

Intended for healthcare professionals

Sage Journals

Toxicologic Pathology

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Submission guidelines



Submit manuscript

Please read the guidelines in full before submitting your manuscript. Manuscripts not conforming to these guidelines may be returned.

Submit Manuscript 

Sage is committed to upholding the integrity of the academic record. We encourage authors to follow [Sage's Publication Ethics Policies](#) and the [Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals](#) formulated by the International Committee of Medical Journal Editors (ICMJE).

These resources describe ethical conduct and publication requirements for authors and editors to uphold accuracy, transparency, and disclosure – **including authors' appropriate disclosure of AI use as well as a list of prohibited uses of AI.**

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 Journal is a member of the [Committee on Publication Ethics](#).

Key information

Access: Subscription

APC: [See article processing charge information below](#)

Accepts preprints? Yes

Identity transparency: Single anonymized

Aims and Scope

Toxicologic Pathology is dedicated to the promotion of human, animal, and environmental health through the dissemination of knowledge, techniques, and guidelines to enhance the understanding and practice of toxicologic pathology. It is the official journal of the Society of Toxicologic Pathology, the British Society of Toxicological Pathology and the European Society of Toxicologic Pathology.

Relevant topics include:

- Reports using modern toxicologic pathology methods on the safety assessment of pharmaceuticals, chemicals, food additives, pesticides, environmentally relevant chemicals, and medical devices
- Risk characterization of xenobiotics
- In vitro and in vivo investigative studies that contribute to refinement of the safety assessment process
- Mechanistic studies that provide a basis for interpreting and predicting toxicologic outcome
- Novel methods and updated regulatory guidance which advance the practice of toxicologic pathology
- Spontaneous diseases that may influence toxicology studies, and animal and alternative models relevant to the practice of toxicologic pathology

Toxicologic Pathology **does not generally accept** manuscripts related to human diagnostics or clinical trials (unless relevant to translational understanding of toxicologic pathology), uncharacterized botanicals or their extracts, studies which endorse or promote chemoprevention, or studies which assess therapeutic intervention of toxicity.

Publishing fees and open access

Manuscript Fees. In order to offset increasing publication costs, the Society has established a standard charge of \$250.00 for each accepted manuscript. Payment should be made to Sage Publications by major credit card at the time of manuscript acceptance through the Sage Journals Submission site.

Color Figure Charges. There is no charge to authors for color images produced in the journal; however, we ask that authors only provide color artwork that is necessary and appropriate. Our referees will be asked to ensure that only those figures deemed absolutely necessary for the clarity of the manuscript will be allowed and any surplus to requirements will be removed.

All articles are made free to read one year after publication.

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For information on funding body compliance, and depositing your article in repositories, please [visit Sage's Author Archiving and Re-Use Guidelines](#) and [Publishing Policies](#).

Preparing your manuscript for submission

Your article must be within the scope of the journal and be of sufficient quality. If not, it will not be reviewed. Please read the journal's [Aims and Scope](#) to see if your article is appropriate.

The manuscript must be your original work, you must have the rights to the work, and you must have obtained and be able to supply all necessary permissions for the reproduction of any copyright works not owned by you, including figures, illustrations, tables, lengthy quotations, or other material previously published elsewhere.

Article types

Please visit the Sage Journal Author Gateway for [guidance on producing visual and/or video abstracts](#).

Toxicologic Pathology publishes the following article types: Original research, brief communications (including case series and case reports), reviews and mini-reviews, practice and policy manuscripts, meeting reports, editorial and opinion pieces, and book reviews.

Information provided on details for the various publication categories in *Toxicologic Pathology* can be found at: Boyle MH, Bennet B, Colman K, et al. [Publication Categories in Toxicologic Pathology](#). *Toxicologic Pathology*. 2021;49(5):1042-1047. doi:[10.1177/0192623321992305](#)

There are no manuscript word counts or limits. Limitations only apply to abstract length.

