

Pediatric Radiology

Instructions for Authors

1 Manuscript submission

Manuscripts should be submitted online at <http://pediatricradiology.manuscriptcentral.com> and following the on-screen instructions.

2 Types of articles and manuscript structure

All articles, regardless of type, must have:

• Title page

- Concise and informative title
- The full name(s) of the author(s)
- The affiliation(s) and address(es) of the author(s)
- The e-mail address, telephone and fax numbers of the corresponding author

• Blind title page. A page giving only the title without the author's name for use in the review process.

■ **Original article.** This is the most important type of article because it provides new information based on original research. An original report is new because of the imaging findings in a disease or syndrome; it is new because of unique interventional processes; it is new because it expresses new manifestations or complications or follow-up of a disease or disorder. Original reports can be prospective or retrospective. They can be clinical or basic research. This type of article must not exceed 18 double-spaced typed pages excluding tables and pictures.

Format:

- Structured Abstract which should be divided into the following sections:
 - 1) Background – reason for study
 - 2) Objective – give hypothesis being tested
 - 3) Materials and methods – brief but specific to number of subjects, how collected, and what was done
 - 4) Results – the findings of the study with statistical significance
 - 5) Conclusion
- Body of paper:

Introduction: Briefly describe the objective of the investigation and explain why it is important.

Materials and methods: Describe the research plan, the materials (or subjects), and the methods used, in that order. Explain in detail how disease was confirmed and how subjectivity in observations was controlled.

Results: Present results in a clear, logical sequence. If tables are used, do not duplicate tabular data in text, but do describe important trends and points.

Discussion: Describe the limitations of the research plan, materials (or subjects), and methods, considering both the objective and the outcome of the study. When results differ from those of previous investigators, explain the discrepancy.

Conclusion: In one or two sentences, present the message to be remembered when all else is forgotten. Describe the conclusion of the study, based solely on the data provided in the body of the report. Conclusions must relate directly to the objective of the paper as defined in the title and first paragraph of the report. Do not use abbreviations. Do not use reference citations.

■ **Editorial.** Brief article (six or fewer double spaced typed pages) stating the author's personal opinion on a contentious or timely topic. Minimum illustrations. Author will review articles to align his/her viewpoint.
Format:

- No abstract
- Sections divided by topic headings

■ **Technical innovation.** A short explanation of a certain method or procedure, alteration of a method, or new equipment of interest to radiologists. Limited to 9 double-spaced typed pages.

Format:

- Abstract in paragraph form of less than 125 words
- A brief, one-paragraph introduction giving the general background
- Body of report:
 - Introduction** with general background.
 - Description** of new technical innovation.
 - Discussion.**

■ **Case report.** Short discussion of a single-case with unique features not previously described. A case report must be unique by imaging findings, a unique manifestation of a disease or disorder or by making unique use of imaging to reveal a disease or disorder. A second case may supplement either the discussion or the illustration of findings, but a single case must remain the concentration. Limited to 9 double-spaced typed pages.

Format:

- Abstract in paragraph form (<125 words) and includes:
 - 1) Reason to report
 - 2) What was unique
 - 3) Ramification of this report
- Body of report:
 - Introduction** – is a brief paragraph giving general background and specific interest of the case.

Case report – Stress should be on the radiologic aspects; clinical information must be limited to that which provides a background for the radiologist.

Discussion – Concise and focuses on the specific message and significance of radiologic methods. A review of the literature is not appropriate.

Since we receive many case reports, we will attempt to publish those accepted as rapidly as possible. However, priority in getting to publication will be given to original articles and review articles.

■ **Review.** Scholarly examination of recent developments on a certain topic as reported in the literature. No new information is described but personal experiences may be expressed. Reviews are not encyclopedic like a chapter in a textbook; rather, they include only the highlights. Such articles are usually invited by the editor. Limited to 20 double-space typed pages.
Format:

- Abstract in paragraph form introducing scope of paper.
- Body of report:
 - Introduction** – background and scope
 - Headings** – used to organize text

■ **Pictorial essay.** This is a teaching exercise with the message in the figures and their legends. Text is no more than nine double-spaced typed pages, and there may be as many as 30 figure parts; however, no new information is included. The value of the paper turns on the quality of the illustrations as well as the timeliness and utility of the message.

Format:

- Abstract in paragraph form defining the goals of the essay.
- Body:
 - Introduction**
 - Headings** – used to organize text

■ **Clinical images.** The picture tells the story. Text is minimal. No more than 4 pictures (total all parts) and 2 paragraphs of text. Entire paper is 1 page; not more than 3 references.

■ **Letter to the Editor and Reply.** Letters to the editor and replies should offer objective analysis of published articles. Letters may also discuss matters of general interest to pediatric radiologists. Material being submitted or

Summary of format for articles:

Types of articles	Maximum pages* (words)	Abstract
Original article	18 (4,500)	Structured
Editorial (Opinion/Commentary)	6 (1,500)	None
Technical innovation	9 (2,250)	Paragraph
Case report	9 (2,250)	Paragraph
Review	20 (5,000)	Paragraph
Pictorial essay	6 (1,500)	Paragraph
Clinical images	1 (250)	None
Letters to the Editor	3 (750)	None

*Each page double-spaced is approximately 250 words. Total pages include references but not pictures.

published elsewhere should not be repeated in letters.

