

I. EDITORIAL POLICY

The Journal of Nuclear Medicine (JNM) publishes material of interest to practitioners and scientists in the field of nuclear medicine. Proffered articles describing original laboratory or clinical investigations, brief communications, and letters to the editor will be considered for publication. Occasionally, invited articles, editorials, and invited commentaries of selected topics will be published. Manuscripts, including figures and tables, must be original and not under consideration by another publication.

In preparing manuscripts, authors should follow the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* (as cited in *Ann Intern Med.* 1997;126:36–47 and *JAMA.* 1997;277:927–934) and the specific instructions detailed below. Also, helpful guidance in conforming to the *Uniform Requirements* may be found in *Medical Style & Format: An International Manual for Authors, Editors, and Publishers* (Philadelphia, PA: ISI Press; 1987).

II. MANUSCRIPT SUBMISSION

Effective July 1, 2003, we strongly encourage authors to submit new manuscripts online at the following url: <http://submit-jnm.snmjournals.org>. For instructions on how to submit your manuscript online, visit <http://submit-jnm.snmjournals.org/submission/submissionhelp>. For authors who are unable to submit online, during a transition period we will accept hard-copy submissions. See General Requirements below for instructions regarding hard-copy submissions.

Inquiries regarding manuscript status and preparation can be directed to salexand@snm.org.

Correspondence about manuscripts and hard-copy submissions of manuscripts should be sent to the *JNM* office:

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All manuscripts should be accompanied by a cover letter from the author responsible for correspondence regarding the manuscript. The cover letter should contain a statement that the manuscript has been seen and approved by all authors and should give any additional information that may be helpful to the Editor. If there has been any prior publication of figures or tables in the manuscript, this should be acknowledged and written permission from the publisher should be included. If color figures are included, a statement that the authors are willing to assume the cost of color separations and reproduction is requested. In compliance with the Copyright Revision Act of 1976, effective January 1, 1978, the following copyright transfer agreement must be faxed or mailed to the *JNM* office. (A printable version is available at <http://jnm.snmjournals.org/misc/ifora.shtml>.)

Upon acceptance by The Journal of Nuclear Medicine, all copyright ownership for the article _____ is transferred to the Society of Nuclear Medicine. We, the undersigned coauthors of this article, have contributed to (1) data design, analysis, or interpretation; (2) writing or critiquing of drafts of the manuscript; and (3) approval of the final manuscript before publication. We share in the responsibility for the release of any part or all of the material contained within this article. We stipulate that the material submitted to The Journal of Nuclear Medicine is new, is original, and has not been submitted to another publication, be it print or electronic, for

concurrent consideration; likewise, this article has not been published elsewhere either in part or in whole.

We also attest that any human and/or animal studies undertaken as part of the research from which this article was derived were in compliance with regulations of our institution(s) and with generally accepted guidelines governing such work.

We further attest that we have herein disclosed any and all financial or other relationships that could be construed as a conflict of interest and that all sources of financial support for this study have been disclosed and are indicated in the acknowledgments.

Conditions 1–3 in the agreement must be met by all coauthors, and the agreement must be signed by all coauthors. Designate “first author” and “corresponding author” in parentheses by their signatures.

This copyright transfer requirement does not apply to work prepared by U.S. government employees as part of their official duties.

III. REVIEW PROCEDURE

Authors may suggest reviewers for their manuscripts. Submitted manuscripts are reviewed for originality, significance, adequacy of documentation, reader interest, composition, and adherence to these guidelines. Manuscripts not submitted in accordance with these guidelines will be returned to the author for correction before peer review.

Manuscripts must be written in English. When necessary, authors should seek the assistance of experienced, English-speaking medical editors before submission. A medical editor should review the final draft of the original and any revisions of the manuscript. Articles written in substandard English will be returned before peer review.

All manuscripts considered suitable for review are evaluated by a minimum of 2 reviewers. It is unusual for a manuscript to be accepted for publication without first undergoing a process of revision. Revised manuscripts are judged on the adequacy of responses to suggestions and criticisms made during the initial review. Revised manuscripts should not be submitted online if the original submission was by hard copy. Instead, 2 copies of the revised manuscript should be sent with a disk containing the electronic version of the manuscript and figures (see specifications for figures below). The disk should be labeled with the name of the file, software used, operating environment (i.e., DOS, Windows), and platform (i.e., IBM, Macintosh). *JNM* reviewers may seek assistance from sources within their institution when reviewing manuscripts, but the data reported in submitted manuscripts must be kept confidential at all times.