Original Research

Original research manuscripts present data from hypothesis-driven research performed in a rigorous and detailed fashion, in which researchers perform, analyze, and interpret their own data. Information included should be relevant to the practice or interpretation of toxicologic pathology and should add new information to the literature.

Brief Communications and Case Reports

Brief Communications may describe any topic relevant to the practice of toxicologic pathology that does not warrant a full-length paper. This may include short investigative research reports, case series, or case reports.

Review Articles

Review articles summarize and critically evaluate existing knowledge on specific topics relevant to the practice of toxicologic pathology and its interpretation. These manuscripts provide an overview of the current state of knowledge and may describe identify gaps in our understanding of the subject, without presenting new experimental data.

Mini Reviews

Mini Reviews may describe any topic relevant to the practice of toxicologic pathology that does not warrant a full-length paper. Mini reviews are summaries of recent insights or advances in areas within the scope of the journal and are usually commissioned from experts in a particular specialty area. Authors should provide a balance overview of the field and not focus on their own work or the work of close colleagues.

Meeting Reports:

Meeting report proposals should be pre-approved by the Editor-in-Chief of Toxicologic Pathology prior to submission. Meeting reports should be submitted within 1 year of the meeting and highlight major presentations, emerging trends, and future directions shared during the session(s).

Letters to the Editor/Book Reviews/Other Manuscript Types

Sample copies of Letters to the Editor and Books Reviews can be found on the Instructions and Forms Page of Manuscript Central.

Authors may submit one Letter to the Editor in response to a recent published manuscript. The author of the published article will be given an opportunity to prepare a rebuttal in the form of a Letter to Editor. Authors may submit only one Letter to the Editor relating to a specific published paper.

Information on preparing other manuscript types should be directed to the Editor-in-Chief or the Managing Editor at the Editorial Office.

Clinical trial registration

The journal conforms to the [ICMJE requirement](#) that clinical trials are registered in a [WHO-approved public trials registry](#) at or before the time of first participant enrollment as a condition of consideration for publication. The trial registry name and URL, and registration number must be included at the end of the abstract.

Reporting guidelines

Other resources can be found at [NLM's Research Reporting Guidelines and Initiatives](#).

If your research involves animals, you will be asked to confirm that you have carefully read and adhered to the [ARRIVE guidelines](#).

Formatting your manuscript

Accepted file types

The preferred format for your manuscript is Word. You do not need to follow a template, but please ensure your heading levels are clear, and the sections clearly defined.

Manuscripts should be **double-spaced** throughout (including references, footnotes, tables, and figure legends).

Citations and Reference formatting:

The journal follows the AMA Manual of Style. [View the AMA Manual of Style](#) to ensure your manuscript conforms.

Every in-text citation must have a corresponding citation in the reference list and vice versa. Corresponding citations must have identical spelling and year. Authors should update any references to preprints when a peer reviewed version is made available, to cite the published research. Citations to preprints are otherwise discouraged.

Footnotes should be used sparingly, indicated by Arabic numerals superscripted to the authors, text, or titles. Footnotes should be typed sequentially on a separate page and can include disclaimers, the source of grant support, and address for offprint requests.

A **Cover letter** saved in Microsoft Word format (.doc) or rich text format (.rtf) may be uploaded to the Sage Journals Submission site.

Your article title, keywords, and abstract all contribute to its position in search engine results, directly affecting the number of people who see your work. For details of what you can do to influence this, visit [How to help readers find your article online](#).

Title

Your manuscript's title should be concise, descriptive, unambiguous, accurate, and reflect the precise contents of the manuscript. A descriptive title that includes the topic of the manuscript makes an article more findable in the major indexing services.

Abstract

The Abstract should be one paragraph consisting of a 150-to-200-word concise description of the objectives, methods, findings, and significance of the research. Brief Communication and Mini-Review abstracts are limited to 150 words.

If your research includes clinical trials, the trial registry name and URL, and registration number must be included at the end of the abstract. Submissions that do not meet this requirement will not be considered. For clinical trials, the trial registry name and URL, and registration number must be included at the end of the abstract.

