

Clinical Review Article Author Guidelines

Below are the instructions for Clinical Review Article submissions to *Applied Radiology*. This information includes tips for writing, formatting, text, tables, and images preparation. Please adhere to these instructions for quick review of your Clinical Review Article submission. Articles that do not meet all these requirements will not be eligible for consideration in the Leaders on the Horizon program.

Note: The text of each article and its images should be submitted separately.

Text and Tables

- The article text and tables for Clinical Review Articles should be in a standard Word format (such as Microsoft Word) and emailed to *Carolyn Wellington, Leaders on the Horizon Program Manager, at carolyn@appliedradiology.com*.

Images

- A folder containing only the images for each Clinical Review Article should be compressed and uploaded to: <https://www.hightail.com/u/Applied-Radiology>.
- Note: The Subject Field should contain the article's author's last name, followed by the acronym LOH23, and an abbreviated article title; eg, "Smith.LOH23.Cardiac CT Scoring." The message field should contain the full title and a brief description of the article.

Writing and Formatting Clinical Review Articles, Figures, and Tables

- Manuscripts should be created in Microsoft Word.
- Figures should be submitted separately and individually.
- Submissions should include the following four elements in the specified order:

1. Title Page

The title page should contain:

- The full article title and the article's approximate word count.
- All authors should be listed on the cover/title page, including each author's full name, degree(s), and affiliations (department, institution/company, city, state) at the time the Clinical Review Article is prepared eg, Linda R Greer, MD, Breast Health & Research Center, John C. Lincoln Health Network, Phoenix, Arizona.
- Twitter handles for each author should also be included; eg, @JoeSmithMD.
- The corresponding author should also be specified with full contact information, including mailing address, phone number, Twitter handle, and permanent e-mail address, regardless of current institutional affiliation.

Conflict of interest/author disclaimer

- Any actual, potential, or apparent conflicts of interest must be disclosed on the title page. These include any relevant sources of financial support and relationships with manufacturers.

Prior publication/presentation

- If any portion of the article has previously been published or presented in any other form, the original presentation must be disclosed with a complete citation.

Keywords: Up to five relevant keywords should be listed.

2. Manuscript

- Clinical Review Articles should not exceed 2,000 words, excluding references and legends.
- All content, including reference citations and the reference list, should adhere to the AMA Manual of Style, 10th Edition.

Figures:

- No more than 10 figures, comprising a maximum of 20 individual images, are permitted.
- All images must consist of high-resolution .jpg, .tif, or .png files and must be submitted individually to ensure acceptable quality.
- Each figure should be cited and numbered sequentially in order of appearance within the body of the article; eg, (Figure 1), (Figure 2), etc.
- Every figure must be accompanied by a legend that clearly and concisely describes the appearance/ relevance of the figure, without duplicating manuscript text. Each figure must also be annotated as necessary for clarity and benefit of the reader.
- A sequential list of figure legends should be included at the end of the text document, as detailed below.

3. References and Citations

- All Clinical Review Articles should be referenced to the literature, and the list of references must immediately follow the body of the manuscript. Accuracy of all referenced material is the responsibility of the author(s).
- Citations within the manuscript should be numbered sequentially in order of first appearance, superscripted, and placed outside of the immediately preceding punctuation. Two exceptions: superscripted references should be placed inside of colons and semicolons.
- Personal communications, articles not yet accepted for publication, and unpublished data should be cited parenthetically in the text, not in the numbered reference list.

Reference Lists

- A list of references corresponding numerically to the citations in the manuscript must immediately follow the body. We strongly recommend the use of reference management software; free versions can be found online.
- Individual references should be formatted according to the *AMA Manual of Style* (10th Edition).
- Use the journal title abbreviations set by the National Library of Medicine in Index Medicus and on Medline. If in doubt of the proper abbreviation, include the full journal title.
- Do not cut and paste references from on-line sources; this often results in incorrect formatting and style.

References Examples:

- **Journal Article Reference**

Sanders BM, West KW, Gingalewski C, et al. Inflammatory pseudotumor of the alimentary tract: clinical and surgical experience. *J Pediatr Surg*. 2001;36:169-173.

Balchandani P, Qiu D. Semi-adiabatic Shinnar-Le Roux pulses and their application to diffusion tensor imaging of humans at 7T. *Magn Reson Imaging*. 2014;32(7):804-812.

- **Book Chapter Reference**

Crues JV, Maji SA, Shellock FG. Knee. In: Stark DD, Bradley WG, eds. *Magnetic Resonance Imaging*. 3rd ed. St. Louis, MO: Mosby; 1999:811-871.

Electronic Journal Article Reference

- **With DOI (preferred):** Gage BF, Fihn SD, White RH. Management and dosing of warfarin therapy. *The American Journal of Medicine*. 2000; 109 (6):481-488. doi 10. 1016/S0002-9343(00)00545-3
- **Without DOI:** Aggleton JP. Understanding anterograde amnesia: Disconnections and hidden lesions. *Q J Exp Psychol*. 2008; 61(10):1441-1471. <http://search.ebscohost.com/login.aspx>. Accessed Jan. 12, 2020.

4. Figures and Legends

- All images (a maximum of 20 individual images) should be compressed and uploaded individually to <https://www.hightail.com/u/Applied-Radiology> as high-resolution TIF, JPG, or PNG files (at least 300 dpi resolution at 5 inches wide).
 - Do not supply images taken directly from websites; these will not provide publication-quality images.
- The images constituting each figure should be fully annotated (arrow, circle, etc.) using Photoshop or Powerpoint to highlight all key regions of interest; these annotations should also be cited within each figure legend.
 - Do not mark on each image directly with A, B, C, etc. Instead, each image file name should consist of “Figure 1A,” “Figure 1B,” etc.
- Patient age, gender, and ethnicity should be omitted unless directly relevant to the condition(s) being discussed in the article.

Tables:

- Tables must be cited in the body of the manuscript and numbered in order of appearance (eg, Table 1, Table 2).
- A title for each table and definitions of all abbreviations, symbols, and footnotes should be provided as appropriate.
- Tables should be submitted as editable text (not images or PDFs) since they will need to be reformatted to fit our publication style.

Previously Published Images

- Previously published and/or reprinted figures are permitted. However, these **must** be accompanied by written permission from the previous publisher, and be submitted as high-resolution TIF, JPG, or PNG files (at least 300 dpi resolution at 5 inches wide).
- The legend of each figure must credit the original source (eg, images courtesy Elsevier Publishing Co.).
 - Do not supply images taken directly from websites; these will not provide publication-quality images.

Important Information for Authors:

- Once accepted for publication, all authors must sign the Copyright Assignment form.
- Accepted manuscripts become the property of Anderson Publishing, Ltd., publisher of *Applied Radiology*. The assignment of rights to Anderson Publishing includes, but is not limited to, the rights to edit, publish, reproduce, distribute copies, and publish in electronic form or other media.
- Authors retain the right to revise, adapt, prepare derivative works, present orally, or distribute the article, provided notice of copyright is given.

For general guidelines, please also refer to The International Committee of Medical Journal *Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals*, available at www.icmje.org.

All questions regarding Clinical Review Article submissions should be directed to:

Content:

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Images:

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Art/Production
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