

Instructions for Authors

(last updated: March 2010)

European Radiology is a general radiology scientific journal, and publishes radiological articles on a monthly basis. Before being published, each manuscript is peer reviewed by at least 2 expert reviewers. Please find below information on manuscript submission.

EDITORIAL PROCEDURE

How to submit a paper?

All manuscripts must be submitted online at <http://mc.manuscriptcentral.com/eurradiol>

After a general check for completeness and correct referencing by the Editorial Office and an overview by the Editor-in-Chief, the manuscript is sent to at least 2 reviewers, who are specialists in their particular fields of interest. *European Radiology* has a pool of more than 1,000 voluntary reviewers to draw from, all of whom support the scientific content with their knowledge.

Peer review

The names of authors are not revealed to the reviewers and vice versa. This double-blinded process protects both authors and reviewers from bias and preferences. Once the selected reviewers accept the invitation to review, they thoroughly examine the manuscript and send any suggestions for possible changes or a firm recommendation on whether to publish, to the Editor-in-Chief, Prof. Adrian K. Dixon, who, following discussion with other Deputy and Section Editors, makes the final decision regarding publication. After this process, the Editorial Office contacts the author and presents the final decision.

MANUSCRIPT SUBMISSION

Authors should submit their manuscripts online to the ScholarOne Manuscripts online submission site (<http://mc.manuscriptcentral.com/eurradiol/>) to facilitate efficient processing. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. Please log directly onto the site and upload your manuscript following the onscreen instructions.

Submission of a manuscript implies

- that the work described has not been published before
- that it is not under consideration for publication anywhere else
- that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out
- that the conflict of interest disclosure form has been completed and that a 'Guarantor' for the paper has been identified. This may be the tenured senior author but it could be the Head of Department, Research Lead or other tenured staff member who is deemed to take overall responsibility for all aspects of the study (ethics, consent, data handling and storage and all other aspects of Good Research Practice).

Neither the publisher nor ESR will be held legally responsible should there be any claims for compensation.

PERMISSIONS

Authors wishing to include figures, tables or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) and to include evidence that such permission has been granted when submitting their papers.

Any material received without such evidence will be assumed to originate from the authors.

MANUSCRIPT PREPARATION

A manuscript must consist of the following parts:

- **Title page:** A concise and informative title, the 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.
- **Abstract:** Each paper must be preceded by an abstract presenting the most important results and conclusions in no more than 200 words. The abstract should be structured into *Objectives – Methods – Results – Conclusions* (these four words are included in the word count).
- **Keywords:** Below the abstract please list five (5) keywords as derived from the Medical Subject Headings (MeSH) database of the National Library of Medicine for indexing purposes.
- **Abbreviations:** Abbreviations should be defined at first mention in the abstract and again in the main body of the text and used consistently thereafter. Radiation measurements and laboratory values should be given using the >>International System of Units (SI)
- **Introduction:** The introduction should state the purpose of the investigation and give a short review of the pertinent literature.
- **Materials and methods:** The materials and methods section should follow the introduction and should provide enough information to permit repetition of the experimental work.
- **Results:** The results section should describe the outcome of the study. Data should be presented as concisely as possible, if appropriate in the form of tables or figures, although very large tables should be avoided.
- **Discussion:** The discussion should be an interpretation of the results and their significance with reference to work by other authors.

Re. Authorship:

Joint first authorship cannot be accepted. Neither the team of authors (additions or deletions), nor their order of appearance can be changed after submission.

Re. trade and company names in abstracts and titles:

The policy of European Radiology does not allow trade or company names to be published in titles and abstracts. However, trade names can be written in full (i.e. company, city and country in parentheses) in the main text.

Re. Acknowledgements, sponsorship and grants:

These should be as brief as possible. Any grant that requires acknowledgement should be mentioned. The names of funding organizations should be written in full – see also the Conflict of Interest Disclosure and Guarantor Form which alludes to relationships (remunerated or not) with pharmaceutical companies, biomedical device manufacturers or other corporations whose products or services may be related to the subject matter of the article.

In particular, authors must acknowledge those companies who have supported the Department(s) where the work was carried out or may have sponsored the study in any way.

ILLUSTRATIONS AND TABLES

As a leading international journal devoted to imaging sciences, European Radiology is striving to ensure the highest standards for the quality of its illustrations. The final technical quality of the printed illustrations, however, very much depends on correct electronic data submission by the authors. The Editor-in-Chief requests that authors submitting manuscripts to European Radiology should pay careful attention to appropriate uploading of electronic illustration data in the system as outlined in the guidelines below.

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.

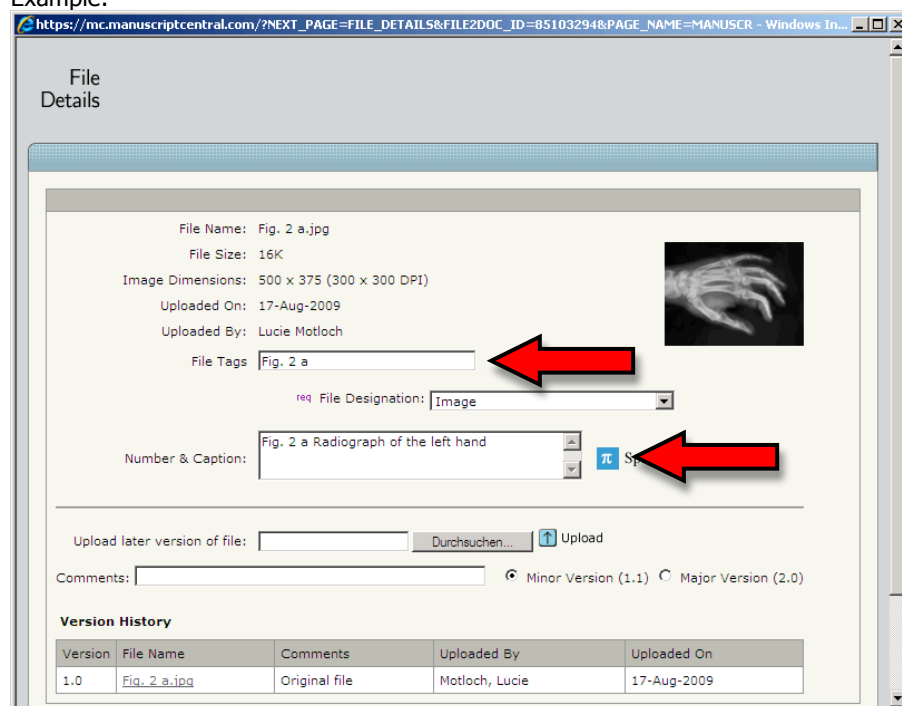
Figure numbering:

Figure numbers and captions have to be entered into the respective fields after clicking on the 'Edit Details' button next to each figure, i.e. the appropriate figure number and caption in the 'Number & Caption' box, and also the figure number into the 'File Tags' box. Figure numbers and captions in MS Word and MS PowerPoint files have to be included in the document below each figure.

For example:

File Tags:	"Fig. 1"
Number & Caption:	"Fig. 1 Lymph node with a multi-lobulated cortical outline and absent hilum"
File Tags:	"Fig. 2 a"
Number & Caption:	"Fig. 2 a Radiograph of the left hand"

Example:



Scan resolution: Scanned line drawings should be digitized with a minimum resolution of 800 dpi relative to the final size. For digital halftones, 300 dpi is usually sufficient. Colour illustrations should be stored 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.

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

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

Colour illustrations: Publication of colour illustrations is free of charge if delivered electronically by the authors.

Electronic supplementary material:

Electronic supplementary material (ESM) for an article in the journal will be published in SpringerLink provided the material is:

- submitted to the Editor(s) in electronic form together with the paper and is subject to peer review
- accepted by the journal's Editor(s).
- ESM may consist of information that cannot be printed: animations, video clips, sound recordings, information that is more convenient in electronic form: sequences, spectral data, etc., or large original data that relate to the paper, e.g. additional tables, illustrations (colour and black & white), etc.
- After acceptance by the journal's Editor(s), ESM will be published as received from the author in the online version only. Reference will be given in the printed version.

REFERENCES

The accuracy of references is the responsibility of the authors.

Citations in the text should be by Arabic numerals in square brackets, e.g. [2, 5, 12]. The list of references should only include works that are cited in the text and that have been published. Personal communications should only be mentioned in the text.

References that have not been accepted at the point of submission (and neither have a DOI nor other citation information) can be mentioned within the text in brackets (e.g. "Radiography of the hand" by Brown N, Smith A et al., submitted in August 2009 for potential publication to *European Radiology*").

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. If available, the Digital Object Identifier (DOI) of the cited literature should be added at the end of the reference in question.

Examples:

Journal articles

1. Ward J, Robinson PJ (2002) How to detect hepatocellular carcinoma in cirrhosis. *Eur Radiol* 12:2258-2272
2. Ward J, Robinson PJ (2002) How to detect hepatocellular carcinoma in cirrhosis. *Eur Radiol*. doi:10.1007/s00330-002-1450-y

Books

3. Larcher W (1995) *Physiological plant ecology*, 3rd edn. Springer, Berlin Heidelberg New York

Multi-author Book

4. Hovind HJ (1986) Traumatic birth injuries. In: Raimondi AJ, Choux M, Di Rocco C (eds) *Head injuries in the newborn and infant. (Principles of paediatric neurosurgery)* Springer, Berlin Heidelberg New York, pp 87-109

Online document

5. World Health Organization (2000) Title of subordinate document. World Health Organization, Geneva. Available via <http://www.who.int/whr/2008/en/index.html>. Accessed 26 Oct 2008

CASE REPORTS / INTERPRETATION CORNER CASES

Please note that – following a decision taken by the Editorial Board at ECR 2010 – **Case Reports and Interpretation Corner cases are no longer being considered for publication in *European Radiology***, primarily because of space limitations.

Thus, Interpretation Corner quiz cases will no longer be presented in *European Radiology* after December 2010. Despite the popularity of Interpretation Corner over the years, its relevancy has decreased with the advent of online publication and electronic teaching files. Notably, these include the European Society of Radiology's EURORAD database (www.eurorad.org), which continues to welcome the submission of interesting and educational Case Reports.

EDUCATIONAL ARTICLES / Insights into Imaging

Limited publication space led to the creation of a new ESR journal called 'Insights into Imaging'. This online journal is a platform for original articles in the field of audits, educational material (such as reviews and pictorial reviews) as well as best practice guidelines and statements from European societies.

Further information can be found at www.i3-journal.org and all submissions must be made online at www.editorialmanager.com/inii. Although Insights into Imaging is a sister journal to *European Radiology*, it is an entirely separate journal. Authors are invited to consider this new publication for their submissions in the fields mentioned above. All submissions are subject to double-blind peer review by European and international experts.

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. Once the publication is available online, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article and therefore cannot replace the published article.

Errata will not be published simply because of authorship claims (please see '[Conflict of Interest Disclosure and Guarantor Form](#)' and [Manuscript preparation](#))

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 the approval of the responsible editor. In such a cases, please contact the Editorial Office or the Editor-in-Chief before returning the proofs to the publisher.

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