This journal accepts graphical abstracts.

Keywords

The **Keywords Page** facilitates indexing and retrieval services. The system will require you to enter a minimum of 3 and a maximum of 7 keywords.

Introduction

The **Introduction** should contain brief background information and a clear statement of purpose and significance of the research being reported.

Materials and Methods

The **Materials and Methods** should provide a brief description of the experimental design and detailed methods for experiments conducted. Please utilize [Arrive Guidelines](#) when building your methods section. Methods and techniques that are well established should be referenced only. The description of the methods should allow reproducibility by other investigators. In reports covering in vivo experimentation, a description of the anesthesia or other procedures to avoid unnecessary pain or suffering should be included. Authors must state their compliance regarding rights of subjects in human experimentation or humane treatment and care of animals in research. This means that a statement specifically stating that the study was approved by an Institutional Care and Use Committee (IACUC) or equivalent ethical review committee.

Results

The **Results** section should concisely present findings from experiments described in Material and Methods section. Tables and figures should illustrate important points.

Discussion

Discussion should concentrate on the discussion of the findings presented and, in context with other relevant published work, include the major points that add to the significance of the work. Extensive literature reviews or highly speculative discussion are discouraged.

Additional information on submission of Brief Communications (Including Case Series/Case Reports)

These succinct manuscripts should have the same structure as full-length Original Research Articles but in much shorter form. Such brief reports will be prepared using the same formatting instructions as Original Research Articles, except that section headings will be used only for the Abstract, Acknowledgements, and References.

Brief Communications generally do not exceed three printed pages (usually six manuscript pages), including illustrations, tables, and references. Abstracts for Brief Communications should not exceed 150 words and the number of citations should be limited to 15.

Additional information on submissions of Mini Reviews

These succinct manuscripts should have the same structure as full-length Original Research Articles but in much shorter form. Mini reviews should be prepared using the same formatting instructions as Original Research Articles, except that section headings will be used only for the Abstract, Acknowledgements, and References.

Mini Reviews generally do not exceed seven double-spaced, typed pages. In addition to the text, there may be 1-2 figures and 1-2 tables. Abstracts should not exceed 150 words and the number of citations should be limited to 15.

Figure Legends

Figure legends may be uploaded to the Sage Journals Submission site when the figures are uploaded, but they should always be included at the end of the manuscript. Figure legends should be complete and allow the reader to understand the figure without reading the text. Stains used or special techniques should be indicated. Scale bars and magnifications are not required and not preferred due to common inaccuracies.

Artwork, figures, and other graphics

For guidance on the preparation of illustrations, pictures, and graphs in electronic format, please read Sage's [artwork guidelines](#).

Please do not submit figures in PowerPoint, PDF or Word format. Each figure must be submitted as a separate file in the appropriate format specified below.

- TIF for photomicrographs, and TIF or EPS for graphs and line drawings.
- Photomicrographs must be submitted at resolution of 300 dpi.
- Graphs and line drawings must be submitted at a resolution of 800 dpi.
- **All images must be unflattened:**
 - Explanations for how to “**layer**” and “**flatten**” will vary depending on which image graphics program you are using (e.g., Photoshop).
 - **Layers** are created each time you add text, annotations, etc. to an image within an imaging graphics program such as Photoshop.
 - **The image by itself should be on one layer.** Any text, arrows, special characters and figure identifiers should be on separate layers from the image.
 - **To be sure your figure/s meet the requirement** when annotations and/or text is added, click on the “eye” beside the layer and if your image and text disappears all at

once, then you have everything on one layer. Text and annotations must be on a separate layer before submitting figures.

