

## **Thrombosis and Haemostasis**

### **Author Instructions**

Thank you for contributing to *Thrombosis and Haemostasis*. Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article.

#### **SUBMISSION CHECKLIST**

**All manuscripts must be submitted at the following link:**

<https://mc.manuscriptcentral.com/th>

- AUTHOR INFORMATION**
  - 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

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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.

Article Type	Abstract Limit	Keywords Limit	Title Limit	Tables/Figures Limit	References Limit
Original Article (up to 5,000 words)	Up to 250 words	Up to 5 keywords	150 characters	No limit, but online-only suppl. material is encouraged	Up to 50 references
Trial Protocol Design Paper	Up to 250 words	Up to 5 keywords	150 characters	No limit, but online-only suppl. material is encouraged	Up to 50 references
Invited Editorial Focus	N/A	N/A	150 characters	No limit, but online-only suppl. material is encouraged	Up to 25 references
Invited Pro Article	Up to 250 words	Up to 5 keywords	150 characters	No limit, but online-only suppl. material is encouraged	Up to 25 references
Invited Contra Article	Up to 250 words	Up to 5 keywords	150 characters	No limit, but online-only suppl. material is encouraged	Up to 25 references
Invited Clinical Focus (up to 500 words)	Up to 250 words	Up to 5 keywords	150 characters	No limit, but online-only suppl. material is encouraged	Up to 25 references
Invited T&H Insights (up to 500 words)	Up to 250 words	Up to 5 keywords	150 characters	No limit, but online-only suppl. material is encouraged	Up to 25 references
Review Article	Up to 250 words	Up to 5 keywords	150 characters	No limit, but online-only suppl. material is encouraged	Up to 150 references
Letters to the Editor (up to 1,000 words)	N/A	N/A	150 characters	Up to 2 tables/figures	Up to 25 references

T&H Images (up to 400 words)	Up to 250 words	Up to 5 keywords	Up to 25 words	Up to 2 figures with maximum of 8 panels	Up to 5 references
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- **Original Article:** Upon submission of manuscripts, authors should indicate which of the following categories comes closest to the contents of their basic, translational or clinical study: Coagulation and Fibrinolysis, Cellular Haemostasis and Platelets, Blood Cells, Inflammation and Infection, Endothelium and Angiogenesis, Cellular Signalling and Proteolysis, New Technologies, Diagnostic Tools and Drugs, Stroke, Systemic or Venous Thromboembolism, Atherosclerosis and Ischaemic Disease. Regular articles may not exceed 5,000 words (ca. 35,000 characters), excluding tables, figure legends and references. The Editors-in-Chief may request reductions in manuscript length if it is considered too long for its message. However, manuscripts exceeding this limit may be considered if they are of exceptional quality. Original articles should have no more than 50 references. Supplementary material may be submitted for online only publication.
- **Trial Protocol Design Paper:** These articles must include a comprehensive review of the published literature [which should be summarised in succinct table(s)], and good justification on basis of prior evidence on the need for the new trial. The trial also requires a clinical trials registration number (see [www.clinicaltrials.gov](http://www.clinicaltrials.gov)).
- **Invited Editorial Focus:** Editorials include commentaries on upcoming articles in the Journal (invited or from the Editor-in-Chief).
- **Invited 'Pro' and 'Contra' articles:** Perspectives and new developments (e.g. in basic research or certain therapies) as well as articles on selected topics and should be limited to three printed pages in the Journal. These contributions undergo a short review process.
- **Invited 'Clinical Focus' and Invited 'T&H Insights':** Articles are brief overviews of approx. 500 words that undergo a short review process.
- **Review Article:** The aim of invited and submitted reviews is to survey recent developments in the field on topics in basic research and clinical studies in vascular biology and medicine. Review articles may be solicited by the Editor-in-Chief, but individual suggestions are also welcome. Authors should contact the Editorial Office before submitting a Review article. Review articles should have no more than 150 references.
- **Letters to the Editor: Letters** include short highlights of basic or clinical research in vascular biology and medicine that are significant enough for dissemination in Thrombosis and Haemostasis; they also include Case Reports that are unusual or truly unique case reports that would advance our understanding of the field. Letters do not require keywords and summary, and should not exceed 1,000 words (ca. 7,000 characters). They should include no more than one table or figure, respectively, and they undergo the usual review process.
- **T&H Images:** This category includes images in both basic and/or clinical science that represent a unique observation or a first detection of a novel mechanism. Any imaging modality may be used but of course state-of-the-art methodology is preferential. Submit one or two images with a maximum of 8 panels in total. Photographics must be 300 dpi and a width of 120 mm minimum (per panel). Line drawings need to be 800 dpi. It is encouraged to upload videos for online linkage to the figures. The text should be as short as possible, focussing on the image rather than on methodology and should be no longer than 300-400 words maximum; excluding title (max. 100 characters), author (max. 8) and affiliations list, reference list (max. 5) and funding resources, but including figure legend(s). Figure legends must be self-explanatory. Note: image processing is only allowed when essential for the methodology and not just for improvement of the overall appearance of the image. When applied, all image processing steps must be declared in the manuscript. Only add references when really required for correct interpretation of the shown data in the manuscript.

