



Academic Forensic Pathology

The Official Publication of the National Association of Medical Examiners

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Memorandum of Understanding Between Academic Forensic Pathology Incorporated (AFPi) and the National Association of Medical Examiners (NAME)

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Memorandum of Understanding Between AFPI and NAME

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1. Introduction

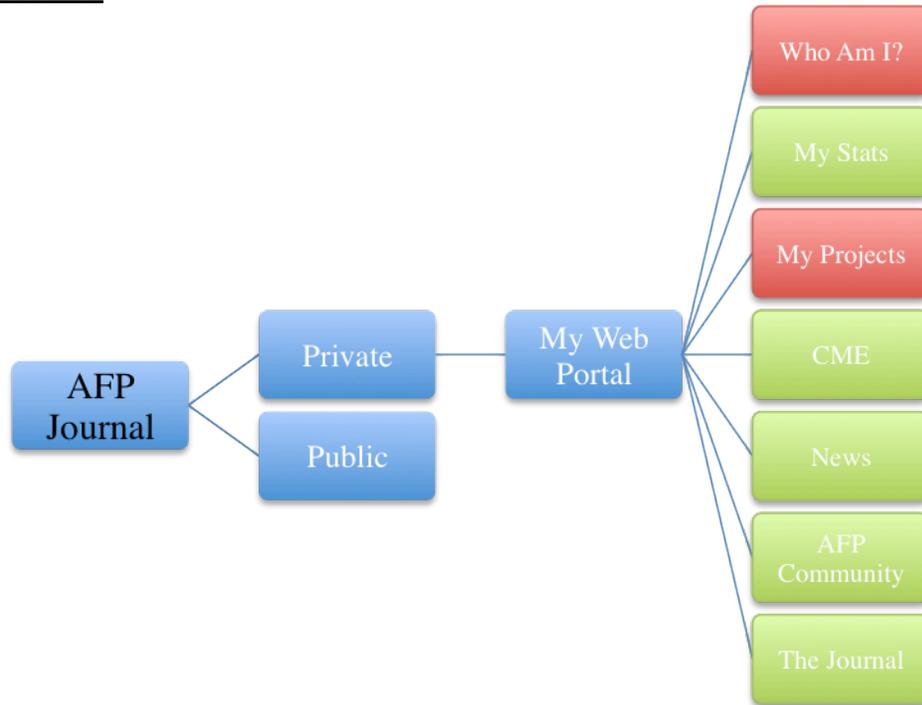
Academic Forensic Pathology will be NAME's *official* Journal. This is a major development. NAME is in the position to work with a publisher who not only understands the needs of NAME's members, but also wants to work with NAME to develop a product that is of value to the forensic pathology community. During our 'conversations' with the NAME board of directors, we offered NAME the opportunity to "get in with us at the ground level and help us create a fantastic Journal". Here we are. Here is that chance – please join us on this journey.

This memorandum of understanding (MOU) has been created to serve as a tool for both NAME and AFPi. While of course the formal contract that details the strict business-side of the NAME – AFPi partnership must exist, it is not possible, and in fact would it would be undesirable, to attempt to include and spell out all the minute details of Journal functions and processes within a legal contract. Such an attempt would likely be exhausting (intellectually and financially) – not only in the initial stage of Journal development, but also over the next few weeks, months and years as the Journal matures and changes. A MOU that covers the day-to-day organization and function of the Journal can be easily and rapidly edited and agreed upon by the key stakeholders involved in this venture, without necessitating the types of complex and expensive negotiations that are intrinsic to legal contracts.

The Journal's operations and functions are detailed here.

2. Academic Forensic Pathology Journal Website

General Structure



The AFP Journal website is under development. The above schematic serves to provide only the most basic outline for the organization of the site.

Items in **blue** represent pages or portals that are public. For clarity, the page for “My Web Portal” is public, but one needs permissions (user name, password) to be able to authenticate into the portal and get further access.

Items in **red** and **green** represent components of the website that are only available to paid subscribers (including NAME members).

This website, like all good websites, will be in perpetual development. Only major changes will be documented in this section of the MOU.

Individual Components of My Web Portal

Who Am I?

This includes all demographic data relevant to the individual subscriber. NAME will provide all necessary membership data in an electronic format that is acceptable to the Publisher. The subscriber will then identify any subspecialty interests by means of radio buttons; members can then search for subscribers with similar interests (see AFP Community below).

