

## Instructions for Authors

REVISED July 2010

The following instructions are about the style of the manuscripts that are accepted for evaluation for publication in *Diagnostic and Interventional Radiology*. Please read the instructions carefully and make sure your work is in accordance with them.

**It is recommended that you print these instructions and refer to them as a checklist BEFORE submitting your manuscript. Failure to comply FULLY with these instructions will delay the processing of your manuscript.**

**It is also recommended that you refer to the articles already published online ([www.dirjournal.org/submit/view-aip.php](http://www.dirjournal.org/submit/view-aip.php)) in order to best employ the following instructions because online articles—in whatever type and category yours is—already feature what these instructions try to achieve.**

Manuscript submission is online at [www.dirjournal.org](http://www.dirjournal.org)

This journal is in compliance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, as published by the International Committee of Medical Journal Editors (updated October 2008, [www.icmje.org](http://www.icmje.org)).

### Scope

*Diagnostic and Interventional Radiology* is a medium for disseminating scientific information based on research, clinical experience, and observations pertaining to diagnostic and interventional radiology.

**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.**

### Type of your article

1. Your manuscript may be in one of the following types:
  - Original Article
  - Review
  - Pictorial Essay
  - Technical Note
  - Case Report (please note that the Editors are extremely selective on case reports; since March 2010 very few case reports have been accepted)

### Category of your article

2. Your manuscript may be in one of the following categories:
  - Neuroradiology
  - Head and Neck Imaging
  - Chest Imaging
  - Breast Imaging
  - Abdominal Imaging
  - Musculoskeletal Imaging
  - Cardiovascular Imaging
  - Pediatric Radiology
  - Fetal Imaging
  - Interventional Radiology
  - General Radiology

### Title of your article

3. Title of your manuscript should be prepared in "sentence case":  
Example: **Carotid CT angiography: comparison of image quality after left versus right arm injections**

- 3a. “US”, “CT” and “MRI” (not “MR imaging”) should be used as abbreviations. MDCT should not be used in the title (instead use “multidetector CT”), but may be used in the body of the manuscript.
- 3b. After colon (:), start with lower case unless there is a proper noun or abbreviation.

#### Author names

4. Write author names in “title case” (e.g., John Doe) the way you want them to appear in the journal. If you use two or more surnames, underline them.

#### Department names

5. Make clear whether yours is a department or a clinic.

#### Institution names

6. Make clear whether yours is a school of medicine.

#### Abstract

7. For original articles write a structured report in the following order:  
 Purpose (not “Aim”)  
 Materials and methods  
 Results  
 Conclusion
8. For other types of articles write a paragraph (single paragraph).
9. Abstracts should contain 250 words or less.
10. Refrain from using abbreviations in the Abstract (exceptions are MRI and CT).

#### Key words

11. Select three to five of them from the U.S. Library of Medicine’s Medical Subject Headings (MeSH) browser (<http://www.ncbi.nlm.nih.gov/mesh>)

**11a. DO NOT make up key words.** If they are not from MeSH, your manuscript will not be processed.

#### Order of your manuscript

12. Arrange your manuscript in the following order:
- 12a. For original articles:  
 Introduction  
 Materials and methods (use “sentence case”; do not write “Materials and Methods” or “Subjects and methods”)  
 Results  
 Discussion  
 DO NOT write a separate “Conclusion” heading (you may, however, begin your last paragraph with “In conclusion, ...”).  
 Acknowledgement(s)  
 Conflict of interest disclosure  
 References  
 Tables (DO NOT embed tables inside the main text)  
 Figure legends (DO NOT embed figures inside the main text)
- 12b. For case reports:  
 Introduction  
 Case report (use “sentence case”; for multiple cases start each case after this heading with the subheadings “Case 1”, “Case 2”, ...; for multiple cases section heading should be “Case reports”)

Discussion

DO NOT write a separate “Conclusion” heading (you may, however, begin your last paragraph with “In conclusion, ...”).

Acknowledgement(s)

Conflict of interest disclosure

References

Tables (DO NOT embed tables inside the main text)

Figure legends (DO NOT embed figures inside the main text)

12c. For other types of articles:

Introduction

Body of the text can be freely structured; however, use “sentence case” for headings and subheadings, and DO NOT use numbers or letters (1., 2., ..., I., II., ..., or a., b., c. ...).

Acknowledgement(s)

Conflict of interest disclosure

References

Tables (DO NOT embed tables inside the main text)

Figure legends (DO NOT embed figures inside the main text)

### **Text of your manuscript**

13. Use Times New Roman font (size 12) throughout with 1.5 line spacing.

13a. Make paragraphs with first line tabs throughout the main body of manuscript (excluding Title, Abstract, Headings, Subheadings, References, Tables, and Figure Legends).