All accepted manuscripts are subject to editing for scientific accuracy, clarity, and style. Authors of accepted manuscripts will incur printing charges (\$80 per page) for articles exceeding 8 printed pages.

IV. FORMAT REQUIREMENTS

A. General Requirements

For instructions on how to submit your manuscript online, visit <http://submit-jnm.snmjournals.org/submission/submissionhelp>. For hard-copy submissions, print the manuscript on white paper, 8½ × 11 in. (21.6 × 27.9 cm), with margins of at least 1½ in. (4 cm). Type size should be at least 10 pt. Print on 1 side of the paper only, double spacing every line. Begin each of the following sections on separate pages and in the following order: title page, abbreviated title page, abstract, text, acknowledgments, references, tables (each on a separate page), and figure legends. Number pages consecutively, beginning with the abstract. The use of automated word processing functions (such as auto num-

bering, footnotes or endnotes, or formatted tables) should be avoided. Mail one copy of the hard-copy submission to the *JNM* office. Manuscripts will not be accepted by facsimile.

B. Title Page

The title page of the manuscript should include the following: (1) concise and informative title (fewer than 200 characters); (2) short running foot line of no more than 40 characters (letters and spaces) placed at the bottom of the title page and identified; (3) complete byline, with first name, middle initial, and last name of each author and highest academic degree(s) (a limit of 10 authors is recommended); (4) complete affiliation for each author, with the name of department(s) and institution(s) to which the work should be attributed; (5) disclaimer, if any; (6) name, address, telephone number, fax number, and e-mail address of 1 author responsible for correspondence about the manuscript and to whom reprint requests should be directed, or statement that reprints are not available; (7) name, address, telephone number, fax number, and e-mail address of the first author, specifying whether this person is currently in training (e.g., fellow, resident, student); and (8) the word count of the manuscript. Financial support for the work should be noted in a statement on this page as well as in the acknowledgments.

C. Abstract

A structured abstract must be included with each original scientific manuscript. The abstract should contain a maximum of 350 words and include 4 clearly identifiable elements of content: rationale (goals of the investigation), methods (description of study subjects, experiments, and observational and analytic techniques), results (major findings), and principal conclusions. Except for the rationale, these sections should be preceded by headings (i.e., **Methods**, **Results**, and **Conclusion**). Three to 5 key words should also be submitted with the abstract.

D. Text

1. Presentation

Describe procedures in sufficient detail to allow other investigators to reproduce the results. Do not use hyperbolic terms or phrases in the title, abstract, or body of the text. Qualitative claims as to the superiority (superior, best), primacy (first, novel, unique), or performance of an idea or instrument should be omitted.

Any brand-name or trademarked instrument, pharmaceutical, or other product mentioned must be followed by the name of the manufacturer, in parentheses. The use of generic names is preferred to the use of brand names or trademarked names.

The text of **original scientific** and **methodology articles** is usually divided into the following sections: **Introduction**, **Materials and Methods**, **Results**, **Discussion**, and **Conclusion**.

Brief communications should describe experience with early investigation and should contain no more than 2,000 words, 4 figures, 2 tables, and 20 references. Abstracts for this type of article should contain a maximum of 150 words.

Letters should concern previously published material or matters of general interest and should be brief and to the point. Letters that are not submitted online should be accompanied by a disk containing an electronic copy of the letter. The disk should be labeled as described above in Review Procedure. Letters should be given a title and should also be accompanied by a copyright transfer agreement as specified above in Manuscript Submission. All material is subject to editing. Letters commenting on previously published articles should be received

within 1 year of the date of the referenced article's publication. Letters should contain no figures or tables and no more than 5 references.

2. References

References (not to exceed 40) should be cited in consecutive numeric order at first mention in the text and designated by reference number italicized and in parentheses. References appearing in a table or figure should be numbered sequentially with those in the text.

When listing references, follow American Medical Association style (*American Medical Association Manual of Style*, 9th ed. Baltimore, MD: Williams & Wilkins; 1998). Abbreviate journal names according to the *List of Journals Indexed in Index Medicus*. "Unpublished observations" and "personal communications" should not be used as references, although written—not verbal—personal communications may be noted as such in the text. References cited as "in press" must have been accepted for publication and not merely in preparation or submitted. The author is responsible for the accuracy of all references and must verify them against the original document.

