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**APC Type**

<table>
<thead>
<tr>
<th>APC Type</th>
<th>2019 Article Processing Charge (APC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PWYW</td>
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</tr>
</tbody>
</table>

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- 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
## CONTENTS

### MANUSCRIPT FORMAT

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article Types</td>
<td>3</td>
</tr>
<tr>
<td>General Guidelines</td>
<td>3</td>
</tr>
<tr>
<td>Title Page</td>
<td>4</td>
</tr>
<tr>
<td>Abstract and Keywords</td>
<td>4</td>
</tr>
<tr>
<td>Main Document</td>
<td>4</td>
</tr>
<tr>
<td>Acknowledgments</td>
<td>4</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>4</td>
</tr>
<tr>
<td>References</td>
<td>5</td>
</tr>
<tr>
<td>Figure Captions</td>
<td>6</td>
</tr>
<tr>
<td>Tables</td>
<td>6</td>
</tr>
<tr>
<td>Videos</td>
<td>6</td>
</tr>
</tbody>
</table>

### DIGITAL ARTWORK PREPARATION

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Guidelines</td>
<td>7</td>
</tr>
<tr>
<td>Black and White Art</td>
<td>7</td>
</tr>
<tr>
<td>Color Art</td>
<td>7</td>
</tr>
<tr>
<td>Art Labels</td>
<td>7</td>
</tr>
</tbody>
</table>

### SUBMISSION PROCEDURE

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article Processing Charge (APC)</td>
<td>8</td>
</tr>
<tr>
<td>Submission Procedure</td>
<td>8</td>
</tr>
<tr>
<td>Revision Procedure</td>
<td>8</td>
</tr>
</tbody>
</table>

### PRODUCTION PROCEDURE

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Proofs</td>
<td>8</td>
</tr>
</tbody>
</table>

### POLICY STATEMENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement on Liability</td>
<td>9</td>
</tr>
<tr>
<td>Definition of Authorship</td>
<td>9</td>
</tr>
<tr>
<td>Copyright Statement</td>
<td>9</td>
</tr>
<tr>
<td>Statement of Ethics</td>
<td>9</td>
</tr>
<tr>
<td>Patient Permission Policy</td>
<td>9</td>
</tr>
</tbody>
</table>

### EDITORIAL CONTACTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

### PATIENT PERMISSION FORM

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>
MANUSCRIPT FORMAT

Article Types

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

<table>
<thead>
<tr>
<th>Article Type</th>
<th>Abstract Limit</th>
<th>Keywords Limit</th>
<th>Title Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review</td>
<td>No limit</td>
<td>No limit</td>
<td>No limit</td>
</tr>
<tr>
<td>Original Article</td>
<td>No limit</td>
<td>No limit</td>
<td>No limit</td>
</tr>
<tr>
<td>Case Report</td>
<td>No limit</td>
<td>No limit</td>
<td>No limit</td>
</tr>
<tr>
<td>Letters to the Editor</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>No limit</td>
</tr>
</tbody>
</table>

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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- 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.
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- This journal adheres to a single-blinded peer-review policy. The title page should be included in the main document.
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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.

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- Please clearly distinguish the hierarchy of headings within the manuscript by using capital letters, underline, italic, and bold styles as necessary.
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- Do not insert page or section breaks except where noted in the Author Instructions.
- Use hard returns (the Enter key) only at the end of a paragraph, not at the end of a line. Allow lines of text to break automatically in your word-processing software. Do not justify your text.
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References

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.

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2. Citing a chapter in a book:

3. Citing a book:
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5. Citing a government publication:

6. Citing an online article:

7. Citing a symposium article:
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- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or tables.
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- Other footnotes for tables should be indicated in the table using superscript letters in alphabetical order.
- Any abbreviations used in the table should be explained at the end of the table in a footnote.

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- The following formats are acceptable: *.avi, *.mov and *.mpg.
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- If including a voice over, it must be in clear English. Be precise, informative, and clear in your speech. Re-record audio in post-production for sound quality.
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- It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
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- Save each figure in a separate file.
- Do not compress files.
- All black-and-white and color artwork should be at a resolution of 300 dpi (dots per inch) in TIFF format. Line art should be 1,200 dpi in EPS or TIFF format. Contact the Production Editor at Thieme if you are unsure of the final size.
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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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- 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.
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- You will also be provided space in which to respond to the reviewers' and editors' comments. Please be as specific as possible in your response.

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