My Stats

Paying members will be able to track their own activities. As the website database is developed, the data tracked, stored and made available to subscribers will be refined. It may include such facts as:

Length of time logged into the site

Number of articles downloaded/read

Number of manuscripts that the user has ever submitted

Number of manuscripts that the user has ever had accepted for publication

Number of letters to the editor that the user has submitted

My Projects

It is through this page that paying members will coordinate their manuscript submissions. This is the most complex component of the website, and will be built on the ScholarOne™ platform (the same editorial management system utilized by the Journal of Forensic Sciences). As the IT professionals work to mesh the ScholarOne system together with ours, we will have more clarity as to the processes that will be involved in manuscript submission, acceptance or rejection.

CME

The “continuing medical education” tab is statistics-based. This tab keeps track of, and reports the number of hours spent logged in to the portal, the number of articles read by the subscriber (self-reported), etc. It also needs to keep track of the number of manuscript submissions in which the user was FIRST author (as they may claim CME credit for this). Every calendar year, we will report this data to the subscriber who may choose to claim CME credit for it with their local licensing authority or other group.

News

News will be updated on an as-needed basis with information supplied by NAME and the Publisher. It is not peer-reviewed and does not constitute scholarly content.

AFP Community

This area will allow users to identify subscribers with similar interests. We believe that this will promote interagency (potentially even international) collaboration.

The Journal

The Journal website is connected to the Web Portal. Only paying members get access to this portion of the website.

This page will be organized by broad categories:

- Year
- Issue (four per year)
- Section
 - Non-scholarly content
 - Scholarly content

Smartphone Access

A mobile version of the website is under development. This version will be useable on most major Smartphones (e.g., Blackberry®, iPhone®) and the iPad™. This version of the site will offer functions that are limited to individual Journal issues (with their corresponding articles), and CME tracking.

3. Journal Content

Journal Configuration

The Journal will be published four times a year: March, June, September and December (with the exception of the first year – the four issues may be published in different months).

As the Journal is designed to be primarily electronic (on-line), there is no maximum number of pages per issue. However, in the interest of practicality, the target maximum scientific content of each issue will be 100 pages.

The EIC and the Publisher view the Journal content as falling into one of two broad categories: non-scholarly and scholarly.

Non-Scholarly

Letter from the Editor
Letter from the NAME President
Letter(s) from other NAME member(s)
NAME news
Other

Scholarly

All manuscript submissions including NAME position papers and similar items
All Letters to the Editor regarding scholarly content

Editorial Vision

Perhaps the most important difference between our Journal and any other is that our vision was conceived by, and is shared and valued equally by both the Editor and the Publisher, all of whom practice forensic pathology. This difference is going to make all the difference.

With many if not all Journals, the Editor alone supplies the creative vision and the publisher merely produces the periodical. The publisher's interest is selling subscriptions; the quality or content is a concern only inasmuch as it affects the financial bottom line. We believe that it is more desirable for a private firm operated by forensic pathologists to develop and maintain a scholarly publication that espouses both quality and originality, while ensuring that the scientific content is both valid and important to subscribers. Academic Forensic Pathology Incorporated was formed by three US-trained, practicing forensic pathologists with an interest and track record in quality forensic pathology publishing. The Publisher, Dr. Emma Lew, is a senior forensic pathologist known for her collegiality and attention to detail. Along with her AFPi colleagues Drs. Evan Matshes and David Dolinak, the Publisher has a deeply vested, personal interest in improving the field of forensic pathology and the literature it produces, and knows this can be achieved in partnership with our EIC.

Memorandum of Understanding Between AFPI and NAME

The reputation of our (and any) medical specialty is in large part a function of the scholarly literature it produces. The vision of our Editor and Publisher is for a forensic pathology Journal that is worthy of representing our field. High quality, timely, and relevant are the descriptors we promote. As a field we cannot continue to publish obscure and/or poorly written manuscripts simply to fill pages. As the quality of our literature directly reflects the reputation of our field, we can only afford to publish high quality manuscripts which demonstrate that we forensic pathologists understand the basic principles of science, and that we understand and utilize the basic principles of evidence-based medicine. To accomplish this, we must take an innovative and visionary approach to publishing. Due to the unique nature of our specialty, this requires a paradigm shift.

Our profession is very small, and for decades has been built around countless fascinating stories. This leads to an (over) abundance of single case reports and small case series. Despite the fact that data, tissue and new (scholarly) ideas are plentiful, the lack of a single full-time researcher in the field combined with severe limitations of funding (within individual offices, from grant-conferring agencies, and within the field on the whole), the generalized understaffed and overworked nature of most offices, complicated ethical considerations around human tissue retention and research, and other issues, all contribute toward making successful academic ventures infrequent.