List all authors when 6 or fewer; for 7 or more, list the first 3 followed by et al.

Examples of journal articles:

Roman MR, Angelides S. Extrarenal uptake of ^{99m}Tc -DTPA at the site of bone marrow biopsy. *Ann Nucl Med*. 2002;16:143–145.

Lin H, Guan L, Alavi A. Effect of serum glucose level on FDG uptake in stomach [abstract]. *J Nucl Med*. 2002;43(suppl):333P.

Fenchel S, Grab D, Nuessle K, et al. Asymptomatic adnexal masses: correlation of FDG PET and histopathologic findings. *Radiology*. 2002;223:780–788.

Yang DC, Ratani RS, Mittal PK, Chua RS, Pate SM. Radionuclide three-phase whole-body bone imaging. *Clin Nucl Med*. 2002;27:419–426.

Example of a book and book chapter:

Loevinger R, Budinger TF, Watson EE. *MIRD Primer*. Reston, VA: Society of Nuclear Medicine; 1999:5–6.

Wienhard K, Bailey DL, Bol A, et al. Applications of 3D PET. In: Bendriem B, Townsend DW, eds. *The Theory and Practice of 3D PET*. Dordrecht, The Netherlands: Kluwer Academic Publishers; 1998:133–167.

3. Units of Measurement

All measurements should be listed in Système Internationale (SI) units. Non-SI units may be used after the SI units but should be placed in parentheses. Use becquerels, not curies, as the unit of activity (1 mCi = 37 MBq).

4. Abbreviations and Symbols

With the exception of units of measurement, *JNM* strongly discourages the use of abbreviations. Whenever possible, terms should be spelled out in full rather than being abbreviated. Every abbreviation, **even those that are well known and in common use**, must be defined the first time it is mentioned in the manuscript; spell out the full term and place the abbreviation, in parentheses, after the full term. For additional information on proper medical abbreviations, consult *Scientific Style and Format: The CBE Manual for Au-*

5. Tables

Do not submit tables as photographs. The number of tables is limited to 7, except in the case of dosimetry articles, which may exceed that number in lieu of figures.

Tables should be self-explanatory and should supplement, not duplicate, the text. Each table must be cited in consecutive numeric order in the text. Number the tables consecutively with an arabic number after the word "TABLE." Titles should be descriptive and brief. Horizontal rules should be placed below the title and column headings and at the end of the table. Do not use vertical rules. Give each column a brief heading.

Place explanatory matter in footnotes, not in the heading. Use the following symbols in this sequence: *, †, ‡, §, ||, ¶, #, **. In a footnote, define all abbreviations in the order in which they appear in the table and identify statistical measures of variations, such as standard deviation and standard error of the mean. If data from another published source are used, obtain written permission from the publisher, cite the original source in the references, and include the following credit line in a footnote: "Reprinted with permission of Ref. X." If data from an unpublished source are used, obtain permission from the principal investigator and acknowledge fully.

6. Figures

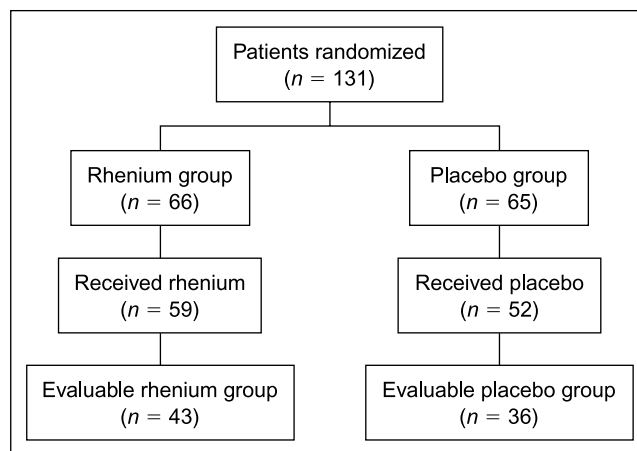
Figures should clarify and augment the text. Because imaging is a major aspect of nuclear medicine, the selection of sharp, high-quality figures is of paramount importance. Figures of inferior quality will be returned to the author for correction or replacement. Additionally, because of space limitations, figures are frequently reduced in size. Each submitted figure should clearly identify areas of interest with only enough surrounding area for orientation.

