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- ☐ **AUTHOR INFORMATION**
  - All authors: full name, degrees, department, affiliation, e-mail address
  - Corresponding author: mailing address, telephone numbers (mandatory)
- ☐ **MANUSCRIPT FILE**
  - All Original articles must be approved by the ethical and research board. This should be stated in the main text, in the first sentence of "Materials and Method."
  - Title should be representative of the content.
- ☐ **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 and should include recent and most important publications.
- ☐ **FIGURES AND TABLES**
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  - Tables should have appropriate titles and designs.
- ☐ **PERMISSIONS**
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## MANUSCRIPT FORMAT

### Article Types

All manuscripts submitted shall undergo full peer-review. The following graph shows the types of articles accepted for publication, and their requirements.

Article Type	Word limit Main Text (excluding abstract and references)	Abstract	Word limit for keywords	Limit for number of Tables/Figures	Limit for the Authors	Limit for the References
Original Article*	3,000 words, structured (main text- introduction, materials and method, results, discussion, and conclusion)	250 words, structured (purpose, methods, results, conclusion)	3 keywords	15	10	40
Review Article	4,000 words, structured (main text- introduction, discussion, and conclusion)	300 words, non-structured	3 keywords	15	5	50
Pictorial Essay	2,000 (Introduction, Subheading to arrange the content, Discussion, Conclusion)	250 words, non-structured	3 keywords	15	10	20
Debate/Controversies	2,000 (Introduction, Subheading to arrange the content, Discussion, Conclusion)	Not required	3 keywords	5	5	15
Case Series (Three or more cases)	1,500 words, structured (format-abstract, introduction, case report/s, discussion, and conclusion)	150 words, non-structured	3 keywords	5	5	10
Case Report	750 words, structured (format- abstract, introduction, case report/s, discussion, and conclusion)	100 words, non-structured	3 keywords	3	5	5
Short Communication (Technique: how I do it, Complication Corner, Images in IR)	750 (Side headings if needed)	Not required	3 keywords	2	3	5
Editorial	Not Applicable	Not required	Not required	Not required	1	Not required
Letter to the Editor (On invitation only)	750 (Side headings - not required)	Not required	Not required	2	3	5
Annual Meeting Abstract	Not Applicable	Not required	No limit	Not required	Not Applicable	Not required

**\* Joint First Authorship:** *A "Joint First Authorship" may be requested by the author with appropriate justification. However, this will be considered for original articles only. The editorial committee's decision will be final.*

### **General Guidelines**

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Each figure should be saved as its own separate file. Each subfigure (E. g. Figure 1A or 1B) should be submitted as separate files.
- 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.
- 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 online only (not in print).

## MANUSCRIPT FORMAT *continued*

### Title Page

- This journal adheres to a double-anonymous 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, affiliation, and e-mail addresses of every co-author.

### Abstract and Keywords

See the section Article Types (table) for word limits.

The abstract should briefly outline the content of the article and any conclusions it may reach. It should be structured.

### 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.

### Conflict of Interest

All authors (including corresponding and co-authors associated with the manuscript) must make a formal statement at the time of submission indicating any potential conflict of interest that might constitute an embarrassment to any of the authors if it were not to be declared and were to emerge after publication. Such conflicts might include, but are not limited to, shareholding in or receipt of a grant or consultancy fee from a company whose product features in the submitted manuscript or which manufactures a competing product. Should the article be accepted for publication, this information will be published with the paper.

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This journal follows the guidelines of the [International Committee of Medical Journal Editors](#) and an [ICMJE disclosure of potential conflicts of interest \(COI\) form](#) must be submitted for each author at the time of manuscript submission. Forms must be submitted even if there is no conflict of interest. It is the responsibility of the corresponding author to ensure that all authors adhere to this policy before to submission.

A conflict-of-interest statement must also be included in the manuscript after any "Acknowledgements" and "Funding" sections and should summarize all aspects of any conflicts of interest included on the ICMJE form. If there is no conflict of interest, authors must include 'Conflict of Interest: none declared'.

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information is important in article processing. If the provided forms are incomplete or missing, it can cause delays in the publishing of the article.