## General Guidelines

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Please add a conflict of interest disclosure paragraph within the main text of your manuscript. Should your paper be accepted, this will facilitate the production process.
- 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, and figure legends should be typewritten, double-spaced in 12-point font with 1-inch margins all around and saved as one file.
- Each figure should be saved as its own separate file. Do not embed figures within the manuscript file.
- Keep abbreviations to a minimum and be sure to explain all of them the first time they are used in the text.
- The manuscripts should be written in consistent British or American English.
- The authors should use Système International (SI) measurements. For clarity, nonmetric equivalents may be included in parentheses following the SI measurements.
- 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.

## **MANUSCRIPT FORMAT *continued***

### **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.

### **Summary Table**

Original Articles should include an extra table with two parts: 1. 'What is known on this topic' and 2. 'What this paper adds'. This should be two or three bullet points for each, with one or two short sentences for each bullet point. The objective of this is to provide the reader with a brief, quick and focused summary of your work in the perspective of other data as well as the clinical implications.

### **Main Document**

- Please clearly distinguish the hierarchy of headings within the manuscript by using capital letters, underline, italic, and bold styles as necessary.
- As needed, use italic, superscripts, subscripts, and boldface, but otherwise do not use multiple fonts and font sizes.
- 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.
- Use only one space, not two, after periods.
- Create tables using the Table function in Microsoft Word and upload them as separate files.

### **Acknowledgments**

The source of any financial support received and recognition of personal assistance for the work being published should be indicated at the end of the article, just before the Reference section, under the heading Acknowledgments.

### **Conflict of Interest**

Please click <http://www.icmje.org/conflicts-of-interest> to download a Conflict of Interest form.

## MANUSCRIPT FORMAT *continued*

### 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](http://www.nlm.nih.gov); Books in Print: [www.booksinprint.com](http://www.booksinprint.com); PubMed: [www.ncbi.nlm.nih.gov/PubMed/](http://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:  
Newburger JW, Takahashi M, Burns JC, et al. The treatment of Kawasaki syndrome with intravenous gamma-globulin. *N Engl J Med* 1986;315:341–347
  2. Citing a chapter in a book:  
Toma H. Takayasu's arteritis. In: Novick A, Scoble J, Hamilton G, eds. *Renal Vascular Disease*. Philadelphia: WB Saunders; 1995:47–62
  3. Citing a book:  
Stryer L. *Biochemistry*. 2nd ed. San Francisco: WH Freeman; 1981:559–596
  4. Citing a thesis:  
Stern I. Hemorrhagic Complications of Anticoagulant Therapy [Ph.D. dissertation]. Evanston, IL: Northwestern University; 1994
  5. Citing a government publication:  
Food and Drug Administration. Jin Bu Huan Herbal Tablets. Rockville, MD: National Press Office; April 15, 1994. Talk Paper T94-22
  6. Citing an online article:  
Rosenthal S, Chen R, Hadler S. The safety of acellular pertussis vaccine vs whole-cell pertussis vaccine [abstract]. *Arch Pediatr Adolesc Med* [serial online]. 1996;150:457–460. Available at: [http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol\\_150/no\\_5/abstract/htm](http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol_150/no_5/abstract/htm). Accessed November 10, 1996
  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

## MANUSCRIPT FORMAT *continued*

### Figure Captions

- 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.
- Figure captions should include a description of the figure and/or each lettered part (A, B, etc.) and of any portions of the figure highlighted by arrows, arrowheads, asterisks, etc.
- For a figure borrowed or adapted from another publication (used with permission), add a credit line in parentheses at the end of each figure legend. This credit line should be a complete bibliographic listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example (Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357.)