The number of figures submitted should not be excessive for the length of the manuscript and in no case should exceed 7. These 7 figures may consist of up to 14 separate parts.

For online-submission specifications, visit <http://submit-jnm.snmjournals.org/submission/submissionhelp>. For hard-copy submissions, submit 1 complete set of figures. Do not send original artwork or hand-drawn or typewritten figures. Any figures other than line art should be supplied as glossy prints. Line art should not include dotted or fine shadings (e.g., in bar graphs).

All figures, whether hard-copy or digital, should be submitted in final size (printed 1:1) and should be either single-column format (example 1: published width, 8.5 cm; maximum submitted width, 11 cm), mid-size format (example 2: published width, 11.4 cm; maximum submitted width, 14 cm), or double-column format (example 3: published width, 17.4 cm; maximum submitted width, 22 cm). If possible, the figures submitted should be the size they will appear when published so that no reduction is necessary. The Arial font should be used for all figure text, and the size should be 8–12 points. Composite figures should be preassembled, with each figure part lettered in 12-point Helvetica type in the upper left corner. Authors may incur charges for corrections to black-and-white images (e.g., resetting labels and symbols, assembling composite figures).

Each figure must be numbered and cited in consecutive numeric order in the text. For hard-copy submissions, the back of each figure must contain the following information: figure number, part of figure (if more than 1, e.g., A, B, C), short running foot line (from the title page), and designation of "top."



EXAMPLE 1. Flowchart in single-column format. Note the use of Arial font and capitalization of only the first word in each line.

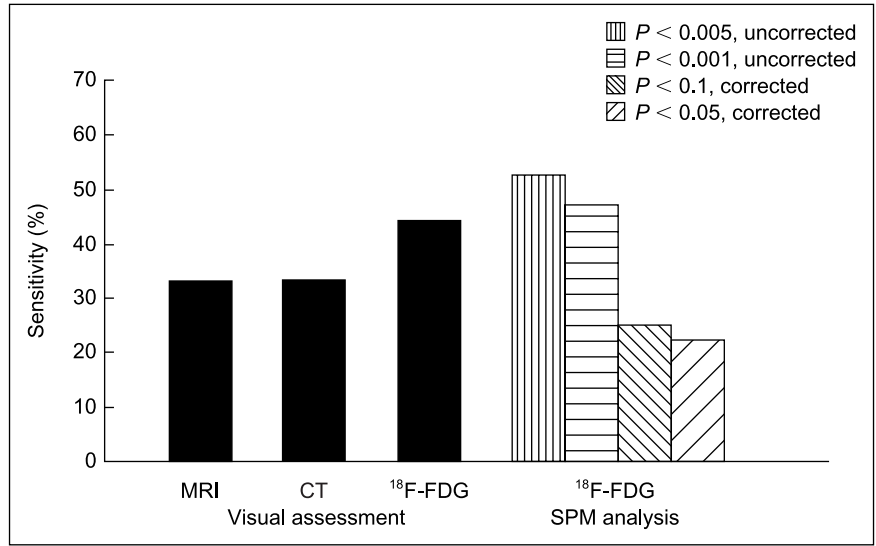
Color figures will be considered for publication, but the author is responsible for all charges relating to separations and printing. An estimate of these charges will be sent to the author at the time of revision. Author approval of charges is required before production will begin. For hard-copy submissions, 1 complete set of glossy color photographs (not transparencies) must be submitted for review. Polaroid prints are not acceptable. All submitted illustrations become the property of the Society of Nuclear Medicine and will not be returned unless the manuscript is rejected. Only 2 sets of figures are returned with rejected manuscripts.

Authors are encouraged to submit digital copies of figures. Acceptable resolution for digital figures is 1,200 dots per inch (dpi) for line art and graphs, 300 dpi for halftone photographs (images with shades of gray, such as radiographs and PET scans), and 600 dpi for combinations (halftones and line art combined). Internet graphics are not acceptable under most circumstances because the 72-dpi resolution is too low for satisfactory reproduction. Black-and-white art must be saved in gray-scale format, and color art must be saved in CMYK format (not RGB). The file format must be .gif, .tiff, .eps, or .jpeg; do not submit PowerPoint-generated figures. Image size follows the same specifications as for hard-copy figures. Crop and size digital figures to match figure specifications and minimize total file size.

