

Pancreatobiliary Pathology Society (PBPS) Case of the Quarter Committee
Standard Operating Procedure (SOP)

Committee Members

- The Education Committee Chair and Executive Committee will be responsible for
 - Selecting the five members for Case of the Quarter Committee
 - Each committee member will have a 3 year term
 - Appointing one member to oversee the Case of the Quarter Committee – Case of the Quarter Committee Chair

Committee Member Responsibilities

- The Case of the Quarter Committee is responsible for the selection, editing and final submission of an interesting Case of the Quarter to be published on the website.
- A Case of the Quarter will be published on the pbpath.org website at least 4 times each year (January 1st, April 1st, July 1st, October 1st).
- Case of the Quarter Committee is expected have at minimum quarterly publications. If there is a surplus of case submissions then more frequent publication, such as one case every two months, is encouraged.
- Each committee member is responsible for submitting or soliciting at least two cases for Case of the Quarter during their term on the committee.
- The Case of the Quarter Committee Chair will organize the efforts of this committee; an option is to schedule when each committee member will lead the Case of the Quarter in advance; however the Chair should review and approve prior to the submission of the case(s).
- Case of the Quarter Committee can seek external submission that are not by a committee member.
- If external submissions are not received in time for publication, the committee members will be responsible for submitting a case to meet the deadline.

Workflow

- The Case of the Quarter Committee Chair may receive external online Case submissions directly through the pbpath website. <https://pbpath.org/case-of-the-quarter-submission-form/>
- Directions to submit cases can be found on the pbpath.org website.
- Case submission is not a guarantee of acceptance.

- The Case of the Quarter Committee Chair or an assigned committee member will work with the authors to revise the edited case until an acceptable version is received for publication
- The Case of the Quarter Committee Chair is responsible for email distribution of the case in a Word document to all committee members.
- Committee members are responsible for editing the Word file and tracking changes.
- Edited word files with tracked changes should be returned to the Committee chair or designee within 1 week of distribution; this includes but is not limited to author resubmission of the case after editing.
- The timeline between submission of a case and completion of review is 4 - 6 weeks.
- Notification of acceptance will be done by the Case of the Quarter Committee Chair via email 4 -6 weeks after article submission
- The final version of the case to be published online must be emailed to the Chair of Education Committee and the Chair of the Website Committee who is responsible for uploading it to the website.
- All committee members are responsible for highlighting and retweeting the Case of the Quarter on their social media accounts (Facebook, Twitter, etc) so as to maximize case visibility.
- The Website Committee will tag members of the Case of the Quarter Committee and the Education Committee on social media to enhance case visibility.
<https://twitter.com/pbpath>.

Online submission process

The specific form for uploading a case of the quarter can be found on our website using the link below. <https://pbpath.org/case-of-the-quarter-submission-form/>

Information to be included in case submission

1. Author(s) name, email and institution
2. Catchy title for case
3. Educational Objectives (1 – 3 objectives)
4. Clinical history (maximum of 2000 characters)
5. Macroscopic (Gross) Description (if applicable)
6. Histologic or cytologic features (maximum of 2000 characters) - A short description of the histologic and/or cytologic features presented in the images submitted for the case study exercise. Please count characters in Word first, then paste online.
7. Upload pretest images with separate descriptions or figure legends for each.
8. Case Diagnosis: Please give 4 options including the correct diagnosis and at least 3 incorrect answers.

9. Discussion (maximum of 4000 characters) Discussion should include a description of the primary entity, key clinicopathologic features, immunohistochemical and molecular findings, as well as prognosis. Please cite references numerically throughout the text. Please count characters in Word document first, then paste online.
10. Upload additional figures for discussion (including figure legends). Additional figures should not be the same as the originally submitted figures but should include additional ancillary study results.