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All manuscripts must be submitted at the following link:


- **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 limit

- **CONFLICT OF INTEREST**
  - Every named author must disclose their conflicts or lack thereof

- **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**
  - 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**

All manuscripts submitted shall undergo full peer-review. The following graph shows what types of articles are accepted for publication, and what requirements they have.

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<tr>
<td>Review Article (up to 4,000 words)</td>
<td>Up to 300 words</td>
<td>Up to 3 keywords</td>
<td>No limit</td>
<td>Up to 15 tables/figures</td>
<td>5</td>
<td>Up to 90 references</td>
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<tr>
<td>Original Article (up to 3,000 words)</td>
<td>Up to 250 words</td>
<td>Up to 3 keywords</td>
<td>Up to 50 words</td>
<td>Up to 15 tables/figures</td>
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<td>Up to 50 references</td>
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<td>Pictorial Essay (up to 2,000 words)</td>
<td>Up to 250 words</td>
<td>Up to 3 keywords</td>
<td>Up to 50 words</td>
<td>Up to 20 tables/figures</td>
<td>10</td>
<td>Up to 20 references</td>
</tr>
<tr>
<td>Case Report (up to 1,500 words)</td>
<td>Up to 250 words</td>
<td>Up to 3 keywords</td>
<td>No limit</td>
<td>Up to 5 tables/figures</td>
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<td>Up to 10 references</td>
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<tr>
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<td>Letter to the Editor (up to 750 words)</td>
<td>N/A</td>
<td>N/A</td>
<td>No limit</td>
<td>Up to 2 figures</td>
<td>3</td>
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<td>Short Communication (Technique: how I do it, Complication Corner, Images in IR) (Up to 1,500 words)</td>
<td>No limit</td>
<td>No limit</td>
<td>No limit</td>
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<td>N/A</td>
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- **Original Article** may include randomized controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate.
- **Case Report** contains either a series of cases or more condensed information on clinical or experimental studies. Reports on single cases can usually not be considered unless they contain exceptional observations of general relevance.
- **Letter to the Editor** will usually address articles published in the journal or comment upon recent scientific advances of general interest.
MANUSCRIPTFORMAT continued

General Guidelines

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
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- 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.
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- 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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- 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.
- Additional material, which is not pivotal, but supporting in nature to the theme of the manuscript, can be submitted as "Supplementary Material" and will be published only online (not in print).
MANUSCRIPT FORMAT continued

Title Page

- This journal adheres to a double-blinded peer-review policy. The title page should NOT 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.
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- Use only one space, not two, after periods.
- Create tables using the Table function in Microsoft Word.

Acknowledgments

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- 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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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
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.
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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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- 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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- It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
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- 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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- 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.
- 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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Article Processing Charge (APC)

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• Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
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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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Please follow the standard Levels of Evidence for Primary Research and the reporting guidelines specified by this table:

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