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All manuscripts must be sent by e-mail to the current issue’s Guest Editor (or Editor-in-Chief if unsolicited)

- **AUTHOR INFORMATION**
  - 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 limits

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

- **TABLES**
  - Included at the end of the main document
  - Cited sequentially within the text

- **FIGURES AND ART FILES**
  - Must be high quality and 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>Up to 5 figures</td>
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- **Invited Article:** Please correspond directly with the editor soliciting your manuscript (this will either be the Editor in Chief, Senior Editor, or Guest Editor of your specific issue).
- **Other:** If you wish to submit an unsolicited paper or Letter, please correspond directly with the Editor in Chief. It is recommended that you first email the Editor in Chief with a proposal to submit, prior to your submission.

**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.
- 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, degree, title, 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.

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.

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.

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

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 Thieme 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.
DIGITAL ARTWORK PREPARATION continued

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- 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 illustrations are expensive to produce and usually cannot be accepted unless the author is willing to cover the additional production costs incurred. Please check with the Editor in Chief or Thieme for details. We will convert color illustrations to black-and-white unless we receive a letter from the author assuming responsibility for the cost of printing color. Upon request, we will provide you with a cost estimate for the color printing.
- As of 2015, print color costs were as follows: $200 US per typeset page (irrespective of the number of color figures on a page). Please note, however, that figure(s) are published online in color, free of cost.
- All color artwork should be saved in CMYK, not RGB.

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- 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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- 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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2. Drafting the article or revising it critically for important intellectual content
3. Final approval of the version to be published

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EDITORIAL CONTACTS

Please contact the Editors or Thieme Publishers with any questions.

Editor in Chief
Emmanuel J. Favaloro, PhD, FFSc (RCPA)
Department of Haematology, Institute of Clinical Pathology and Medical Research
Westmead Hospital
NSW 2145 Australia
Tel: +61-2-9845-6618 / Fax: +61-2-9689-2331
emmanuelfav@gmail.com, emmanuel.favaloro@health.nsw.gov.au

Senior Editors
Marcel M. Levi, MD, PhD
Department of Internal Medicine, Academic Medical Center, University of Amsterdam
Meibergdreef 9
1105 AZ Amsterdam, The Netherlands
Tel: 31-20-566-2171 / Fax: 31-20-691-9658
m.m.levi@amc.uva.nl

Hau C. Kwaan, MD, FRCP
Marjorie C. Barnett Professor of Hematology-Oncology
Professor of Medicine, Northwestern University, Feinberg School of Medicine
710 Fairbanks Court, Olson Pavilion, Room 8258
Chicago, IL 60611
Tel: 312-503-1358 / Fax: 312-503-1361
h-kwaan@northwestern.edu

Ton Lisman, PhD
Surgical Research Laboratory, BA 44, University Medical Center Groningen
Hanzeplein 1
9713 GZ Groningen, The Netherlands
Tel: +31 50 3619028 / Fax: +31 50 363 2796
j.a.lisman@umcg.nl

Sam Schulman, MD, PhD
Department of Medicine, McMaster Clinic, HHS-General Hospital
237 Barton Street East
Hamilton, ON L8L 2X2 Canada
Tel: +1-905-5270271 ext 44479 / Fax: +1-905-5211551
schulms@mcmaster.ca

Thieme Publishers – Assistant Acquisitions Editor
Wakiko Ishii
Thieme Medical Publishers, Inc.
333 Seventh Avenue
New York, NY 10001
Tel: 212-584-4662 / Fax: 212-947-1112
journals@thieme.com

Thieme Publishers – Production Editor
Subhankar De
Thieme Medical and Scientific Publishers
Private Limited A-12, Second Floor Sector 2
Noida - 201 301, India
Tel: +91 120 4556600 / Fax: +91 120 4556649
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