt out of the print copy at any time by notifying the Editorial Manager who will arrange online only access.
- Marketing of subscriptions to the Journal and selling of advertising is undertaken by the Publisher nationally and internationally. The College receives royalties as a percentage of all non-member revenue, with a guaranteed minimum payment per annum.
- The College also receives a contribution towards editorial expenses per annum from the Publisher and is generally offered a signing bonus by the Publisher.