

# Skeletal Radiology Instructions for Authors

## *General Information*

- All manuscripts should be submitted online at <http://www.editorialmanager.com/skra/>, following the on-screen instructions.
- The Journal does not offer pre-evaluation. Publication decisions are made only after review of the manuscript
- Submission requirements for Skeletal Radiology are in accord with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” of the International Committee of Medical Journal Editors (ICMJE). These requirements are available online (<http://www.icmje.org>).
- 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 institution where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.
- 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) for both the print and online format 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.
- Acceptance of manuscripts for publication is based solely on the Editor’s decision and/or the results of peer review.
- All accepted articles will be edited as required to meet the standard of the Journal.
- It is the Corresponding Author’s responsibility to ensure that he/she has the correct authors’ names, affiliations, addresses and author sequence when the manuscript is submitted. Changes in authors or in the order of authors will not be accepted **after submission** of a manuscript.
- No corrections are possible after online first publication. In the event of a serious error or omission, if approved by the Editors-in-Chief, an erratum will be published and hyperlinked to the article.

## *Ethical Responsibilities of Authors*

This Journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the Journal will follow the COPE guidelines (<https://publicationethics.org/>) on how to deal with potential acts of misconduct.

- Authors should include statements concerning conflict of interest, and if applicable, statements on the ethical treatment of human and animal subjects. Statements should be placed in a separate section at the end of the manuscript before the references, entitled “Compliance with Ethical Standards.” Examples are provided in the Conflict of Interest, Ethical Treatment of Human Subjects and Research Involving Animals sections below.
- If requested, the corresponding author should be prepared to present evidence of IRB approval.
- The Editors reserve the right to reject manuscripts that do not comply with the above-mentioned guidelines.

### ***Ethical Principles Regarding Content of the Work***

The rules of good scientific practice include:

- The manuscript may be submitted to only one journal at a time.
- The manuscript has not been published previously (partly or in full). If the manuscript expands upon previous work and/or reused material (or cases), this must be clearly identified and referenced. Failure to do so constitutes “self-plagiarism”.
- A single study is not split up into several parts to increase the quantity of submissions (“salami-publishing”).
- No data have been fabricated or manipulated (including images).
- No data, text, or theories by others are presented as if they were the author’s own (“plagiarism”). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks are used for verbatim copying of material, and permissions are secured for material that is copyrighted.
- The Journal routinely uses software to screen for plagiarism.
- Authors whose names appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.
- Upon request authors should be prepared to send documentation or data in order to verify the validity of their results.

### ***Suspicion of Misconduct***

If there is a suspicion of misconduct, the Journal will carry out an investigation following the COPE guidelines. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. If

misconduct has been established beyond reasonable doubt, the Editor-in-Chief may implement actions including, but not necessarily limited to, the following:

- If the article is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, depending on the nature and severity of the infraction, either an erratum will be placed with the article or in severe cases complete retraction of the article will occur. The reason will be published in the erratum or retraction note.
- The Department Chair, the Institutional Review Board or Ethics Committee, and/or the hospital administrator may be notified.

### ***Conflict of Interest***

Authors should include information regarding sources of funding, potential conflicts of interest (financial or non-financial), informed consent if the research involved human participants, and a statement on welfare of animals if the research involved animals.

Authors must disclose all relationships or interests that could have direct or potential influence or impart bias on the work, even if an author does not think there is any influence on the work being reported.

A conflict of interest is not necessarily inappropriate. Examples of potential conflicts of interest may include but are not limited to the following:

- Research grants from funding agencies (please give the research funder and the grant number)
- Honoraria for speaking at symposia
- Financial support for attending symposia
- Financial support for educational programs
- Employment or consultation
- Support from a project sponsor
- Position on advisory board or board of directors or other type of management relationships
- Multiple affiliations
- Financial relationships, for example equity ownership or investment interest
- Intellectual property rights (e.g. patents, copyrights and royalties from such rights)
- Holdings of spouse and/or children that may have financial interest in the work

Non-financial interests that may be important to readers should also be disclosed. These may include but are not limited to personal relationships or competing interests directly

or indirectly tied to this research, or professional interests or personal beliefs that may influence your research.

The corresponding author collects the conflict of interest disclosure forms from all authors. In author collaborations where formal agreements for representation allow it, it is sufficient for the corresponding author to sign the disclosure form on behalf of all authors.

