

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

**Committee Members**

- The Education Committee Chair and Executive Committee will be responsible for
  - Selecting the seven members for Case of the Quarter (CoQ) Committee
    - Each committee member will have a 2-year term
    - For continuity or to stagger members, the Executive Committee may extend members term by one additional year
  - Appointing one member to oversee the CoQ Committee, who serves as Chair/Editor of CoQ
- All CoQ committee members report to the Chair/Editor of CoQ
- The CoQ Chair/Editor reports to the Education Committee Chair who ultimate reports to the Executive Committee

**CoQ Chair/Editor Responsibilities**

- Ensure timely CoQ publications including communicating to CoQ committee members and the Chairs of Education committee and Membership/Website Committee
- Organize the efforts of this committee including making and disseminating an annual schedule, in advance, when each CoQ committee member will contribute or lead the CoQ submission, and will send reminder email(s) to the CoQ committee members
- Convey to the CoQ committee members what is being submitted
- Should review and will give final CoQ committee approval of the proposed CoQ submission before putting forward to the Education Chair for the ultimate approval
- If any committee member fails to submit a case on time, the Chair/Editor of CoQ will be responsible for submitting a case to meet the CoQ publication deadline
- Communicate to the Education Chair if a CoQ committee member is unable/not actively participating or if additional members are needed

**CoQ Committee Member Responsibilities**

- The CoQ members are responsible for the selection, editing and final submission of an interesting CoQ for publication on PBPS website (<https://pbpath.org/>)
- CoQ will be published on the PBPS website six times each year (January 15<sup>th</sup>, March 15<sup>th</sup>, May 15<sup>th</sup>, July 15<sup>th</sup>, September 15<sup>th</sup> and November 15<sup>th</sup>)
- Every CoQ committee member is responsible for submitting or soliciting at least one case during each year of their term on the CoQ committee

- CoQ committee may solicit or seek external submission, which are not directly written by a committee member
  - If the solicited external submission is not received in time for publication, the soliciting committee member will be responsible for submitting a case to meet the deadline for the publication of CoQ

### **Workflow of CoQ Committee Publication**

- Chair/Editor will make an annual schedule in advance regarding when each committee member will contribute or lead the CoQ
- Chair/Editor Committee will send reminder email(s) to the committee members two months prior to the deadline for case publication
- Chair/Editor should review and approve the proposed cases prior to the submission of the case(s)
- CoQ 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 submission will be sent to the CoQ Chair/Editor from the Membership/Website Committee
  - Chair/Editor or an assigned committee member will work with the authors to edit and revise the submitted case with track changes until an acceptable version is received for publication
- CoQ Chair/Editor is responsible for email distribution of the case in a Word document to all committee members
- Committee members are responsible for writing and editing the Word file with tracked changes
- Edited word files with tracking changes will be returned to the CoQ Chair/Editor or designee within 1 week of distribution; this includes but is not limited to author resubmission of the case after editing
- Timeline between submission of a case and completion of review should be 3-4 weeks
- Notification of acceptance will be done by the Chair/Editor of CoQ via email 4 -6 weeks after case submission
- Final version of the edited cases must be sent to the Education Committee Chair for final editing and approval at least one week prior to the deadline for case publication
- Final version of the case to be published online will be emailed to the Chair of the Website Committee, the website committee will then upload this to the website
- Social Media Subcommittee will tweet about the case on Twitter and tag members of the CoQ Committee and the Education Committee to enhance case visibility  
<https://twitter.com/pbpath>
- All committee members are responsible for highlighting and retweeting the Case of the Quarter on their social media accounts (Facebook, Twitter, etc) to maximize case visibility

### **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) 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.
11. Provide a list of key references for the cases ( $\leq 10$  references).

\*Please ensure all figures are in .jpg, .jpeg, or .png file format.