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☐ **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

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

☐ **ART FILES**
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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>5</td>
</tr>
<tr>
<td>References</td>
<td>6</td>
</tr>
<tr>
<td>Figure Captions</td>
<td>6</td>
</tr>
<tr>
<td>Tables</td>
<td>6</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>7</td>
</tr>
<tr>
<td>Black and White Art</td>
<td>7</td>
</tr>
<tr>
<td>Color Art</td>
<td>7</td>
</tr>
<tr>
<td>Art Labels</td>
<td>7</td>
</tr>
</tbody>
</table>

## SUBMISSION PROCEDURE

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission Procedure</td>
<td>8</td>
</tr>
<tr>
<td>Revision Procedure</td>
<td>8</td>
</tr>
</tbody>
</table>

## PRODUCTION PROCEDURE

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page Proofs</td>
<td>8</td>
</tr>
<tr>
<td>Article Offprints</td>
<td>8</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>9</td>
</tr>
<tr>
<td>Definition of Authorship</td>
<td>9</td>
</tr>
<tr>
<td>Copyright Statement</td>
<td>9</td>
</tr>
<tr>
<td>Statement of Ethics</td>
<td>9</td>
</tr>
<tr>
<td>Patient Permission Policy</td>
<td>9</td>
</tr>
</tbody>
</table>

## EDITORIAL CONTACTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
</table>
<pre><code>                                      | 10   |
</code></pre>
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>Title Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Study</td>
<td>Up to 100 words</td>
<td>Up to 3 keywords</td>
<td>Up to 25 words</td>
</tr>
<tr>
<td>Editorial</td>
<td>n/a</td>
<td>n/a</td>
<td>Up to 25 words</td>
</tr>
<tr>
<td>Review</td>
<td>Up to 100 words</td>
<td>Up to 3 keywords</td>
<td>Up to 25 words</td>
</tr>
<tr>
<td>Rapid Communication</td>
<td>Up to 100 words</td>
<td>Up to 3 keywords</td>
<td>Up to 25 words</td>
</tr>
<tr>
<td>Case Report</td>
<td>Up to 100 words</td>
<td>Up to 3 keywords</td>
<td>Up to 25 words</td>
</tr>
<tr>
<td>Letter to the Editor</td>
<td>n/a</td>
<td>Up to 3 keywords</td>
<td>Up to 25 words</td>
</tr>
<tr>
<td>Annual Meeting Abstract</td>
<td>n/a</td>
<td>n/a</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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- 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.
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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. The keywords should be words a reader would be likely to use in searching for the content of the article.

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