Some examples of disclosures:

**Funding:** This study was funded by X (grant number X).

**Conflict of Interest:** Author A has received research grants from Company A. Author B has received a speaker honorarium from Company X and owns stock in Company Y. Author C is a member of committee Z.

If no conflict exists, the authors should state:

**Conflict of Interest:** The authors declare that they have no conflict of interest.

### ***Ethical Treatment of Human Subjects***

When reporting studies that involve human participants, authors should include a statement that the studies have been approved by the appropriate institutional and/or national research ethics committee and have been performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards. This requirement extends to retrospective analyses of patient data as well as prospective studies.

If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study.

The following statements should be included in the text before the References section when reporting studies that involve human participants:

**Ethical approval:** “All procedures performed in studies involving human participants were in accordance with the ethical standards of the institutional and/or national research committee and with the 1964 Helsinki declaration and its later amendments or comparable ethical standards.”

### ***Informed Consent***

The following statement should be included for manuscripts in which the Institutional Review Board or Ethics Committee required informed consent:

**Informed consent:** “Informed consent was obtained from all individual participants included in the study.”

If identifying information about participants is available in the article, the following statement should also be included:

“Additional informed consent was obtained from all individual participants for whom identifying information is included in this article.”

### ***Research Involving Animals***

The welfare of animals used for research must be respected. When reporting experiments on animals, authors should indicate whether the international, national, and/or institutional guidelines for the care and use of animals have been followed, and that the studies have been approved by a research ethics committee at the institution or practice at which the studies were conducted (where such a committee exists).

For studies with animals, the following statement should be included in the text before the References section:

**Ethical approval:** “All applicable international, national, and/or institutional guidelines for the care and use of animals were followed.”

If applicable (where such a committee exists): “All procedures performed in studies involving animals were in accordance with the ethical standards of the institution or practice at which the studies were conducted.”

### ***Request for Re-Use of Published material***

Requests for re-use of published material should be made on-line using the following link which will provide detailed step-by-step instructions:

<http://www.springer.com/de/rights-permissions/obtaining-permissions/882>.

### ***General Format Guidelines for All Manuscripts***

- All manuscripts must be submitted in English with double-spaced, 12-point, left justified, Times New Roman type. Authors not experienced with writing scientific manuscripts in English are strongly encouraged to have their manuscript reviewed by a native English speaker or an individual experienced with scientific writing in English. Badly written manuscripts are more likely to be rejected; language itself may be a reason for rejection.
- Manuscripts must be formatted in accordance with the requirements and limitations for the specific type of article submitted (as outlined below).

- The Journal reserves the right to return manuscripts “unreviewed” if the appropriate format has not been followed.
- All identifying information (such as organizational affiliations) should be removed from the manuscript text and acknowledgements. Additionally, all submitted images should be anonymized with all patient data removed. Manuscripts with identifying information will be returned “unreviewed.”
- Blinded manuscript pages should be numbered sequentially, with the blinded title page as page number 1 (see Manuscript Organization below).
- Manuscripts should be prepared in Word format (Microsoft Word 2007 or later) and submitted in docx format.
- Tables should be prepared using table function in Word.
- Equations should be prepared using equation editor or Math Type.
- **The use of abbreviations is discouraged.** Terms used more than 6 times may be abbreviated, with the abbreviation defined, following the first mention of the term.
- References should be placed at the end of the manuscript, in the order in which they are cited in the text. Reference citations in the text should be identified by numbers in square brackets (e.g.: [3] or [1-3, 7]). Only numerals should be cited in the text. If there are six authors or fewer, all should be listed. If seven or more, list the first three and then “et al” the rest. The Vancouver reference style is used in this Journal. Please note that EndNote offers a bibliographic style specifically for *Skeletal Radiology*.

