

## **DIR Guidelines for Authors**

### **General Guidelines for all type of submitted manuscripts**

Authors must submit all manuscripts using the online submission and peer review system at [www.dirjournal.org](http://www.dirjournal.org)

The DIR follows the guidelines of the International Committee of Medical Journal Editors (ICMJE). The guidelines may be viewed at [www.icmje.org](http://www.icmje.org) (updated April 2010). Any clinical trials on which the article may be based must be registered as outlined in the ICMJE guidelines.

For studies reporting diagnostic accuracy, please refer to the Standards for Reporting of Diagnostic Accuracy (STARD) checklist at <http://www.stard-statement.org/>

All original submissions will be BLIND-reviewed. Therefore please exclude all author and affiliation information from the body of the text of your manuscript when it is submitted for review.

Submitted manuscripts should not contain previously published material and must not be under consideration for publication elsewhere.

For any figure already published in print form or online elsewhere, make sure that you have the publisher's written permission (an e-mail from the publisher is acceptable). Send the permission by e-mail separately to the journal ([info@dirjournal.org](mailto:info@dirjournal.org)).

**The authors are advised to refer to** [Recommendations for technical tips for good medical writing](#).

### **Copyright information**

Authors submitting a manuscript do so on the understanding that if it is accepted for publication, copyright of the manuscript shall be assigned to the "Diagnostic and Interventional Radiology" journal. The author(s) MUST sign, scan and e-mail the Copyright Transfer Form within three days AFTER their manuscript's acceptance for publication ([info@dirjournal.org](mailto:info@dirjournal.org)). Otherwise online or print publication will not be made.

### **Research ethics standards compliance**

All manuscripts dealing with human subjects must contain (in the Materials and methods section) a statement indicating that the study was approved by the Institutional Review Board or comparable formal research ethics review committee. If none is present at your institution, there should be a statement that the research was performed according to the World Medical Association Declaration of Helsinki. There should also be a statement about whether informed consent was obtained from research subjects.

### **Conflict of interest disclosure**

Each author must disclose any commercial associations or financial disclosures that might pose or create a conflict of interest with information presented in any submitted manuscript. Such associations include consultancies, stock ownership, or other equity interests, patent licensing arrangements, and payments for conducting or publicizing a study described in the manuscript. Authors must disclose any funding received for this work from any organizations.

If there is no conflict of interest, state before References: "The authors declared no conflicts of interest".

## **TYPE OF THE MANUSCRIPT**

All the manuscript formats should be in accordance with one of the following conventions.

### **Original Research Article**

This is the most important type of article because it provides new information based on original research. If the information is accurate and important, and the conclusions are substantiated by the data provided, the paper serves to advance radiology. Statistical analysis to support conclusions is usually necessary.

**Maximums:** Pages of text – 18 (4,500 words); References – 35; Figures – 7 or total of 15 images; Tables – 4.

### **Review Articles**

Review articles are scientific analysis of recent developments on a specific topic as reported in the literature. No new information is described, and no opinions or personal experiences are expressed. Reviews include only the highlights on a subject.

**Maximums:** Pages of text – 15 (4000 words); References – 50; Figures – 10 or total of 20 images; Tables – 4.

### **Pictorial Essay**

This is a continuing medical education exercise with the teaching message in the figures and their legends. Text should include a brief abstract; there may be as many as 30 figure parts. No new information is included. The value of the paper turns on the quality of the illustrations. Authors can submit dynamic images (e.g. video files) or include supplemental image files for online presentation that further illustrate the educational purpose of the essay.

**Maximums:** Pages of text – 4 (1,500 words); References – 15; Figures – 15 or total of 30 images; No table.

### **Case Reports and Technical notes**

Please note that the Editors are extremely selective on case reports; since March 2010 very few case reports have been accepted. DIR accepts case reports of valuable novelty and clinical impact.

Technical note is a brief description of a specific technique, procedure, modification of a technique, or new equipment of interest to radiologists. Discussion is limited to the specific message, including the uses of the technique, equipment, or software. Literature reviews and lengthy descriptions of cases are not appropriate.

**Maximums:** Pages of text – 5 (1500 words); References – 8; Figures – 3 or total of 6 images; Tables – 2.

### **Letter to the Editor and Reply**

Letters to the Editor and Replies should offer objective and constructive criticism of published articles. Letters may also discuss matters of general interest to radiologists and may include images. Material being submitted or published elsewhere should not be duplicated in letters. **Maximums:** Pages of text – 2 (500 words); References – 4; Figures – 2 or total of 4 images; No table

**It is recommended that you refer to the articles already published online in order to best employ the instructions above because online articles—in whatever type and category yours is—already feature what these instructions try to achieve.**

### **Cover letter**

A cover letter must be included with the online submission that lists the corresponding author's telephone and e-mail information. The letter must confirm that:

- The article is not under consideration for publication elsewhere,
- Each author participated sufficiently for the work to be submitted,
- Publication is approved by all authors.

## MANUSCRIPT ORGANIZATION

The manuscript should be organized as follows: full title page, abstract, Introduction, Materials and methods, Results, Discussion, Acknowledgments, Conflict of interest disclosure, References, Tables, Figure legends.