### Tables

- 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.
- Do not intersperse tables in the text. Tables should appear after the figure captions. Insert a page break between the end of the figure captions and the start of the tables.
- Tables must be double-spaced and numbered in the same sequence they are cited in the text. A short descriptive title should be provided for each table.
- If a table contains artwork, supply the artwork separately as a digital file.
- For tables borrowed or adapted from another publication (used with permission), add a credit line as the first footnote beneath each table. This credit line should be a complete bibliographical listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example, "Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357." ("Data from . . ." or "Adapted from . . ." may also be used, as appropriate.)
- 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.

### Videos

- The following formats are acceptable: \*.avi, \*.mov and \*.mpg.
- For supplementary videos, the length should not exceed 4 minutes, and a legend of no more than 40 words per video or per sequence is required (it should also be included in the main document).
- If including a voice over, it must be in clear English. Be precise, informative, and clear in your speech. Record audio in post-production for sound quality.



## DIGITAL ARTWORK PREPARATION

### General Guidelines

- It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
- 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.
  - 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 Schattauer if you are unsure of the final size.
- It is preferable for figures to be cropped to their final size (approximately 3½ inches for a single column and up to 7 inches for a double column), or larger, and in the correct orientation. If art is submitted smaller and then has to be enlarged, its resolution (dpi) and clarity will decrease.

**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.

### Black-and-White Art

- Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. Schattauer 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.
- For best results, line art should be black on a white background. Lines and type should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality.

### 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.
- Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.

## SUBMISSION PROCEDURE

### Submission Procedure

- Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
- Manuscripts must be submitted electronically at the following link: <http://mc.manuscriptcentral.com/th>
- Each manuscript must be accompanied by a covering letter. In this letter authors must state any conflict of interest and specify the Table of Contents category to which their manuscript should be assigned, if accepted.
- The categories are:
  - Invited Editorial Focus
  - Invited 'Pro' and 'Contra'
  - Invited T&H Insights
  - Review Articles
  - Invited Clinical Focus
  - Trial Protocol Design Paper
  - Original Articles:
    - Coagulation and Fibrinolysis
    - Cellular Haemostasis and Platelets
    - Blood Cells, Inflammation and Infection
    - Endothelium and Angiogenesis
    - Cellular Signalling and Proteolysis
    - New Technologies, Diagnostic Tools and Drugs
    - Stroke, Systemic or Venous Thromboembolism
    - Atherosclerosis and Ischaemic Disease
  - Letters to the Editor
  - T&H Images
- Always review your manuscript before submitting it. You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation email. You can also check the status of your manuscript by logging in to the submission system.
- All manuscript submissions will be processed via the new online system. Decisions and correspondence from the Central Editorial Office, Editors-in-Chief (Basic Science/Clinical Studies) and Section Editors will be communicated via e-mail.
- **Referees:** To facilitate and hasten the review process, prospective authors are encouraged to suggest up to 4 suitable referees for the submitted work providing their full address, telephone, fax numbers and e-mail address in the covering letter. Authors may also choose to name 4 referees, whom they would wish to exclude from the review process.

### Revision Procedure

- Should the editors decide that your article requires a revision, you will need to make the changes via a word-processing program and resubmit it electronically.
- Log In to the submission system and find your article, which will be marked for revision.
- The best way to make revisions to your manuscript is by enabling the Track Changes mode in Microsoft Word, which will automatically highlight and mark up revised text. Please submit both a marked up copy and a clean copy of your revised manuscript to the submission system.
- Your original files will still be available after you upload your revised manuscript, so you should delete any redundant files before completing the submission.
- 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.

