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All manuscripts must be submitted at the following link:  

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  - 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

- **FIGURES AND TABLES**  
  - Cited sequentially and included in the main document

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# CONTENTS

## MANUSCRIPT FORMAT

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</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>6</td>
</tr>
<tr>
<td>Figure Captions</td>
<td>7</td>
</tr>
<tr>
<td>Tables</td>
<td>7</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>8</td>
</tr>
<tr>
<td>Black and White Art</td>
<td>8</td>
</tr>
<tr>
<td>Color Art</td>
<td>8</td>
</tr>
<tr>
<td>Art Labels</td>
<td>8</td>
</tr>
</tbody>
</table>

## SUBMISSION PROCEDURE

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Procedure</td>
<td>9</td>
</tr>
<tr>
<td>Revision Procedure</td>
<td>9</td>
</tr>
</tbody>
</table>

## PRODUCTION PROCEDURE

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Proofs</td>
<td>9</td>
</tr>
<tr>
<td>Article Offprints</td>
<td>9</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>10</td>
</tr>
<tr>
<td>Definition of Authorship</td>
<td>10</td>
</tr>
<tr>
<td>Copyright Statement</td>
<td>10</td>
</tr>
<tr>
<td>Statement of Ethics</td>
<td>10</td>
</tr>
<tr>
<td>Patient Permission Policy</td>
<td>10</td>
</tr>
</tbody>
</table>

## EDITORIAL CONTACTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
</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>Text Words Limit (excluding refs)</th>
<th>Tables/Figures Limit</th>
<th>References Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Article</td>
<td>Up to 250 words</td>
<td>3 to 6 keywords</td>
<td>Up to 4,000 words</td>
<td>Up to 5 tables/figures</td>
<td>Up to 40 references</td>
</tr>
<tr>
<td>Review Article</td>
<td>Up to 250 words</td>
<td>3 to 6 keywords</td>
<td>No limit</td>
<td>No limit</td>
<td>No limit</td>
</tr>
<tr>
<td>Case Report</td>
<td>Up to 250 words</td>
<td>3 to 6 keywords</td>
<td>Up to 1,500 words</td>
<td>Up to 3 tables/figures</td>
<td>Up to 20 references</td>
</tr>
<tr>
<td>Editorial</td>
<td>n/a</td>
<td>n/a</td>
<td>Up to 600 words</td>
<td>n/a</td>
<td>Up to 5 references</td>
</tr>
<tr>
<td>Letter to the Editor</td>
<td>n/a</td>
<td>n/a</td>
<td>Up to 600 words</td>
<td>Up to 1 table/figure</td>
<td>Up to 5 references</td>
</tr>
<tr>
<td>Book Review</td>
<td>n/a</td>
<td>n/a</td>
<td>Up to 600 words</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Annual Meeting Abstract</td>
<td>n/a</td>
<td>n/a</td>
<td>No limit</td>
<td>No limit</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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- 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

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- 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.

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- Use only one space, not two, after periods.
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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.
- 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:

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.
- 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.
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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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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.

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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.
- 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.
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- 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.

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