- **Flattening** an image within a graphics program is when you permanently condense all the image layers into a single layer image so that no additional edits can be made.
- When saving a file, the program will most likely ask you whether or not you want to **flatten/retain the layers** your image. **Do not** choose to **flatten your image**. **Do choose** to **retain the layers** of your image.
 - Figures must be either 3.5 or 7.125 inches wide.
 - Figures must be between 2.0 and 8.125 inches high.
 - Numbers and labeling must be in Arial or Helvetica font.
 - Figures must be border free.
 - Figures must be submitted in RGB format (do not convert figures to CMYK).
 - Each figure must be uploaded as a separate file.
- **Composite Figures:**
 - Do not submit your figures in composite format. Submit each figure as a separate file.
 - The Illustrations Editor will prepare the final composite figure including adding the symbols (arrows, asterisks, etc.), numbers and letters for you **once your manuscript has been accepted for publication**.
 - For figures that you would like to be arranged in composites (2, 3, 4 or 6 figures) please label as figures 1a, 1b, 1c, etc. For figures that you would like to present individually, label as figure 1, figure 2, etc. without the letter designation. Figures should be labeled with the authors name and the figure number. For example, “author name fig 1”, “author name fig 6a”, etc.)
 - The maximum number of images that can be included in one composite figure is 6.
 - Please note that the individual files you submit must be prepared in accordance with the Instructions for Figures and be accepted by the Illustrations Editor in order for the Editor to create your composite figure. This means your images must be submitted at the correct size, resolution and be unflatten in order for the Illustrations Editor to work with them.

Specific directions for photomicrographs, scans, or gray-scale images:

- Images are required in TIF file format.
- Figure resolution must be 300 dpi and should not be submitted as composites.

Specific directions for line art, illustrations or graphs:

- Images are required in either TIF or EPS file format.
- Figure resolution should be 800 dpi and should not be submitted as composites.
- Arial or Helvetica font must be used.
- Some graphic programs allow saving a file as a TIF or EPS file at appropriate resolution. For Excel and other programs without this capability, create a blank page in Photoshop at 800 dpi and 3.5 inches wide. Copy the Excel graph and paste into the Photoshop image and save as a TIF file.

Specific directions for scanned images:

- Avoid extreme rectangular images and images of various sizes for publication. It's best to capture images at a consistent size for composites.
- Various image sizes will make composite uneven, with extra white space between some images. This creates an irregular look to the layout.
- How to take a screenshot of a digital (scanned) image:
 - <https://www.take-a-screenshot.org>
 - To assure high resolution, capture the image on a large screen monitor, as large as the screen will allow. Do not use laptops for capturing your images as they will not result in a 300dpi resolution when sized at 3.5 inches.
- How to size screenshot images so they will be a consistent size for publication:
 - The capture point can be the same from image to image using capture placement points on your screen, resulting in same size images; or,
 - Open the screenshot in imaging software (examples are Photoshop, GIMP, PicMonkey, etc.).
 - Crop images so they are all the same dimensions.
 - The images need to be no less than 3.5 inches at the resolution of 300 dpi.

Figure File Limits

No more than 20 individual figure files may be uploaded into the Sage Journals Submission site (this includes supplemental figure files). If you have more than 20 individual figure files, please contact the Editorial Office at TPX@toxpath.org to receive instructions on how to submit your figures for review.

Figure Legends

Figure legends may be uploaded to the Sage Journals Submission site when the figures are uploaded, but they should always be included at the end of the manuscript. Figure legends should be complete and allow the reader to understand the figure without reading the text. Stains used or special techniques should be indicated. Scale bars and magnifications are not required and not preferred due to common inaccuracies.

Image Magnifications

In the figure legend, there is no requirement to indicate image size. But if an image size is used, only state "original objective 2X", "original objective 4X", "original objective 10X", etc. There should be no calculations for camera adapter lens, camera eyepiece lens, alteration of a photomicrograph with computer software, etc. If cell or object size needs to be accurate, then a black bar may be used in the lower right-hand corner with an indication of micron size in the legend. If scanned images are used, please use "original scan 2X", etc.

Supplemental Figures and Tables

Supplemental figures and tables can be included in the online version of published manuscripts. Please choose the file type “Supplementary Material for Review and Publication” when uploading your figure and table files.