14. Describe abbreviations the first time you use them. Use “MRI”, not “MR imaging”. However, do not say “MRI images” (say “MR images” instead).

15. Make sure you make reference in the text to every reference, figure and table.

16. Mention references within parentheses (not within brackets or as superscripts) separated by commas and a space: (1, 4, 7–9).

17. For consecutive references more than two, and for any statement where the numbers show an interval, use “n dash, –”, not a “dash, -”: “(7–9)” or “100–200 ms” or “Groups II–V”.

A “dash” (-) is used between words or in phrases like “47-year-old man”, “T1-weighted”, “Kruskal-Wallis test”.

An “en dash” (–) is a longer dash that is used between two values, implying an interval: “2–3 years”

An “em dash” (—) is an even longer dash that is used as part of a sentence that may be omitted without disrupting the sentence: “There was no one around—not that I was aware of.”

Following example has proper combined use of dash and en dash: “chemoembolization using 300–500-micron beads”

18. If a reference has only one author, do not put “et al.” after his name in the text: “Kim (7) stated that ...”.

19. If a reference has only two authors, do not put “et al.” after the first author’s name in the text. Instead list both names: “Kim and Williams (7) stated that ...”.

20. If a reference has more than two authors, then put “et al.” after the first author’s name in the text. “Kim et al. (7) stated that ...”.

21. When a sentence ends with a reference to a Figure or Table, give the reference after, not before, Figure or Table parentheses.
22. When mentioning Figures in the text use abbreviations: "... (Fig. 1)", "... shown in Figs. 2 and 4".
23. Figure parts should be identified by lowercase letters (e.g., Fig. 1a).
24. If you mention two or more Figures use "(Figs. 2, 7a and 9)" or "Figs. 1a and 1b".
25. Use comma (",") not a colon (":") after phrases like: "... aged between 16–74 years (mean, 43 years)."

In writing technical parameters use "," and separate concepts by ";":

"... axial and sagittal T1-weighted (W) spin echo (SE) (TR/TE, 500–600/12 ms; matrix, 192–256; field of view, 200x230 mm), axial and coronal T2W SE (TR/TE, 4000–5000/100 ms; matrix, 192–256; field of view, 230x230 mm), and axial fluid-attenuated inversion-recovery (FLAIR) (TR/TE/TI, 8500/98/2150 ms; matrix, 192–256; field of view, 230x230 mm)."

26. For species names use italics: "...caused by *Schistosoma haematobium*". Bear in mind that the scientific name (species name) of any plant, animal, fungus, alga or bacterium consists of two Latinized words. The first word (beginning in uppercase regardless of its position within a sentence) is the name of the genus to which the organism belongs. The second word (beginning in lowercase) is the specific epithet or specific term of the species. Together, the genus plus the specific epithet make up the species name. The species name and scientific name are synonyms.
27. "P" regarding statistical analysis should be uppercase and italic:  $P < 0.05$ . Use a space before and after "<", ">", or "=" next to a *P*. This is also true for *P* in tables and figure legends.
- 27a. Elsewhere DO NOT put a space after "<", ">", and before and after "=" or "±".
28. Use SI units: "mL" (not "cc"), "dL", "s" (not "sec"). Liter should be abbreviated in uppercase.
29. **Make sure that you are not disclosing your identity to the blinded reviewers by mentioning your institution or initials, or explicitly referring to one of your works published earlier. When such disclosure needs to be made, write it (institution name, initials, or reference) in bold and red. Likewise, make sure your Figures do not reveal the identity of a patient or your institution.**
30. Mention in parentheses, where appropriate, the producer of a drug, product, hardware, or software followed by a semicolon (;), city of the company followed by a comma (,), and country of the company: "... 1.5 T MR unit (This and That Medical Systems, New York, USA) ...".
31. In "Discussion", make sure you mentioned the limitations, drawbacks or shortcomings of your original article.

#### Research ethics standards compliance

32. All manuscripts dealing with human subjects must contain 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 (<http://ohsr.od.nih.gov/guidelines/helsinki.html>). There should also be a statement about whether informed consent was obtained from research subjects.

#### Conflict of interest disclosure

33. Each author must disclose at the time of submission 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, write before References:

**“Conflict of interest disclosure**

The authors declared no conflicts of interest.”