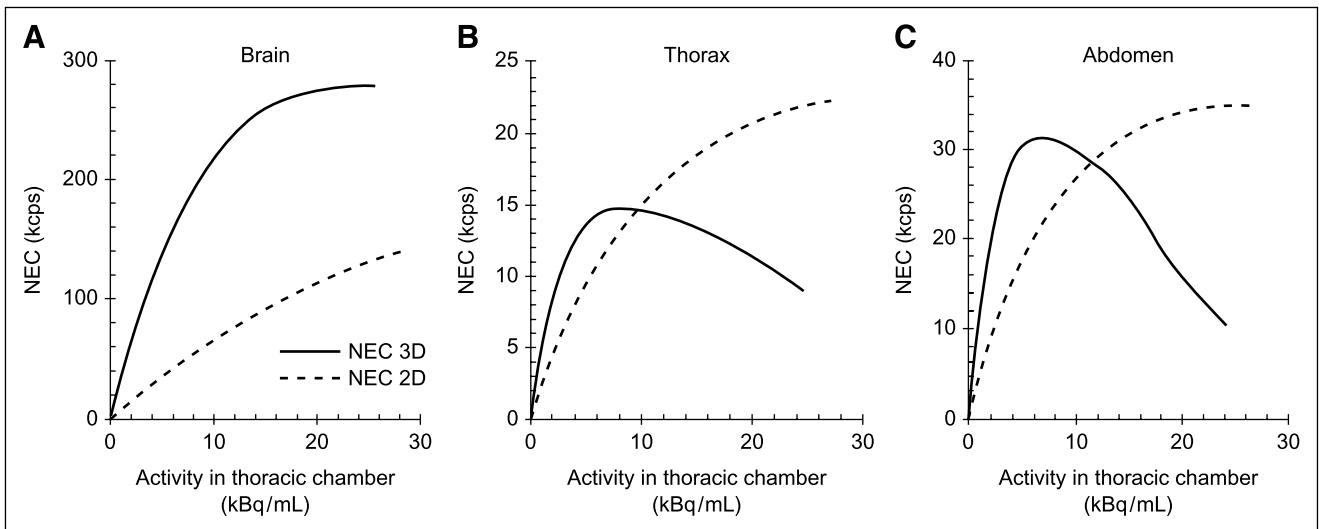
7. Figure Legends

Legends for figures should be concise and should not repeat the text. Number the figures with an arabic number after the word "FIGURE." Use letters to designate figure parts (e.g., A, B, C), and describe each part clearly. Any letter designations or arrows appearing on the figures should be identified and described fully. Abbreviations used in each figure should be defined in the legend in alphabetic order.

Original (not previously published) figures are preferred for publication in *JNM*; however, if figures have been published previously, authors are responsible for obtaining written permission from the publisher to reprint. The source of the original material must be cited in the references and the following credit line in parentheses included in the legend: "Reprinted with permission of Ref. X." All permission releases must be submitted to the Editor at the time of manuscript submission.



EXAMPLE 2. Bar graph in mid-size format. Note the distinctive, bold hatchings filling the bars.



EXAMPLE 3. Three-part line graph in double-column format. Note that the figure part letters (A, B, and C) are in the upper left corner and in 12-point Helvetica font.

E. Acknowledgments

Acknowledge agencies contributing substantially to the work, including any grant support. Persons who have contributed intellectually to the work but do not fulfill conditions 1–3 (from the copyright transfer statement in section II) may be listed in the acknowledgments.

V. CHECKLIST FOR NEW SUBMISSIONS

- _____ Double spacing of all text in the manuscript.
- _____ Title page with title, authors' names, and complete affiliations; complete address, telephone number, fax number, and e-mail address for corresponding author;

- _____ and complete address, telephone number, fax number, and e-mail address for first author, if different.
- _____ Structured abstract and key words.
- _____ References in consecutive numeric order and in correct style.
- _____ Figures and tables in consecutive numeric order.
- _____ Legends for all figures.
- _____ Figures in .gif, .tiff, .eps, or .jpeg format.
- _____ Written permission from the publisher to reprint previously published figures and tables.
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