Preparing Supplemental Figures

- TIF for photomicrographs, and TIF or EPS for graphs and line drawings.
- You may submit composite figures for supplemental figures only, however, they should contain no more than 6 images. Each image within the composite should be sized at 3.5 x 2.0 with .125 inches in between. The composite figure cannot exceed 7.125 x 8.125. A composite **consisting of 6 images** should therefore be sized at 7.125 x 8.125.
- Figures must be either 3.5 or 7.125 inches wide.
- Figures must be between 2.0 and 8.125 inches high.
- Figures should be submitted at a resolution of no less than 150 dpi.

Please note that supplemental files, including figures will not be reviewed or edited by the illustrations editor or the copyeditor. Authors are responsible for ensuring all information submitted is accurate and correct and are responsible for any errors or formatting problems. These files will also **not be professionally typeset** so it is important that you submit them in the final format as they will be published online exactly how they are submitted.

Tables may be submitted in Word or Excel (for large data tables) file format.

Legends for supplemental figures and tables should be uploaded as a separate Word document and marked as “supplemental” file. Do not include the legends for supplemental tables and figures in the main text of your manuscript.

Figure Policy

Manuscript figures that are not submitted in accordance with the journal’s Instructions for Figures will be returned to the author. Manuscripts will not be sent out for peer review until the figures are prepared correctly. The journal does not offer figure preparation services for authors. Authors may contact the Editorial Office with questions or requests for additional information on how to prepare their figures, however, authors should not contact the journal with requests to prepare their figures for them before submission. It is up to the author to prepare their own figures for submission. There will be no exceptions to this policy.

Once a manuscript has been accepted to the journal and the figures have been approved by the Illustrations Editor, the final figures will then be prepared for publication purposes. This may include minor adjustments to the images such as white balancing, formatting of labeling and special characters, and creating the composite figures from the individual (approved) files provided by the author.

For questions or additional information on figure preparation, please contact: Beth Mahler, Illustrations Editor, Experimental Pathology Laboratories (mahler1@nih.gov).

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You will be asked to list the contribution of each author as part of the submission process. Please include the Author Contributions heading within your submission after the Acknowledgements section. The information you give on submission will then show under the Author Contributions heading later at the proofing stage.

Statements and declarations

Please include a section with the heading 'Statements and Declarations' at the end of your submitted article, after the Acknowledgements section [and Author Contributions section if applicable] including each of the sub-headings listed below. If a declaration is not applicable to your submission, you must still include the heading and state 'Not applicable' underneath. Please note that you may be asked to justify why a declaration was not applicable to your submission by the Editorial Office.

Ethical considerations

Please include your ethics approval statements under this heading, even if you have already included ethics approval information in your methods section. If ethical approval was not required, you need to explicitly state this. You can find information on what to say in your ethical statements as well as example statements on our [Publication ethics and research integrity policies page](#).

All papers reporting studies involving human participants, human data or human tissue must state that the relevant Ethics Committee or Institutional Review Board approved the study, or waived the requirement for approval, providing the full name and institution of the review committee in addition to the approval number. If applicable, please also include this information in the Methods section of your manuscript.

Consent to participate

Please include any participant consent information under this heading and state whether informed consent to participate was written or verbal. If the requirement for informed consent to participate has been waived by the relevant Ethics Committee or Institutional Review Board (i.e. where it has been deemed that consent would be impossible or impracticable to obtain), please state this. If this is not applicable to your manuscript, please state 'Not applicable' in this section. More information and example statements can be found on our [Publication ethics and research integrity policies page](#).

Consent for publication

Submissions containing any data from an individual person (including individual details, images or videos) must include a statement confirming that informed consent for publication was provided by the participant(s) or a legally authorized representative. Non-essential identifying details should be omitted. Please do not submit the participant's actual written informed consent with your article, as this in itself breaches the patient's confidentiality. The Journal requests that you confirm to us, in writing, that you have obtained written informed consent to publish but the written consent itself should be held by the authors/investigators themselves, for example in a patient's hospital record. The confirmatory letter may be uploaded with your submission as a separate file in addition to the statement confirming that consent to publish was obtained within the manuscript text. If this is not applicable to your manuscript, please state 'Not applicable' in this section.