Despite the many limitations facing our field, big publishers continue to produce forensic pathology Journals using the same model that they use for the clinical medical and basic science research worlds. This model is not appropriate for our small field because big publishers, like all other businesses, must turn a profit. Publishing house staff have quotas for page count, advertisement sales, etc. Yet quotas for quality articles in forensic pathology publishing remain elusive. Why? Such a quota simply cannot exist at this time. For example, if one were to trim suboptimal manuscripts from current forensic pathology Journals, the publishers, using their current model, might be left printing a short pamphlet four times a year. That doesn't make fiscal sense as the Journal would collapse.

Ironically, however, there is already an abundance of forensic pathology Journals relative to the size of our field, and all of them suffer the same issues of quality. Why? Because they all share the same "Big Publisher" model that simply does not work for our specialty, and as such, most current forensic pathology Journals continue to be of poor quality.

Success starts with recognition that our field is different, and that academically speaking, we are in our infancy. It is truly a fascinating and wonderful time to be a forensic pathologist – the dawn of the evidence-based era in our specialty. Each issue of our Journal will highlight specific, pre-determined topics, thus allowing one-half or more of any issue to focus on relevant critical reviews, written by invited experts from both within and outside our field. By decreasing the Journal's reliance on original research papers and case reports to satisfy the business (i.e. financial) side of publishing, the Journal can more stringently scrutinize original article submissions and focus on publishing only the best of the best. We believe that by setting a very high standard for acceptance into publication, our Journal will promote a higher quality of research in the field as a whole, and will thereby improve our visibility and reputation amongst our clinical colleagues.

Memorandum of Understanding Between AFPi and NAME

AFPi is in the unique position to produce a high-quality Journal tailored to the unique characteristics of forensic pathology. Since it is our only Journal (not one of hundreds), we are able to completely focus our attention on implementation of a model to promote excellence. We are not trapped in a giant and restrictive corporate infrastructure, nor are we just a Journal-producing factory; we aspire, and are able to spend all of our efforts on continuous fine-tuning and optimization.

Between 1999 and 2008, the number of scholarly forensic pathology articles published worldwide increased by nearly 30%, but many of those articles were accepted into higher impact clinical medical, non-forensic pathology focused Journals. We are striving for an excellent periodical that will stand toe-to-toe with the top clinical Journals of other medical specialties. To strive for less does not make sense, and further promotes the misconception that forensic pathologists are not “real” doctors, do not really practice medicine, and are somehow less valuable to our communities than our clinical colleagues. The Editor is personally committed to directing relevant articles into our Journal.

Central to our vision is a mutually beneficial partnership with NAME at the Journal’s inception. From a business perspective it ensures financial stability through member dues. From NAME’s perspective, it allows great influence over the development of a publication that serves the members who pay those dues, and ensures that the demands of NAME’s leadership are satisfied. The Journal of NAME should not be just a collection of papers bound into a volume bearing the NAME logo on its cover. Rather, it should be an instrument of NAME leadership to communicate with its members and to promote its philosophies. A successful, useful, enjoyable to read forensic pathology Journal allows NAME to communicate with its readership through the EIC, the President and NAME Executive.

One theme that will underlie all interactions with the Academic Forensic Pathology Journal will be transparency, which facilitates trust through honesty. From detailed explanations of the editorial process, statistics about the publishing process, routine updates about all profit-sharing activities, or any other concerns of NAME, no questions will be left unanswered.

Editorial Freedom

Both publishers and sponsoring agencies must agree to adhere to the guidelines of the Council of Science Editors which includes editorial freedom and autonomy (commonly referred to as Editorial Independence). In the scientific arena, all EIC are to be given full responsibility for editorial decisions on all submitted manuscripts. The Publisher and NAME must support this right to editorial freedom. Furthermore, the Publisher and NAME must work together to develop mechanisms to prevent inappropriate influence on the EIC by others (including the Publisher and NAME), and to handle conflicts with the EIC in an objective and transparent manner.

Editorial Process

Our editorial process involves a triage system of manuscript evaluation whereby submissions are first evaluated for compliance with technical and English language requirements (the “first” decision), and then are reviewed briefly by the EIC to determine overall suitability for the Journal (the “second” decision). Evaluation by the EIC following peer review by the Editorial Board members and other reviewers constitutes the “third” or final decision.

