

Memorandum of Understanding
Between the Society of Toxicologic Pathology, the British Society of Toxicological Pathology, and the
European Society of Toxicologic Pathology
Regarding Endorsement of Manuscripts in *Toxicologic Pathology*
June 2024 (*Updated*)

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1. Scope

The journal *Toxicologic Pathology* is the official journal of the STP, BSTP and ESTP. Society-sponsored manuscript submissions (e.g. best practice, points to consider, regulatory consensus documents, etc.) may benefit from joint society review and endorsement. This memorandum of understanding (MoU) is intended to define the types of manuscripts which may fall into this category and the process of cross-society manuscript review and endorsement prior to publication in *Toxicologic Pathology*.

In-scope manuscripts include any that that define the society's position concerning a regulatory or scientific practice of toxicologic pathology or has the potential to shape regulatory or scientific best practice. This includes (but is not limited to) toxicologic pathology best practice and points to consider manuscripts (unless regionally specific), and regulatory responses and interpretations. For these papers, the joint review and endorsement by all three societies is, while not necessary, highly desirable as it adds to the impact of the paper and the alignment of toxicologic pathology practices.

Manuscripts that are out-of-scope include (but are not limited to) original research (including society sponsored manuscripts), brief reports/communications/reviews, review papers, surveys, opinion papers, editorials, and book reviews. However, consultation between the societies on these manuscripts may be initiated on a case-by-case basis, particularly if regulatory or toxicologic pathology practice changes are proposed.

2. Term

The term of this agreement is effective on the date stated at the top of the document, following approval by all participating societies and expires only after notification of the intent to withdraw by one of the participating societies.

3. Definitions

Originating society – The society that has initiated an effort to author an article of importance and is responsible for its publication and seeking endorsement from other societies.

Supporting society – A society that will support the initiation and execution of an initiative/article of importance (e.g. providing feedback on charter and membership) but is not responsible for publication or obtaining endorsement from other societies.

Endorsing society - A society that endorses an article of importance and will be listed as such in the final publication. Supporting societies become endorsing societies after endorsement is approved.

4. Principles of the Understanding

- a. The originating society for an in-scope manuscript should inform the Editor-in-Chief (EiC) of *Toxicologic Pathology* of the initiative, the anticipated product, and a rough timeline to submission ideally at the start of the initiative. Additional communication expectations are included in 4c, below.

- i. Communication to the EiC is through established communication routes and responsibility should be defined by the respective societies (e.g., through existing SOPs or guidelines).
 - ii. Communication should include an email from a society designated individual. This may include a member of the manuscript working group, a society liaison to *Toxicologic Pathology*, society leadership, etc.
 - b. The originating society of an in-scope manuscript for which supporting society endorsement is desired is responsible for informing the leadership of those societies *at least* 6 months prior to expected manuscript completion. *However, the sharing of initiative charters and working group membership is encouraged to occur well before the manuscript is nearing completion to allow for non-binding feedback. This is particularly true for best practice papers.*
 - i. Communication to supporting societies is through established communication routes and responsibility should be defined by the respective societies (e.g., through existing SOPs or guidelines).
 - ii. Communication should include an email from the organizing society designated individual(s). This can be directly between the leadership of each society or between society management staff, etc. For manuscripts for which wider toxicologic pathology societies' endorsements are requested, information sharing may occur at the quarterly global toxicologic pathology presidents' meeting.
 - c. The following information should be included in originating society communications:
 - i. The manuscript category (e.g., best practices, points to consider, etc)
 - ii. The manuscript charter (including purpose, scope, and target audience), anticipated title, and authors.
 - iii. The specific request (supporting society endorsement, or other)
 - iv. If endorsement from other societies is being sought (and which)
 - v. The timeline for completion of the draft manuscript for review/endorsement
 1. For manuscripts that do not require membership review, the turnaround time should ideally be a minimum 30 days, with 60 days preferred.
 2. For manuscript endorsements that require membership review, a minimum of 60 days is required for initial leadership review followed by membership review. Manuscripts that conflict with current published best practices may not undergo membership review unless there is alignment on the change. Depending on responses after membership review, endorsement may be further delayed until concerns are resolved and an updated draft is submitted to the society leadership for re-review.

5. General Considerations

- a. The process for endorsement will be based on the established endorsement practice of the individual societies. These processes should be communicated as needed to establish timeline expectations for the originating society.
- b. To limit the time required for review, the originating society may arrange review periods for endorsing societies to run in parallel/overlap with its own review period so that all reviews are conducted within the same timeframe.
- c. After the review period and incorporation of feedback, the manuscript should be re-submitted to the originating and supporting society leadership for official approval and endorsement.
- d. The final manuscript should be published with appropriate disclaimers indicating the originating society and endorsing societies. If a society chooses not to endorse a manuscript, then that decision can be captured according to that society's processes (e.g. meeting minutes); the absence of endorsement will not be included in the article disclaimer.

- e. A tabulated overview of manuscript types and their categorization will be provided as an appendix; changes to this appendix don't necessitate the reissuing of this MoU.

6. Referenced Documents

Boyle MH, Bennet B, Colman K, Frisk AL, Garcia B, Houle CD, Romeike A, Sura R, Werner J, Elmore SA. Publication Categories in Toxicologic Pathology. Toxicol Pathol. 2021 Jul;49(5):1042-1047. doi: 10.1177/0192623321992305. Epub 2021 Feb 12. PMID: 33576326; PMCID: PMC8195820.

Memorandum of Understanding (MoU) between the European Society of Toxicologic Pathologists (ESTP), the British Society of Toxicologic Pathology (BSTP) and the Society of Toxicologic Pathology (STP) regarding the journal Toxicologic Pathology, 13-06-2024

For the STP

Signed by
Signed by
Title
STP President, 2024-2025

For the ESTP

DocuSigned by:
Signed by
Signed by
Title
Chairwoman

For the BSTP

DocuSigned by:
Signed by
Signed by
Title
BSTP President, 2022-2024