### A. TITLE, ABSTRACT AND KEY WORDS

1. Title of your manuscript should be prepared in "sentence case" as indicated in the following example:  
Correct (sentence case): Carotid CT angiography: comparison of image quality...  
Incorrect (title case): Carotid CT Angiography: Comparison of Image Quality...
2. Write author names in "title case":  
Correct (title case): John Doe, MD  
Incorrect: John doe, MD
3. Title is written on the online submission system. A separate title page or blind title page is not required.
4. Abstract: Each paper must be preceded by an abstract presenting the most important results and conclusions in no more than 250 words. The abstract should be structured as Purpose, Materials and methods, Results, Conclusion. Abstracts other than research articles do not need a structured abstract.
5. Keywords: Please provide a list of 3 to 5 keywords. The keywords should be listed in full without abbreviations.

### B. TEXT OF THE MANUSCRIPT

1. Use Times New Roman font (size 12) throughout with 1.5 line spacing.
2. Use tab stops for paragraph indents, not the space bar
3. Use of acronyms and abbreviations should be kept to a minimum. When used, they should be defined the first time they are used, followed by the acronym or abbreviation in parenthesis.
4. Make sure you make reference in the text to every reference, figure and table.
5. Informed consent must be obtained from patients who participated in clinical investigations. If experiments are performed on animals, authors should comply with NIH guidelines for use of laboratory animals.
6. International System of Units (SI) measurements are used throughout, or the SI equivalent is given in parentheses.
7. Mention in parenthesis, where appropriate, the producer of a drug, product, hardware, or software, city of the company, and country of the company: " (e.g. Somatom X; Siemens, Erlangen, Germany) or prilocaine (Citanest; Zenica medical, Paris, France)
8. When mentioning Figures in the text use abbreviations: "... (Fig. 1)", "... shown in Figs. 2 and 4".
9. If you mention two or more Figures use "(Figs. 2, 7a and 9)" or "Figs. 1a and 1b".
10. In "Discussion", make sure you have mentioned the limitations, drawbacks or shortcomings of your original article before conclusion paragraph.

### C. TABLES

Tables must be relevant and provide the reader with a good summary of the study. They should not simply repeat the working data.

1. Each table is referred to in the text
2. Each table must have a descriptive title.
3. Abbreviations used in the table are explained by footnotes.
4. Tables are numbered in the order in which they are cited in the text.
5. Tables should be created in Word document (with insert table command) and be included in the text after the references. Please do not upload tables as separate files.
6. If there is a single table, do not number it. Title it as "Table. ...." not "Table 1. ...".

### D. FIGURES (ILLUSTRATIONS)

1. Each figure is referred to in the text.
2. Figures should be uploaded separately and not embedded in the text.
3. Submit images in TIFF (not JPEG) format.
4. Image size: the images should be no more than 5 inches in height or width.
5. Black & white images: Grayscale mode, 300 DPI resolutions, No layered files.
6. Color images: 300 DPI resolutions, in CMYK profile (No Indexed Color or RGB profiles).
7. There is no extra publication cost for color images.
8. Line art: 600 to 1,200 DPI resolution, Grayscale or Bitmap mode, Color profile if used: CMYK
9. Figure numbering:
  - a. If there is a single figure (even with subunits), do not number it. Title it as "Figure".
  - b. When there are Figure subunits use the following legend format:
  - c. Figure 1. a, b. Axial (a) and coronal (b) T1-weighted MR images show...
  - d. Figure 1. a–e. Axial (a) and coronal (b) T1-weighted MR images show...
  - e. If you mention two or more Figures use "(Figs. 2, 7a and 9)" or "Figs. 1a and 1b".

### E. REFERENCES

1. Each reference is referred to in the text.
2. References are numbered consecutively in parenthesis, e.g. (2, 5) in the order in which they appear in the text.
3. Journal names are abbreviated according to Index Medicus.
4. The DOI (digital object identifier) number of the reference is given in case of online-first-articles.
5. Inclusive page numbers (e.g., 333–335) are given for all references.
6. All authors are listed when six or fewer; when seven or more authors, the first three are listed, followed by et al.
7. Style and punctuation of references follow the format illustrated in the following examples.

#### Journal article

Hoverman IV, Gentry LO, Jones DW, Guerriero WG. Intrarenal abscess: report of 14 cases. Arch Int Med 1980; 140:914–916.

#### Book/Chapter of a book

Watanabe M, Takeda S. Atlas of arthroscopy. 2nd ed. Tokyo: Igaku Shoin, 1969; 57–59.  
Hull RD, Hirsh J. Comparative value of tests for the diagnosis of venous thrombosis. In: Bernstein EF, ed. Noninvasive diagnostic techniques in vascular disease. 3rd ed. St. Louis: Mosby, 1985; 779–796.

### Online document

Musculoskeletal MRI Atlas. Available at:  
<http://www.gla.med.va.gov/mriatlas/Index.html>. Accessed July 14, 2010.

### Presentation

Rhodes J, Tunca K, Ashton BW, et al. Diffusion-weighted MRI of the liver. Paper presented at: 2004 Annual Meeting of the Radiological Society of North America; November 30, 2004; Chicago, USA.

## RESUBMISSION REQUIREMENTS

Resubmissions must be submitted through the online submission system and should include:

- Itemized list of changes: A point by point, detailed response to the reviewers must be included and sent to the editor in the cover letter or as a separate file.
- An updated full title page.
- A clean, final copy of revised text (name the document as finalcopy or cleancopy).
- An annotated copy of revised manuscript on which changes are highlighted with colored text (name the document as annotatedcopy).
- If figures are unchanged, there is no need to upload them again, otherwise delete all figures from the uploaded system and upload them again.

Thank you for your cooperation.