First decision

Authors will be advised within **three business days** if their manuscripts have been accepted for formal editorial review. If they have not been accepted, an explanation will be provided.

Final Decision

For those manuscripts requiring review by only the EIC and two reviewers, a final decision will be provided to the author within **30 calendar days** of submission.

If a manuscript requires review by the EIC and three reviewers (a ‘tie breaker’), a final decision will be provided to the author within **45 calendar days** of the first decision.

When a manuscript is accepted with revisions, the author will have **30 calendar days** to comply with the EIC’s requests, or to withdraw their manuscript. Revised manuscripts received after 30 calendar days will be treated as new submissions.

When an author submits a revised manuscript for review, the EIC will have **30 calendar days** to review the submission, and to make a final decision.

Publication

All manuscripts will be published in the next online issue of the Journal if:

- at least 14 calendar days separate the acceptance date from the date of next issue, and
- if the authors comply with the timelines of the publisher as they pertain to the production process.

An exception to the rule of publishing in the next online issue will include cases published in the category Case of the Month or Image of the Month. For example, the Case of the Month for April might have a publication delay if accepted for publication in December (but is not published until the April issue).

At the time a new manuscript is submitted, authors whose works meet specific criteria can request a **fast-track review**; in these circumstances, the time between manuscript submission and final decision will be seven calendar days. In the absence of an author-based request for fast-track review, the EIC may select this option if his initial review suggests the contents of the manuscript are of sufficient magnitude.

Peer Review

Our Journal will utilize a manuscript review process that is simple and predictable. In keeping with the standard practice of many major scientific publications, we will employ a triple-blinded, triage-style review system:

1. The manuscript is reviewed by Journal staff for language and compliance with technical requirements.
 - a. If the manuscript passes these two objective criteria, it is made anonymous before transmission to the EIC and other reviewers.
2. The EIC briefly reviews the manuscript for content.
 - a. If the manuscript is relevant to the practice of forensic pathology, does not obviously violate ethical regulations or the law, and conforms to the basic principles of scientific inquiry, it will be submitted for formal review.
3. Each manuscript is initially reviewed by at least two individuals:
 - a. Two members of the editorial board, or
 - b. One or two members of the editorial board and a guest reviewer.
4. The results of the review are conveyed to the EIC who considers them, and speaks with the reviewers directly, if necessary, about any concerns.
 - a. Uniform agreement by reviewers and the EIC to accept with or without revision results in publication.
 - b. Uniform agreement by reviewers and the EIC to reject results in immediate rejection.
 - c. Non-uniform agreement regarding manuscript acceptance will mandate involvement of at least one additional reviewer who might be either a member of the editorial board, or a guest reviewer.
 - i. After the EIC receives the results from the additional reviewer(s), the decision about acceptance/rejection rests with the EIC, and will be based upon consideration of all three reviews, and his own review. In accordance with the accepted standards of editorial practice as dictated by the Council of Science Editors and the World Association of Medical Editors, and the International Committee of Medical Journal Editors, the EIC is ultimately responsible for the editorial content of the Journal.
 - d. Prior to manuscript acceptance, the EIC will review a version of the manuscript that includes all identifying data, as well as technical data prepared by Journal staff including an up-to-date listing of the prior scholarly publications of the first and last authors, and the results of online plagiarism/duplication investigations.

The EIC has selected the following definitions for the categories of **accept**, **accept pending revisions**, **reconsider after major revisions**, and **reject**¹:

Accept

The global rating of Accept is clear-cut and unambiguous; this rating implies that the reviewer does not see any need for revision of the manuscript and that it is suitable for publication “as is.” In fact, because most reviewers (with good reason) suggest changes to any manuscript, the Accept rating is granted to few manuscripts on initial review. Given that it is a rare manuscript that cannot be improved in some way, sometimes the Accept rating is an indication that the reviewer has not looked at the manuscript with an eye toward improvement. When revisions are suggested, the decision category always should be Accept Pending Revisions rather than Accept.

Accept Pending Revisions

The Accept Pending Revisions rating indicates that the reviewer finds some ways in which the manuscript should be changed before final acceptance. The suggested changes may include items such as a request for clarification of the methods. However, it is implied in this rating that the authors can reasonably make these changes and that doing so will more or less result in publication of the revised version of the original manuscript.

