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   - 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**
   - Must be saved separately from the main document

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☐ **ETHICAL POLICIES & CONFLICT OF INTEREST**
   - Authors are required to disclose any conflict of interest as per ICMJE COI guidelines and form
   - Declaration to be accompanied with studies involving human or animal participants
## CONTENTS

**MANUSCRIPT FORMAT** ........................................................................................................... 3-8  
- Article Types ......................................................................................................................... 3  
- General Guidelines ............................................................................................................... 3  
- Title Page .............................................................................................................................. 4  
- Abstract and Keywords ......................................................................................................... 4  
- Main Document ..................................................................................................................... 4  
- Acknowledgments ................................................................................................................... 4  
- Conflict of Interest ............................................................................................................... 4  
- References ............................................................................................................................. 4  
- Figure Captions ..................................................................................................................... 7  
- Tables ..................................................................................................................................... 7  

**DIGITAL ARTWORK PREPARATION** ......................................................................................... 8  
- General Guidelines ............................................................................................................... 8  
- Color Art ............................................................................................................................... 8  
- Art Labels .............................................................................................................................. 8  

**SUBMISSION PROCEDURE** ................................................................................................... 9  
- Submission Procedure .......................................................................................................... 9  
- Open Access: Article Processing Charge ............................................................................... 9  
- Preprint Server Statement ..................................................................................................... 9  
- Revision Procedure ............................................................................................................... 9  

**PEER REVIEW PROCESS** ..................................................................................................... 10  
- Peer Review Process ........................................................................................................... 10  

**PRODUCTION PROCEDURE** .................................................................................................. 10  
- Page Proofs ........................................................................................................................... 10  
- Article Offprints .................................................................................................................... 10  

**POLICY STATEMENTS** .......................................................................................................... 11-12  
- Statement on Liability ......................................................................................................... 11  
- Definition of Authorship ....................................................................................................... 11  
- Copyright Statement ............................................................................................................ 11  
- Statement of Ethics ............................................................................................................... 11  
- Patient Permission Policy and Thieme GDPR Policy ......................................................... 12  

**EDITORIAL CONTACTS** ........................................................................................................ 13
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>Review (Up to 6,000 words)</td>
<td>Up to 300 words</td>
<td>3 to 5 keywords</td>
<td>Up to 50 characters</td>
</tr>
<tr>
<td>Original Article</td>
<td>Up to 300 words</td>
<td>3 to 5 keywords</td>
<td>Up to 50 characters</td>
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<tr>
<td>Case Report</td>
<td>Up to 300 words</td>
<td>3 to 5 keywords</td>
<td>Up to 50 characters</td>
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<tr>
<td>Editorials</td>
<td>Up to 300 words</td>
<td>3 to 5 keywords</td>
<td>Up to 50 characters</td>
</tr>
<tr>
<td>Letter to the Editor</td>
<td>Up to 300 words</td>
<td>3 to 5 keywords</td>
<td>Up to 50 characters</td>
</tr>
</tbody>
</table>

- **Review article**: The Review article can have a maximum of 30 figures, 7 authors, and 125 references.

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.
- 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.
- 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.
**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.
- 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.
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- Use only one space, not two, after periods.
- Create tables using the Table function in Microsoft Word.

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**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.

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This journal follows the guidelines of the [International Committee of Medical Journal Editors](https://www.icmje.org) and an [ICMJE disclosure of potential conflicts of interest (COI) form](https://www.icmje.org) must be submitted for each author at the time of
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information is important in article processing. If the provided forms are incomplete or missing, it can cause
delays in publishing of article.
References

References should be the most recent and 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; Books in Print: www.booksinprint.com; PubMed: www.ncbi.nlm.nih.gov/PubMed/; or individual publisher Web sites.

- 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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- 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:

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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
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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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Tables

- 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 and numbered in the same sequence they are cited in the text. A short descriptive title should be provided for each table.
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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.
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 1,200 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.

Color Art

- All color artwork should be saved in CMYK, not RGB. There are no charges for color art.

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.
**SUBMISSION PROCEDURE**

**Submission Procedure**

- Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
- Please note: **There are no submission charges to submit your manuscript to this journal.**
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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.
- 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.
**PEER REVIEW PROCESS**

**Peer Review Process**

- All the manuscripts will be reviewed by one of the two Editors-in-Chief, Guest Editor, and two Peer-Reviewers (1 Editorial Board member + 1 outside reviewer). After peer review, the corresponding author will be notified by letter of the decision taken by the Editor(s).
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EDITORIAL CONTACTS

Please contact the Editors or Thieme Publishers with any questions.

Editors in Chief
Baljendra Kapoor, MD, FSIR, FCIRSE
Associate Professor of Radiology
Interventional Radiology
Imaging Institute
Cleveland Clinic
9500 Euclid Ave, L10
Cleveland, OH 44195
Tel: 216-445-1526 /Fax: 216-445-1492
kapoorb@ccf.org

David C. Madoff, M.D, FSIR, FACR
Professor of Radiology
Vice Chairman for Academic Affairs
Division of Interventional Radiology
Weill Cornell Medicine
525 East 68th Street, P-518
New York, NY 10065
Tel: 212-746-2602/Fax: 212-746-8891
dcm9006@med.cornell.edu

Thieme Publishers
ddi@thieme.com

Thieme Publishers – Managing Editor
Aditi Ahuja
Thieme Medical and Scientific Publishers Private Limited
A-12, Second Floor, Sector 2
Noida - 201 301
India
Aditi.Ahuja@thieme.com

Thieme Publishers – Production Editor
Joycelyn Reid
Project Manager
Thieme Medical Publishers, Inc.
333 Seventh Avenue, 18th Floor
New York, NY 10001
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Joycelyn.Reid@thieme.com

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