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After a general check for completeness and correct referencing from the Editorial Office and an overview from 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. 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.

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- 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
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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 communicating author.

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.

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).

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.

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.

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 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

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



Illustrations:

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"

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Number & Caption: "Fig. 2 a Radiograph of the left hand"

[See Example]

Scan resolution:

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Vector graphics:

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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).

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Example:

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Details

File Name: Fig. 2 a.jpg
File Size: 16K
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Number & Caption:

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Version History

Version	File Name	Comments	Uploaded By	Uploaded On
1.0	Fig. 2 a.jpg	Original file	Motloch, Lucie	17-Aug-2009

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).
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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

Multiauthor 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

Because of continued pressure on space for original articles it is necessary to be even more circumspect about publishing case reports. Some may be suitable for consideration for "Tips and Tricks"; some may be remodelled for "Interpretation Corner"; some may be deemed more appropriate for EURORAD (www.eurorad.org). However, it is unlikely that more than a handful of case reports will be accepted each year in the future.

PROOFREADING

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