Reconsider After Major Revisions

A rating of Reconsider After Major Revisions indicates that the reviewer believes that considerable changes are needed but that a reasonable possibility exists for the manuscript to proceed to publication. Examples of indications for providing this rating include a belief that, first, the reported data need to be analyzed in a different manner; second, additional data are needed; third, the authors have failed to appropriately take certain study factors into account; or fourth, the authors have not appropriately discussed their results against the background of previous studies. Most manuscripts that receive a Reconsider After Major Revisions recommendation are ultimately published.

Reject

The Reject rating is provided when the reviewer is of the opinion that no amount of revision will make the manuscript suitable for the Journal to which it was submitted. It is worth emphasizing that, in some cases, the rating is based not on the opinion that the manuscript is poorly written or an inadequate study. Instead, sometimes a reviewer recommends rejection on the belief that the manuscript was submitted to the inappropriate Journal.

¹ Taken from:

Provenzale JM and Stanley RJ. 2005. A systematic guide to reviewing a manuscript. AJR. 185: 848-854.

Copyright

In all circumstances, NAME will retain copyright for all of their own non-scholarly and scholarly publications, and will accept responsibility for all such content. Furthermore, NAME agrees to absolve AFPi of any responsibility for printing NAME content.

AFPi will maintain copyright for all non-NAME content.

Authors publishing manuscripts with the AFP Journal will assign copyright to AFPi. However, authors will retain the following rights:

1. The right to make print or electronic copies of the article for their own personal use. Personal uses extend to the classroom where an author is granted the right to distribute print or electronic copies to students.
2. The right to distribute print or electronic copies of the article to colleagues, strictly for scholarly use. This expressly excludes commercial uses including fee-for-service consultations. The author may not receive any form of payment in exchange for provision of a print or electronic copy of the article.
3. The right to present the substance of the article at scientific meetings and to distribute a copy of that article to meeting attendees.
4. The right to provide a copy of the article to the author's employer or home institution.
5. The right to prepare derivative works from the article, including books, so long as full acknowledgement of the original publication is provided.

Subscribers have the following rights regarding the scholarly content of the journal:

1. The right to make print or electronic copies of the article for their own personal use. Personal uses extend to the classroom where an author is granted the right to distribute print or electronic copies to students.
2. The right to distribute print or electronic copies of the article to colleagues, strictly for scholarly use. This expressly excludes commercial uses including fee-for-service consultations. The subscriber may not receive any form of payment in exchange for provision of a print or electronic copy of the article.

Subscribers may never distribute the "contents of the entire issue".

Subscribers who intend to distribute one or more articles for commercial purposes, or who wish to distribute the "contents of the entire issue" should direct inquiries to the Publisher.

Non-English Language Versions of the Journal

The Publisher may choose to produce non-English language versions of the Journal (electronic version only) and make these available at a cost to international subscribers. When foreign language translations are produced, the same agreements for profit sharing will apply. However, the publication schedule and rules for timeliness may not apply to foreign language translations.

Foreign language translations will bear the statement (or some closely written variant) that “this is a translation and may not exactly capture every nuance that the author intended in the original English version”.

4. Journal Operations

Publishing Schedule

The Journal will be published four times each year:

March
June
September
December

Each issue will be available on or before the first business day of the month of the issue.

AFPI requests that NAME submit all NAME content to the publisher no later than 30 calendar days prior to publication of an issue.

The Journal's publication schedule for 2011 will not follow the above-listed timetable. However, four issues will be published during 2011.

Timeliness and Respect for Holidays / Special Occasions

The Publisher will make every attempt to have each and every issue published on or before the first business day of the issue month. However, in certain circumstances (e.g. January 1st), a very short delay may occur. All possible steps will be taken to avoid such occurrences.

Monday Morning Emails

All subscribers (fee paying or not) will receive a mass email from the publisher every Monday morning. The schedule for these emails is as follows (repeating every 12 weeks):

Week	Email Topic
1	Table of contents of the issue just released
2	Short summary of a single article from the latest issue
3	SAM update (if applicable)
4	Short summary of a single article from the latest issue
5	Short summary of a single article from another Journal (clinical)
6	Short summary of a single article from the latest issue
7	Short summary of a single article from another Journal (forensic)
8	Short summary of a single article from the latest issue
9	Short summary of a single article from another Journal (clinical)
10	Unassigned – potential for NAME content
11	Short summary of a single article from another Journal (forensic)
12	Table of contents of the issue about to be released

Marketing

The Journal will be marketed in several ways, including:

Direct email communications with non-NAME member potential authors

Using our database of authors who have contributed to the forensic pathology literature over the past five years, we will undertake an aggressive electronic mail-out program. These efforts, although primarily aimed at recruiting new, high quality manuscript submissions, will also seek out non-NAME member subscribers.