### **Informed Consent**

The journal adheres to the principles set forth in the [Helsinki Declaration](#) and holds that all reported research conducted with human participants should be conducted in accordance with such principles. Reports describing data obtained from research conducted in human participants must contain a statement in the Methods section indicating approval by the Institutional Review Board (IRB). The authors should also indicate whether individual consent for the study was obtained, or whether it was waived.

## References

References should be most recent and should cite 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](http://www.nlm.nih.gov); Books in Print: [www.booksinprint.com](http://www.booksinprint.com); PubMed: [www.ncbi.nlm.nih.gov/PubMed/](http://www.ncbi.nlm.nih.gov/PubMed/); or individual publisher Web sites.

- References must be listed in AMA style, using Index Medics journal title abbreviations.
  - References follow the article text. Insert a page break between the end of the 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:  
New burger JW, Takahashi M, Burns JC, et al. The treatment of Kawasaki syndrome with intravenous gamma-globulin. *N Engl J Med* 1986;315:341–347
  2. Citing a chapter in a book:  
Toma H. Takayasu's arteritis. In: Novick A, Scoble J, Hamilton G, eds. *Renal Vascular Disease*. Philadelphia: WB Saunders; 1995:47–62
  3. Citing a book:  
Stryer L. *Biochemistry*. 2nd ed. San Francisco: WH Freeman; 1981:559–596
  4. Citing a thesis:  
Stern I. Hemorrhagic Complications of Anticoagulant Therapy [Ph.D. dissertation]. Evanston, IL: Northwestern University; 1994
  5. Citing a government publication:  
Food and Drug Administration. Jin Bu Huan Herbal Tablets. Rockville, MD: National Press Office; April 15, 1994. Talk Paper T94-22
  6. Citing an online article:  
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  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.
- For a figure borrowed or adapted from another publication (used with permission), add a credit line in parentheses at the end of each figure legend. This credit line should be a complete bibliographic listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example (Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357.)

### **Tables**

- A Table should be numbered in Arabic numerical, should have a little and appropriate legend.
- 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 **a n d** numbered in the s a m e sequence they are cited in the text.
- If a table contains artwork, supply the artwork separately as a digital file.
- For tables borrowed or adapted from another publication (used with permission), add a credit line as the first footnote beneath each table. This credit line should be a complete bibliographical listing of the source publication (as a reference), or other credit line is supplied by the copyright holder. For example, “Reprinted with permission from CalfeeDR, WispelweyB. Brainabscess. *SeminNeurol*2000; 20:357.” (“Data from . . .” or “Adapted from . . .” may also be used, as appropriate.)
- 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 1,200dpi 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 must be enlarged, its resolution (dpi) and clarity will decrease.

**Note:** Adequate arrow, arrowheads can be used in image as per the need. Appropriate legends are essentials for better understanding. No text material is allowed on the image.

### Black-and-White Art

- 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.
- For best results, line art should be black on a white background. Lines and type should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality.

### Color Art

- All color artworks should be saved in CMYK, not RGB.

### Art Labels

- Arrows, asterisks, and arrow heads (or other markers) should be white in dark or black areas and black in light or white areas, and large. 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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- The manuscript will be sent back to you via email for revision.
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The journal follows **double anonymous** peer-review process where neither the author nor the reviewer gets to know the identity of each other. This is ensured by masking the separate front-page file to the reviewers having author details.

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3. Final approval of the version to be published.

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Conflict of any form which arises related to the content published is being resolved with an unbiased approach by letting both the whistleblower and the author to present due facts in support of their side of the argument and a decision to retain the content or reject/retract is being taken.

## **POLICY STATEMENTS *continued***

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For all manuscripts reporting data from studies involving human or animal participants, formal review and approval, or formal review and waiver (exemption), by an appropriate institutional review board (IRB) or ethics committee is required, as well as any necessary HIPAA consent, and should be described in the Methods section with the full name of the reviewing entity. All clinical trials must be registered in a public trials' registry. Denote the registry and registry number.

Please follow the standard Levels of Evidence for Primary Research and the reporting guidelines specified by this table:

Type of Study	Guidelines
Randomized controlled trials	<a href="#">CONSORT</a>
Studies of diagnostic accuracy	<a href="#">STARD</a>
Systematic reviews and meta-analyses	<a href="#">QUOROM/PRISMA</a>
Observational studies in epidemiology	<a href="#">STROBE</a>
Meta-analyses of observational studies in epidemiology	MOOSE

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