Declaration of conflicting interest

The journal requires a declaration of conflicting interests from all authors so that a statement can be included in your article. For guidance on conflict of interest statements, see our [policy on conflicting interest declarations](#) and the [ICMJE recommendations](#).

If no conflict exists, your statement should read: 'The author(s) declared no potential conflicts of interest with respect to the research, authorship, and/or publication of this article'.

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Data availability

The Journal is committed to facilitating openness, transparency and reproducibility of research, and has the following research data sharing policy. For more information, including FAQs please [visit the Sage Research Data policy pages](#).

Subject to appropriate ethical and legal considerations, authors are encouraged to:

- Share your research data in a relevant public data repository
- Include a data availability statement linking to your data. If it is not possible to share your data, use the statement to confirm why it cannot be shared.
- Cite this data in your research

Reference style and citations

The journal follows the AMA Manual of Style. [View the AMA Manual of Style](#) to ensure your manuscript conforms.

Every in-text citation must have a corresponding citation in the reference list and vice versa. Corresponding citations must have identical spelling and year.

Authors should update any references to preprints when a peer reviewed version is made available, to cite the published research. Citations to preprints are otherwise discouraged.

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Manuscripts should only be submitted with the consent of all contributing authors. The individual responsible for submitting the manuscript should carefully check that all those whose work contributed to the manuscript are listed as authors.

Ensure you upload all relevant manuscript files, including any additional supplemental files (including reporting guidelines where relevant).

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Please [view our authorship policies](#), which includes information on criteria for authorship, who should be the corresponding author and more.

Please note that AI chatbots, for example ChatGPT, should not be listed as authors. For more information see the [policy on Use of ChatGPT and generative AI tools](#).

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- We encourage all authors and co-authors ensure their ORCID IDs are linked to their accounts in the submission system prior to article acceptance, as this is the only way to have their

ORCID ID present on the published article. **ORCID IDs cannot be added to manuscripts after acceptance/publication.**

- Please note that each co-author must log in to the journal submission system to add their own ORCID ID to their account. To add an ORCID ID, edit your account, click the link when prompted, and sign into your ORCID account to validate your ID. You will then be redirected back to the submission system and your ORCID ID will become part of your accepted publication's metadata.
- [Please create an ORCID ID](#) if you do not already have one or visit our [ORCID homepage](#) to learn more.
- Complete list of authors, with their institutional affiliations.
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Peer review policy

The following summary describes the peer review process for this journal:

Identity transparency: Single-anonymized

Reviewer interacts with: Editor

Review information published: None

Your manuscript will undergo an initial evaluation. If it does not conform to the requirements laid out in these guidelines, it will be returned to you for amendments

prior to peer review. Manuscripts may be desk rejected without peer review at this point if they are out of scope for the journal or otherwise unsuitable.

After passing the initial evaluation, your manuscript will then be peer reviewed. You can log in at any time to check the status of your manuscript. We will notify you when a decision has been reached.

Toxicologic Pathology operates a conventional single-anonymized reviewing policy in which the reviewer's name is always concealed from the submitting author.

The journal's policy is to have manuscripts reviewed by three expert reviewers. Reviewers leave comments to the author and submit recommendations to the Editors who then make the final decisions.

Reviewers should be experts in their fields and should be able to provide an objective assessment of the manuscript. Our policy is that reviewers **should not** be assigned to a paper if:

- The reviewer is based at the same institution as any of the co-authors.
- The reviewer is based at the funding body of the paper.
- The author has recommended the reviewer.
- The reviewer has provided a personal (e.g. Gmail/Yahoo/Hotmail) email account and an institutional email account cannot be found after performing a basic Google search (name, department and institution).

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