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<td>$960 – paid upon acceptance if author chooses to publish</td>
<td>$1,180 – paid upon acceptance if author chooses to publish</td>
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<tr>
<td>Member</td>
<td>$480 – paid upon acceptance if author chooses to publish</td>
<td>$545 – paid upon acceptance if author chooses to publish</td>
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  - All authors: full name, degrees, department, affiliation, e-mail address
  - Corresponding author: mailing address, telephone number

- **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 and included in the main document

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

- **PERMISSIONS**
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  - 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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<th>Title Limit</th>
<th>Author Limit</th>
<th>References Limit</th>
<th>Figures/Tables Limit</th>
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<tbody>
<tr>
<td>Original Article</td>
<td>Up to 250 words</td>
<td>Up to 3 keywords</td>
<td>Up to 50 words</td>
<td>No limit</td>
<td>No limit</td>
<td>No limit</td>
</tr>
<tr>
<td>Invited Review</td>
<td>Up to 250 words</td>
<td>Up to 3 keywords</td>
<td>Up to 50 words</td>
<td>No limit</td>
<td>No limit</td>
<td>No limit</td>
</tr>
<tr>
<td>Letter to the Editor (up to 500 words)</td>
<td>n/a</td>
<td>n/a</td>
<td>Up to 50 words</td>
<td>Up to 5 authors</td>
<td>Up to 5 references</td>
<td>n/a</td>
</tr>
<tr>
<td>Letter to the Editor: Short Reports (up to 1,000 words)</td>
<td>n/a</td>
<td>n/a</td>
<td>Up to 50 words</td>
<td>No limit</td>
<td>Up to 10 references</td>
<td>Up to 4 figures/tables</td>
</tr>
<tr>
<td>Case Report</td>
<td>Up to 250 words</td>
<td>Up to 3 keywords</td>
<td>Up to 50 words</td>
<td>No limit</td>
<td>No limit</td>
<td>No limit</td>
</tr>
<tr>
<td>Invited Technique Paper</td>
<td>Up to 250 words</td>
<td>Up to 3 keywords</td>
<td>Up to 50 words</td>
<td>No limit</td>
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<td>No limit</td>
</tr>
<tr>
<td>Special Section Paper</td>
<td>Up to 250 words</td>
<td>Up to 3 keywords</td>
<td>Up to 50 words</td>
<td>No limit</td>
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- **Letter to the Editor** are pertinent to material published in the journal. Letters can also discuss problems of general interest. Letters selected for publication are intended to reflect the range of opinions received, and submissions may be reviewed. The author of a paper in question is usually given an opportunity to reply.
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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.
- Each figure should be saved as its own separate file. Do not embed figures within the manuscript file. This requires special handling by Thieme's Production Department.
- 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 American English.
- The authors should use Système International (SI) measurements. For clarity, nonmetric equivalents may be included in parentheses following the SI measurements.
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MANUSCRIPT FORMAT continued

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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. It should contain the following elements: Background, Methods, Results, and Conclusion.

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. The manuscript should be organized as follows: Introduction, Methods, Results, Discussion, Conclusion.
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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.
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2. Citing a chapter in a book:

3. Citing a book:
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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
**MANUSCRIPT FORMAT continued**

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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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- 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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- 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.
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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.
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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.
- Use 1-point (or thicker) rules and leader lines.
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