Format:

Double-spaced on non-letterhead paper, with a salutation of "Sir". The title included on the letter should be short and relevant. The title for a reply is simply "Reply." Do not use abbreviations in the title, letter, or reply. Author's name and affiliations appear at the end of letters and replies.

References

The list of References should only include works that are cited in the text and that have been published or accepted for publication. Personal communications should only be mentioned in the text.

References should be numbered in the order in which they appear in the text and listed in numerical order. Journal titles should be abbreviated according to Index Medicus. References with correct punctuation should be styled as follows:

Article by DOI (with page numbers):

Weidauer S, Nichtweiss M, Lanfermann H, Zanella FE (2003) Wernicke encephalopathy: MR findings and clinical presentation. *Eur Radiol* 33:1001-1009. DOI 10.1007/s00330-003-1624-7

Article by DOI (before issue publication/page numbers not known):

Weidauer S, Nichtweiss M, Lanfermann H, Zanella FE (2003) Wernicke encephalopathy: MR findings and clinical presentation. *Eur Radiol* (in press). DOI 10.1007/s00330-003-1624-7

Article in electronic journal by DOI (no paginated version):

Weidauer S, Nichtweiss M, Lanfermann H, Zanella FE (2003) Wernicke encephalopathy: MR findings and clinical presentation. *Eur Radiol*. DOI 10.1007/s00330-003-1624-7

Online document:

Doe J (1999) Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. Available via DIALOG. <http://www.rsc.org/dose/title> of subordinate document. Cited 15 Jan 1999

Online database:

Healthwise Knowledgebase (1998) US Pharmacopeia, Rockville. <http://healthwise.org>. Cited 21 Sept 1998

Book citation:

Sartoris DJ (1989) Quantitative bone mineral analysis. In: Resnick D (ed) Bone and joint imaging. Saunders, Philadelphia, pp 202-212

Illustrations and Tables

All figures and tables should be cited in the text, and each numbered consecutively throughout. Figure parts should be identified by lower-case roman letters.

Half-tone illustrations – (black and white; color images only if necessary). Magnification should be indicated by scale bars.

Figure legends – must be brief, self-sufficient explanations of the illustrations. The legends should be placed at the end of the text.

Electronic figures – The preferred figure formats are EPS for vector graphics exported from a drawing program and TIFF for halftone illustrations. EPS files must always contain a preview in TIFF of the figure. The file name (one file for each figure) should include the figure number. Figure legends should be included in the text and not in the figure file.

- **Scan resolution:** Scanned line drawings should be digitized with a minimum resolution of 800 dpi relative to the final figure size. For digital halftones, 300 dpi is usually sufficient.
- **Color illustrations:** Store color illustrations as RGB (8 bits per channel) in TIFF format.
- **Vector graphics:** Fonts used in the vector graphics must be included. Please do not draw with hairlines. The minimum line width is 0.2 mm (i.e., 0.567 pt) relative to the final size.

Tables – should have a title and a legend explaining any abbreviation used in that table. Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data).

3 Manuscript preparation

To help you prepare your manuscript, Springer offers a template that can be used with Microsoft Word 7 (Windows 95, 97, 2000), and Word for Macintosh. This template is available:

→ via ftp:

Address: [ftp.springer.de](ftp://ftp.springer.de)

User ID: ftp

Password: your own e-mail address

Directory: /pub/Word/journals

File names: sv-journ.zip or sv-journ.doc and sv-journ.dot

→ via browser:

<ftp://ftp.springer.de/pub/Word/journals>

File names: sv-journ.zip or sv-journ.doc and sv-journ.dot

Layout guidelines:

1. Use a normal, plain font (e.g., Times Roman) for text.
Other style options:
 - for textual emphasis, use italic types
 - for special purposes, such as for mathematical vectors, use boldface type
2. Use the automatic page numbering function to number the pages.
3. Do not use field functions.
4. For indents use tab stops or other commands, not the space bar.
5. Use the table functions of your word processing program, not spreadsheets, to make tables.
6. Use the equation editor of your word processing program or Math Type for equations.
7. Place any figure legends or tables at the end of the manuscript.

8. Submit all figures as separate files and do not integrate them within the text.

Data format

Save your file in RTF (Rich Text Format). Please submit two manuscript versions.

1. With complete title page – text, tables, and figures in separate files.
2. With blind title page – text, tables, and figures in a single RTF file (for the reviewing process).

4 Proofreading

Authors should make their proof corrections on a printout of the pdf file supplied, checking that the text is complete and that all figures and tables are included. After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article. **The author is entitled to formal corrections only. Substantial changes in content, e.g., new results, corrected values, title, and authorship are not allowed without approval of the responsible editor. In such a case, please contact the appropriate Managing Editor before returning the proofs to the publisher.**

5 Offprints

Twenty-five offprints of each contribution are supplied free of charge. If you wish to order additional offprints, you must return the order form with the corrected proofs. You are then entitled to receive a pdf file of your article for your own personal use.

6 Legal requirements

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