Instructions for Authors

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Acknowledging the principles summarized therein helps dealing with any issues that might arise after publication, especially should any of the statements subsequently be found to be false.

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The publication fee for a case report is €1700/$1900 (€850/$950 for members of the DGTHG, SGHC, LGTHG). Detailed information about payment methods will be given after acceptance of a manuscript.

Instructions

The following instructions are provided for the convenience of authors. Please use them to ensure that the manuscript is complete and can be processed further after submission. Incomplete or faulty manuscripts cannot be accepted for editorial review and will be instantaneously unsubmitted or rejected for formal reasons.

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For submission of all manuscripts, follow the instructions on the online submission system. You will be required to open an account to register with the system, and an individual tracking number will be automatically assigned to each submission. This tracking number must be used in all further correspondence. Before submission, have all the metadata of the manuscript at hand: title, full names with affiliation and address of all authors (including e-mail addresses), as well as the selected keywords (see below), figures, and legends. The author submitting the manuscript will be regarded the corresponding author by default.

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- Manuscripts must be double-spaced throughout (including abstract, text, references, and legends) using a standard word processor leaving 3 cm margins all around.
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- Arrange the main document of the manuscript as follows: (1) text, (2) references, (3) legends. Number pages consecutively, beginning with the title page as page 1 and ending with the legend page.
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Manuscript
As Case Reports are no longer published in the ThCVS, all such manuscripts must be submitted to the website of the ThCVS Reports journal: https://mc.manuscriptcentral.com/tcreports

The text for case reports should not exceed 1200 words (references excluded), with illustrations limited to a maximum of 4 and references to 8. Tables should be avoided.

If the case report is accompanied by a thorough summary of the literature and has an educational value beyond the anecdotal case management the word limit is 2500 (references excluded - which may then amount to 15). Acceptance of such manuscripts for peer review is at the discretion of the Editor. It may be worthwhile to enquire before submission.

Metadata
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During the online manuscript submission you will have to confirm the manuscript type (Case Report Cardiac, Thoracic, Vascular) and enter the title. Bear in mind that a concise title attracts the reader’s attention and try to confine it to 85 characters.

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Include at least three keywords to assist in cross-indexing the article and to facilitate reviewer assignment. These keywords must be chosen from the list provided.

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List all authors by first name, family name and highest academic degree. List the departmental affiliations of each author together with the institutional address. Assign authors to departments using numbered superscripts.

Word Count
Provide the electronic total word count of the entire document on the bottom of the title page, including the legends but excluding the references.

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- In general, the text should be organized as follows: Introduction, Case Description, Discussion. Avoid cross references to an institution within the text (“...was referred to St. Elsewhere’s Hospital”) as this helps to anonymize the manuscript for peer review.
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- Give all measurements and weights in standard metric units, temperatures in degrees Celsius, blood pressures in millimetres of mercury (mmHg). International System of Units (SI) units are acceptable.
- Credit suppliers and manufacturers of equipment, drugs, and other brand-name material mentioned in the manuscript within parentheses, giving the company name and primary location.
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References
Number references consecutively in the order in which they first appear in the text. Identify references in text, tables, and legends by Arabic numerals placed on the line (!) in square brackets. In the numbered reference list at the end of the text, use the style of the examples given below. Use Index Medicus abbreviations for journal titles. The list of references must begin on a new page.

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Lang TA, Talerico C, Siontis GCM. Documenting clinical and laboratory images in publications. The CLIP Principles. CHEST 2012;14:1626–32

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Please include a Legend in the respective section at the end of your main document, briefly describing the content.

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When reporting experience with a new technology or a new device, the state of the certification process in the authors’ country and internationally must be given. See also "Conflicts of Interest" below.

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The ICMJE disclosure statement is required during the submission process. This disclosure must state all funds used to support the study, including whether used or tested technology was purchased, borrowed or donated.
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