Institutional sales

Through direct print and electronic mail-out efforts, we will contact national and international medical libraries, pathology departments, coroner and medical examiner offices, and similar groups from related professions. Additionally, representatives of the publisher may attend the following medical library annual meetings in order to market the Journal:

- American Library Association
- Medical Library Association
- Canadian Health Libraries Association
- Special Libraries Association
- American Association of Law Libraries

NAME annual meeting

Publisher representatives will maintain a booth at the NAME annual and interim meetings. Although this attendance will be aimed primarily at recruiting manuscripts (since NAME members already have Journal access), we will continue to market the Journal to non-NAME members in attendance.

American Academy of Forensic Sciences annual meetings

Publisher representatives will maintain a booth at the AAFS annual meetings in an effort to attract non-NAME member subscribers.

Academic Forensic Pathology website

The sleek, modern AFPI website will intrigue nonsubscriber visitors, and will provide enough information to hopefully entice non-NAME member subscribers. Our web design and Internet technology consultants will focus on developing a high impact online presence.

It is important to note that until the Journal is indexed in PubMed, marketing efforts will not be directed toward institutional sales, because until the Journal becomes indexed, institutions may not be interested. We will aggressively pursue institutional subscriptions as soon as the Journal obtains indexing, because we envision that many institutions will want to purchase it, especially since it is the official Journal of THE professional organization representing the field of forensic pathology. Until the Journal is indexed, it will be marketed primarily toward legal and law enforcement groups, and non-NAME member forensic pathologists and death investigators from across the globe. AFPI also intends to market the Journal to lawyers of both the prosecution and defense variety.

NAME and AAFS Exhibitor Booths

The attendance of AFPI at both the NAME and AAFS annual conferences is critical, as this is an important time to market the Journal, to promote its high quality, entice new individuals to participate in the scholarly process, and to educate NAME members and the Editorial Board about the publishing process (including training regarding the critical appraisal process).

In support of these efforts, at the NAME annual meeting, NAME will provide exhibitor space adjacent to the NAME Foundation booth free-of-charge to AFPI.

Indexing

As a new periodical, our Journal will not be immediately indexed. However, it is the steadfast goal of the publisher and the EIC to have the Journal selected for Medline indexing at the National Library of Medicine as soon as it is technically permitted. The process is relatively straightforward, and when sponsored by a national society that was previously associated with an indexed Journal, faster and simpler.

Publishers of new Journals must meet several basic technical requirements, including: (1) the electronic media must have been accessible to subscribers for at least six months, and (2) at least twenty scientific articles must have been published and made available online. Once these criteria have been met, the EIC or Publisher formally requests that the National Library of Medicine Literature Selection Technical Review Committee (LSTRC) review the Journal at one of their three annual meetings.

So long as the Journal is selected for Medline indexing within the first three years of function, all articles within that three-year period will be retrospectively indexed and available within PubMed.

It is the goal and strong contention of the Publisher and the EIC that The Journal will successfully obtain listing in Medline within the early phase of its first contractual relationship with NAME. The National Library of Medicine clearly expresses their expectations for new Journal listings. Based on these readily available criteria, both the Publisher and the EIC believe that PubMed listing would easily become a reality in short order.

The Publisher has entered into contract with a private third party firm whose specific task is to facilitate PubMed listing within the shortest time period possible.

Until such a time as indexing is achieved, AFP will provide the NAME Board of Directors with a status report at Interim and Annual meetings.

AFP cordially requests that NAME provide non-financial assistance as necessary to obtain listing. Such assistance might include writing letters of support for the Publisher, or other forms of campaigning with the National Library of Medicine.

5. Educational Components

Research Enhancement Program

A NAME member who submits an article to the Journal for review, and ultimately receives a judgment of “Reconsider After Major Revisions”, will have the option to access our special NAME-member-only Research Enhancement Program. The Publisher will support this unique program infrastructurally and financially. In this program, authors will have access to expert research assistance from our network of volunteer pathologists and basic/translational research scientists, and from Publisher-funded access to professional third-party research assistants. Authors who choose to access this service will receive valuable mentorship, which will ultimately enhance current and future scholarly projects.