**References**

34. Make sure that all references are referred to in the text. A common error is using the same reference twice.
35. Only essential references should be cited.
36. If there are six or fewer authors, all should be listed. If there are seven or more, list the first three and then ", et al." the rest (use "et al." after a comma).
37. The list should be in order of first appearance in the text.
38. Journal names should be abbreviated according to MEDLINE ([www.ncbi.nlm.nih.gov/journals](http://www.ncbi.nlm.nih.gov/journals)). For "AJR" use "AJR Am J Roentgenol".
39. Journal article:
  1. Hoverman IV, Gentry LO, Jones DW, Guerriero WG. Intrarenal abscess: report of 14 cases. *Arch Int Med* 1980; 140:914–916.
- 39a. Use "sentence case" for article titles.
- 39b. Use lowercase after a colon (:) in the article title.
- 39c. Do not use a period after journal abbreviation.
- 39d. Do not use a month abbreviation before or after the publication year.
- 39e. Use a space following the semicolon after the publication year.
- 39f. Do not use an issue number within parentheses following the publication volume.
- 39g. Do not use a space following the colon after the publication volume.
- 39h. Use an "n dash, –", not a "dash, -", in between page numbers.
- 39i. Write the ending page number in full: "914–916.", not "914–6." or "914–16."
- 39j. Put a period (".") at the end of the reference.
40. Books:
  2. Watanabe M, Takeda S, Ikeuchi H. Atlas of arthroscopy. 2nd ed. Tokyo: Igaku Shoin, 1969; 57–59.
  3. 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.
- 40a. Use "sentence case" for chapter or book titles.
- 40b. Use lowercase after a colon (:) in the chapter or book title.
- 40c. Use semicolon (;) after publication city name.
- 40d. Use comma (,) after publisher name.
- 40e. Use semicolon (;) after publication year.
- 40f. Use a space following the semicolon after the publication year.
- 40g. Use an "n dash, –", not a "dash, -", in between page numbers.
- 40h. Write the ending page number in full: "914–916.", not "914–6." or "914–16."
- 40i. Put a period (".") at the end of the reference.
41. Web: Mention date of your access.
  4. Musculoskeletal MRI Atlas. Available at: <http://www.gla.med.va.gov/mriatlas/Index.html>. Accessed July 14, 2010.
42. Presentation:
  5. 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.

**Tables**

43. Make sure that all tables are referred to in the text.

44. **Bear in mind the fact that a chart, graph, drawing, diagram, or an algorithm is not a table. Instead it should be a figure.**
45. If there is a single table, do not number it. Title it as “Table. ....” not “Table 1. ...”. Refer to it in the text as such: “Table shows...” or “... are given in Table.” or “... (Table).”
46. All tables should have a title.
47. Do not put a period after the title of a table.
48. Use footnotes explaining any abbreviation used in a table.
49. Lowercase letters (a, b, c, ...), not asterisks or others, should be used for referenced footnotes in a table.

### Figures

50. Make sure that all figures (not necessarily all figure subunits) are referred to in the text.
  51. If there is a single figure (even with subunits), do not number it. Title it as “Figure. ....” not “Figure 1. ...”. Refer to it in the text as such: “Fig. shows...” or “... is shown in Fig. a” or “... (Fig. b).”
  52. Bear in mind that a chart, graph, drawing, diagram, or an algorithm should ALL be labeled as a figure. Do not use “Drawing 1”, “Graph 1”, etc.
  53. 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) even if that publication had been submitted by you or one of your co-authors. Send the permission by e-mail separately to the journal ([info@dirjournal.org](mailto:info@dirjournal.org)).
  54. Make sure there is no recognizable patient or institution information on an image. For photographs of individuals eyes should be covered to aid in providing anonymity.
  55. When mentioning Figures in the legends section write them in full:  
**Figure 1.** Axial MR image shows...
  56. Refer to the already published articles ([www.dirjournal.org/submit/view-aip.php](http://www.dirjournal.org/submit/view-aip.php)) to make sure how to construct the figure legends.
  57. When there are Figure subunits DO NOT label them on the images.
  58. When there are Figure subunits use the following legend format:  
**Figure 1. a, b.** Axial (a) and coronal (b) T1-weighted MR images show...  
**Figure 1. a–e.** Axial (a) and coronal (b) T1-weighted MR images show...  
When there is a single figure: **Figure. a-c.** Axial (a) and coronal (b) T1-weighted MR images show...
- Once again, please refer to the already published articles ([www.dirjournal.org/submit/view-aip.php](http://www.dirjournal.org/submit/view-aip.php)) to make sure how to construct the figure legends.
59. Use an “n dash, –” not a “dash, -” between figure subunits as shown in the second example in 58.
  60. Submit images in TIF (not JPEG) format.
  61. Submit all images and their subunits separately.
  62. **Once again, it is recommended that you refer to the articles already published online ([www.dirjournal.org/submit/view-aip.php](http://www.dirjournal.org/submit/view-aip.php)) 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.**

**Thank you for your cooperation.**