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  - All authors: full name, department, affiliation
  - Corresponding author: full name, degrees, department, affiliation, mailing address, telephone and fax number, e-mail address

- **MANUSCRIPT FILE**
  - Must be digital - hard copy submissions are not accepted

- **ABSTRACT AND KEYWORDS**
  - See the section Article Types for word limit

- **REFERENCES**
  - Cited sequentially in AMA style

- **FIGURES AND TABLES**
  - Cited sequentially in the main document, must be saved separately from the main document

- **ART FILES**
  - Must be saved separately from the main document

- **PERMISSIONS**
  - Required if you plan to reproduce content from a published source or include a photograph of a patient
  - Patient permission form included at the end of this document
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### MANUSCRIPT FORMAT

#### Article Types

The following graph shows what types of articles are accepted for publication, and what requirement they may have.

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<td>Original Article</td>
<td>300 words</td>
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<td>Current Concepts</td>
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<td>4,000 words</td>
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</tr>
<tr>
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<td>No limit</td>
<td>No limit</td>
</tr>
<tr>
<td>Letter to Editor &amp; Reply</td>
<td>Not applicable</td>
<td>No limit</td>
<td>500 words</td>
</tr>
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General Guidelines

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Keep the format of your manuscript simple and clear. We will set your manuscript according to our style—do not try to “design” the document.
- The manuscript, including the title page, abstract and keywords, text, references, figure captions, and tables should be typewritten, double-spaced in 12-point font with 1-inch margins all around and saved as one file.
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- The manuscripts should be written in consistent British or American English.
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- Use generic names for drugs. You may cite proprietary names in parentheses along with the name and location of the manufacturer.
- 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.
Title Page

- This journal adheres to a single-blinded peer-review policy. The title page should be included in the main document.
- The title page should list the article title and the corresponding author’s full name, degree, title, department, affiliation, mailing address, e-mail address, and telephone and fax numbers. It should also list the full name, department, and affiliation of every co-author.

Abstract and Keywords

See the section Article Types for word limits.

The abstract should briefly outline the content of the article and any conclusions it may reach. The keywords should be words a reader would be likely to use in searching for the content of the article.

Original Articles, Systematic Reviews and Meta-analyses, the abstracts should be a maximum of 300 words and structured in the following format: Purpose: One or two sentences that simply state purpose with no background information. Methods: Provide details about the methods of the study, including data analysis. Results: Present most important findings of the study. Please provide numbers (means with standard deviations or medians with ranges) to support your findings, and results of significance tests, e.g. p-values. Conclusions: One or two sentences that state only what your study identified and actually demonstrated. Please do not include comments or information not supported by the data of your study. Level of Evidence (for human studies) or Clinical relevance (basic science in-vitro or in-vivo study: why is this study important from a clinical standpoint?). Key Words: Please provide at least 4 key words for indexing.

Concise Review, Current Concepts, Technical Note, or Case Report, the abstract should be an unstructured summary (maximum length, 200 words). Key Words: Please provide at least 4 key words for indexing.

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- Original Articles, Systematic Reviews and Meta-analyses, the text should be structured in the standard IMRAD (Introduction, Methods, Results, Discussion) format.
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- As needed, use italic, superscripts, subscripts, and boldface, but otherwise do not use multiple fonts and font sizes.
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MANUSCRIPT FORMAT continued

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References should be the most recent and pertinent literature available. It is essential that they are complete and thoroughly checked. If the reference information is incomplete, good online sites to search for full details are the National Library of Medicine: www.nlm.nih.gov; Books in Print: www.booksinprint.com; PubMed: www.ncbi.nlm.nih.gov/PubMed/; or individual publisher Web sites.

- References must be listed in AMA style, using Index Medicus journal title abbreviations.
- References follow the article text. Insert a page break between the end of text and the start of references.
- References must be cited sequentially (NOT alphabetically) in the text using superscript numbers.
- By way of exception to AMA style, do not italicize book titles or journal title abbreviations and do not put a period at the end of a reference.
- List all author names, up to and including six names. For more than six authors, list the first three followed by et al.
- References should be styled per the following examples:

1. Citing a journal article:

2. Citing a chapter in a book:

3. Citing a book:
   Stryer L. Biochemistry. 2nd ed. San Francisco: WH Freeman; 1981:559–596

4. Citing a thesis:

5. Citing a government publication:

6. Citing an online article:

7. Citing a symposium article:
   Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC
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- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or tables.
- Figures must be cited sequentially in the text. Number all figures (and corresponding figure captions) sequentially in the order they are cited in the text.
- Figure captions should be written after the reference list. Insert a page break between the end of references and the start of figure captions.
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- Data given in tables should be commented on but not repeated in the text. Be sure that lists or columns of related data are composed in a word-processing program like the rest of the text.
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- Any abbreviations used in the table should be explained at the end of the table in a footnote.

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General Guidelines

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- Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter.
- Save each figure in a separate file.
- Do not compress files.
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Note: Lower resolutions (less than 300 dpi) and JPEG format (.jpg extension) for grayscale and color artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. JPEG format, by definition, is a lower resolution (compressed) format designed for quick upload on computer screens.

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- Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. Thieme will only accept digital artwork.
- If possible, do not send color art for conversion to black-and-white. Do the conversion yourself so that you can check the results and confirm in advance that no critical details are lost or obscured by the change to black-and-white.
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Color Art

- All color artwork should be saved in CMYK, not RGB.

Art Labels

- Arrows, asterisks, and arrowheads (or other markers) should be white in dark or black areas and black in light or white areas, and large in size. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process.
- Use 1-point (or thicker) rules and leader lines.
- Capitalize the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels.
- Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text.
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