Editorial Guidance for Reviewers

The ability of the EIC to thoughtfully communicate and interact with his reviewers is considered to be one of the basic responsibilities of a Journal Editor. It is only through the evaluation of manuscript reviews prepared by Editorial Board Members and guest reviewers that the EIC is able to make editorial decisions which ensure the best possible selection of content to contribute to the body of scientific knowledge. To that end, as per the Council of Scientific Editors:

“[The EIC will provide] reviewers with written, explicit instructions on the Journal’s expectations for the scope, content, quality and timeliness of their reviews to promote thoughtful, fair, constructive, and informative critique of the submitted work.”

With the financial support of the Publisher, the EIC will host annual continuing education critical appraisal workshops (at the NAME annual and interim meetings) for Editorial Board members and guest reviewers. Furthermore, a short training course about the manuscript review process, along with additional reference material will be made available online. NAME will provide a conference room and refreshments. AFP will provide any audiovisual equipment they deem necessary.

A systematic, template-driven review process will form the basis of the manuscript review process. In this way, reviewers will consistently assess both objective and subjective components of a submission.

SAM Modules

AFPi is offering to develop the technologic infrastructure, and administrate a forensic pathology oriented SAM Center for NAME members. A decision about whether or not to integrate this Center with the Journal rests with NAME.

Continuing Medical Education

The Web Portal tool provides a convenient way for members to track which scholarly manuscripts they have read, and during what period of time (for example during the year 2011). In some states, licensed physicians are allowed to claim up to 50 percent of their CME hours as having been gained through self-study. The Web Portal makes this accounting matter simple.

It is also important to note that all physicians can claim AMA PRA Category 1 CME credit directly from the American Medical Association for having been the lead author of published articles. The Web Portal will track this. On an annual basis, AFPi will send NAME data regarding the Journal-based CME activities of its members so that NAME can offer credit as it is due.

6. Collaboration

Support from NAME

The initial and ongoing success of the Journal will be highly dependent on a number of factors, including strong and loud support from NAME leadership. To that end, members of the NAME Board of Directors agree to promote the Journal to their staff, and to encourage their colleagues and the NAME membership to submit manuscripts to the Journal. The same type of commitment is expected from NAME members appointed to the Editorial Board. Similarly, when Board of Directors and Editorial Board members are asked to write scholarly (solicited) content, it is expected that they will participate, or at a minimum, delegate the task to a suitable individual, or assist in finding an alternative author.

Editorial Board Education

Members of the editorial board will require initial and ongoing training in the art of critical appraisal. In support of this, NAME agrees to provide free of charge a meeting room and refreshments for these purposes at both the NAME annual and interim meetings. AFPi agrees to provide any audiovisual equipment that they deem necessary.

Profit Sharing

The terms of profit sharing are contractually determined.

NAME will receive 50% of net profit for non-NAME members subscriptions, institutional subscriptions, individual article sales and advertising.

Journal Statistics

The following statistical data (metrics) will be provided to name on a biannual basis, and will be reported during our "state of the Journal" address to the Board of Directors:

- Electronic publication and indexing time
- Number of manuscripts submitted, accepted and published

In addition to raw numerical values, NAME will also be provided with mean, high/low and quartile distribution.

Scholarly Products of NAME Interim and Annual Meetings

AFP retains the right of first refusal for publication of all manuscripts resulting from materials presented at the above-stated NAME meetings, unless the EIC has agreed to an alternative venue. Such an agreement must be made prior to submission of the abstract to **NAME**.

Allegations of Professional Misconduct

If during the editorial process the EIC believes that an author has acted inappropriately (including acts of dishonesty such as plagiarism and double submission), or receives an allegation of such misconduct, the EIC will communicate the allegations to the author. Then, in accordance with the recommendations of the World Association of Medical Editors, the EIC will communicate the allegations to the appropriate author institution for further investigation. If the allegations arise prior to manuscript publication, publication will be suspended until the matter is resolved. If the allegations are proven true after publication, "the editor should publish that fact, which may include a letter from one or more of the authors and an institutional official retracting the article. Editors should not retract articles on their own initiative."

Based on the nature and magnitude of the offense, sanctions may include lifetime ban from the Journal.

Furthermore, offences involving NAME members will be reported to the NAME Board of Directors and the complaint will be forwarded to the NAME Ethics Committee.

Inappropriate Use of the AFP Website

Subscribers who are proven to be using the website inappropriately may be immediately banned from the website. Such banishment may be temporary or permanent. Inappropriate use of the website is said to include (but not be limited to):

- Copyright violations
- Repeated, voluminous downloading of articles or other content
- Any act of technologic sabotage

NAME Members Who Have Not Paid Their Dues

NAME is responsible for contacting AFPi and identifying NAME members who are delinquent in paying their dues. Upon receiving such notice from NAME, AFPi will immediately freeze the subscription for that members and forbid online access.