## **PRODUCTION PROCEDURE**

### **Page Proofs**

Page proofs will be sent to you via email. The proofs will be in a PDF file format, which should be opened using Acrobat Reader software. You will receive further instructions with your proofs. Take this opportunity to check the typeset text for typographic and related errors. Elective alterations are difficult to accommodate owing to the associated time and expense of introducing them. Therefore, please be sure that when you submit your manuscript, it is accurate, complete, and final.

### **Page Charges**

A fee of US \$50 (USA + Canada) or €40 (Europe and overseas) per printed page is charged by the publisher, for Regular Articles, and other articles that were not invited, once the manuscript has been accepted for publication. The fee also applies to Letters to the Editor, which exceed one page. There is no page charge for the category T&H Images.

### **Color figures**

Colour figures will be charged to the author at €450 for the first figure. Any further figures are free of charge. Authors are not charged for figures chosen to appear on the cover.

### **Author Names**

This regards the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts: Before the accepted manuscript is published online or in print, any requests to add or remove an author, or to rearrange the author names, must be sent to the Managing Editor of the journal from the corresponding author of the accepted manuscript and must include: 1. the reason the name should be added or removed, or the author names rearranged and 2. written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Managing Editor to the corresponding author, who must follow the procedure as described above. Note that: 1. Journal Managers will inform the Journal Editors of any such requests and 2. publication of the accepted manuscript online or in print is suspended until authorship has been agreed. After the accepted manuscript is published, any requests to add, delete, or rearrange author names will follow the same policies as noted above and result in a corrigendum.

## **POLICY STATEMENTS**

### **Statement on Liability**

The legislation on product liability makes increased demands on the duty of care to be exercised by authors of scientific research and medical publications. This applies in particular to papers and publications containing therapeutic directions or instructions and doses or dosage schedules. We therefore request you to examine with particular care, also in your own interest, the factual correctness of the contents of your manuscript once it has been copyedited and returned to you in the form of galley proofs. The responsibility for the correctness of data and statements made in the manuscript rests entirely with the author.

### **Definition of Authorship**

Authorship credit should be based on criteria established by the [International Committee of Medical Journal Editors](#). Each author should have made the following contributions towards the completion of the manuscript:

1. Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data
2. Drafting the article or revising it critically for important intellectual content
3. Final approval of the version to be published

### **Copyright Statement**

Submitted manuscripts must represent original research not previously published nor being considered for publication elsewhere. The editors and Schattauer combat plagiarism, double publication, and scientific misconduct with the software [CrossCheck](#) powered by [iThenticate](#). Your manuscript may be subject to an investigation and retraction if plagiarism is suspected.

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Upon publication of an article, all rights are held by the publishers, including the rights to reproduce all or part of any publication. The reproduction of articles or illustrations without prior consent from the publisher is prohibited.

### **Statement of Ethics**

This journal adheres to the ethical standards described by the [Committee on Publication Ethics](#) and the [International Committee of Medical Journal Editors](#). Authors are expected to adhere to these standards.

For all manuscripts reporting data from studies involving human or animal participants, formal review and approval, or formal review and waiver (exemption), by an appropriate institutional review board (IRB) or ethics committee is required, as well as any necessary HIPAA consent, and should be described in the Methods section with the full name of the reviewing entity. All clinical trials must be registered in a public trials registry. Denote the registry and registry number.

### **Registration of Clinical Trials**

All submissions which report on new clinical trials should provide evidence that the trial is registered with one of the ICMJE-approved databases [[ClinicalTrials.gov](#)]. The reporting of randomised clinical trials must conform to the revised CONSORT statement [[Ann Intern Med 2001; 134: 663–694](#)]. Observational studies should comply with STROBE recommendations [[PLoS Medicine 2997; 4: 1628–1654](#)].

**Declaration of Helsinki**

Authors are required to honour the ethical principles for medical research involving human subjects as set out in Declaration of Helsinki.

**Patient Permission Policy**

You must obtain a signed patient permission form for every patient whose recognizable photograph will be used. If you do not supply this, the identity of the patient must be obscured before the image is published; this could interfere with the instructive value of the photograph. Attached below is a sample patient permission form.

## **EDITORIAL CONTACTS**

Please contact the Editors or Schattauer Publishers with any questions.

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