Editor-In-Chief

NAME and the EIC must work together to establish and maintain high-quality Journal content that is of value to NAME members. If the EIC is to be successful in selecting quality content that is of value to his readership, NAME's goals must be communicated clearly, and consensus reached. This coming together of like minds is important in any relationship between a sponsoring organization and their EIC. If NAME does become dissatisfied with the Journal on the whole, this needs to be communicated promptly to both the EIC and the Publisher so that changes can be implemented. Both the EIC and the Publisher would like to reinforce our abilities to be flexible and to respect the needs and desires of NAME.

Memorandum of Understanding Between AFPi and NAME

That said, both publishers and sponsoring agencies must agree to adhere to the guidelines of the Council of Science Editors which includes editorial freedom and autonomy (see Editorial Freedom section above).

On the other hand, NAME must be happy with the EIC of its official publication. To that end, the Publisher agrees to respect the desires and wishes of NAME as it pertains to the EIC. Should NAME become dissatisfied with the EIC, we ask that NAME contact the EIC in writing, and carbon copy the Publisher on all such communications. Furthermore, we ask that such communications occur early, while problems are more easily remedied. If informal methods are not adequate to address NAME's concerns, the Publisher will facilitate a formal mediation process between the EIC and NAME. If that process is unsuccessful, and NAME wishes to remove the EIC, the Publisher will work with NAME to find a suitable replacement. When it is time to select a new EIC, regardless of the reason, the Publisher requests that NAME perform a search for suitable candidates, create a short-list of at least three potential individuals, and submit the names to the Publisher. The Publisher will review the materials provided by NAME regarding these individuals, perform interviews, and submit one or more recommendations to NAME. NAME will then be asked to select an EIC.

As per common sense, and the official stance of the Council of Science Editors, the relationship between the EIC, the Publisher and the sponsoring society should be based on trust and respect.

The Publisher retains the right to terminate the EIC for reasons related to (but not limited to) timeliness and quality of work, and the capacity to effectively and appropriately communicate and interact with subscribers, authors and AFPi staff. Details of this relationship will be listed in the contract between AFPi and the EIC. A copy of this contract will be made available to NAME upon request.

The EIC position is unpaid

In the event that the EIC becomes unavailable, the EIC will appoint an interim EIC.

Editorial Board

The Editorial Board will consist of 20 members. Members of the Editorial Board will be nominated by the NAME Board of Directors, and selected by the EIC who will endeavor to honor the wishes of NAME. All nominees must be NAME members, and be board certified in forensic pathology by the American Board of Pathology (or international equivalent).

Selection of Editorial Board members

As per the regulations of the Council of Scientific Editors, the composition of the Editorial Board must ultimately be the responsibility of the EIC. That being said, it is critical that NAME have meaningful input into the selection of Editorial Board Members. Thus, the NAME Journal committee will put forth nominees for initial composition and maintenance of the Editorial Board. The Executive Committee

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of NAME will approve this list of names. Nominees must be NAME members in good standing with the organization, and must also be board certified in forensic pathology by the American Board of Pathology (or international equivalent). In the interest of maintaining a consistently positive relationship with NAME, it shall be a top priority for the EIC to honor each of NAME's recommendations for the Editorial Board.

Term limits for membership on the Editorial Board

As per recommendations of the World Association of Medical Editors, "the term of service on the editorial board should be limited, so that the editor is continually exposed to new people and new ideas". The members of the Editorial Board will initially be selected for a four-year term; at the end of that term, one quarter (five) of the members will rotate off the board each year, allowing for the addition of five new members annually.

Website Linkage

AFPi and NAME will promote each other through links on their respective websites.

Dual Relationships

The owners of AFPi are in the somewhat unique position of also being forensic pathologists. Despite being intimately involved in the Journal's operations, the owners should not be denied scholarly opportunities with the Journal. As such, they might be selected to serve as Editorial Board members, ad hoc reviewers, or special topic/issue editors or be requested to create (solicited) scholarly content. Furthermore, they (as well as the Editor-in-Chief) may choose to submit manuscripts to the Journal for review and possible publication. In all such situations, the owners will be subject to the same types of processes as any other NAME member. NAME agrees to support the rights of the owners and Editor-in-Chief to participate in the Journal as forensic pathologists, should NAME members raise concerns.

AFPi Products

AFPi agrees that NAME will not pay any costs related to the development or promotion of non-NAME endorsed products.