## ***Manuscript Types***

- Skeletal Radiology accepts 7 types of manuscripts: (1) scientific article, (2) review article, (3) case report, (4) perspective, (5) test yourself: question and answer, and (6) technical report, and letter to the Editor (7). Requirements for each of these submissions are described in detail below.
- The Journal has interpreted a case report as a manuscript that describes and analyzes individual cases. The case report designation should be used for manuscripts that detail four or less cases. When reports include more than four cases, results and observations should be summarized and the manuscript submitted as a scientific article.
- For questions concerning scientific articles, review articles and perspectives contact Daniel I. Rosenthal, MD, (e-mail: [dirosenthal@partners.org](mailto:dirosenthal@partners.org)) or Mark J. Kransdorf, MD (e-mail: [kransdorf.mark@mayo.edu](mailto:kransdorf.mark@mayo.edu)).
- For questions concerning case reports or test yourself manuscripts, contact Thomas Link, MD, (e-mail: [thomas.link@ucsf.edu](mailto:thomas.link@ucsf.edu)).

## **Authorship**

- All authors must have made substantial contributions to *all four* categories established by the International Committee of Medical Journal Editors (<http://www.icmje.org>) to include: (1) conception and design, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be published, and (4) agree to be accountable for all aspects of the work if questions arise related to its accuracy or integrity.
- Individuals who have not made substantial contributions in all four categories, but who have made substantial contributions either in some of them, or in other areas, should be listed in acknowledgments.
- A maximum of 7 authors is allowed for scientific articles, review articles and technical innovations. For scientific articles submitted as a result of a multi-institutional study having more than 7 authors, a letter detailing the specifics of the study and the contributions of each author must accompany the initial submission. A maximum of 5 authors is allowed for a letter to the editor, although no more than 3 is preferred.
- A maximum of 5 authors is allowed for case reports, Test Yourself manuscripts and perspective submissions.
- As noted previously, it is the Corresponding Author's responsibility to ensure that he/she has the correct authors' names, affiliations, addresses and author order when the manuscript is submitted. **Changes in authors or in the order of authors will not be accepted after the initial submission of a manuscript.**
- Changes in authorship are not permitted during manuscript revision. Additional contributions to the manuscript by non-authors during revision can be recognized by an acknowledgment. Requests for an exception to this policy will be considered on a case by case basis and only when the scope of the manuscript has significantly expanded as a result of the requested revisions. Such requests must be accompanied by a detailed justification of the circumstances and approved prior to resubmission. In addition, the corresponding author must include a letter signed by all authors, the original submitting authors and those added and/or removed, acknowledging that they agree with the proposed change(s) and the revised author order. The decision of the assigned Editor in all such cases is final and not subject to review.

## **Manuscript Organization**

- **Scientific Article:** All manuscripts should be organized as follows: title page, blinded manuscript, supplementary material, tables and figures.
  - **Title Page** should include: all author names (in correct order), author affiliations and the e-mail address of corresponding author. Author information cannot be changed following the initial submission of the manuscript.

- **Blinded Manuscript** organized as follows: blinded title page, abstract, introduction, materials and methods (or alternatively subjects and methods), results, discussion, acknowledgments, references, figure legends, tables and figures.
  - **Blinded title page** has only the title of the manuscript with no author or institutional affiliation
  - **Abstract** is limited to 250 words and should be structured into four sections corresponding to the body of the manuscript: Objective; Materials and Methods, Results and Conclusion. Each section should comprise one paragraph, beginning with the name of the section in italics, followed by a period (*Objective*. To report...). The objective of the manuscript as listed in the abstract must agree with the purpose as identified in the Introduction (see below). Abbreviations should not be used in the Abstract with the exception of those such as CT and MRI, which are commonly accepted. Citations should not be included in the Abstract
  - **Introduction** should briefly state the nature and purpose of the work, quoting the relevant literature, and indicating its importance and relevance. The final paragraph of the Introduction must specifically indicate the exact purpose of the manuscript and should match the purpose that is stated in the Abstract. This section should not exceed 400 words.
  - **Materials and Methods** section should include all details of clinical and technical procedures stated in the STARD initiative for studies of diagnostic accuracy (<http://radiology.rsnajnl.org/cgi/content/full/226/1/24>). Authors should concentrate on providing inclusion and exclusion criteria, method and setting of data collection. Include the beginning and end dates of recruitment. Was the study population a consecutive series? If not, how was the study population selected? Describe experience and blinding of interpreters. Describe statistical methods for calculating or comparing measures of diagnostic accuracy and methods to quantify uncertainty (confidence interval).
  - **Results** should be presented clearly, concisely and without comment. Every item mentioned in Materials and Methods should have a corresponding item (result) in the Results section.
  - **Discussion** should explain your results and relate them to those of other authors and define their significance for clinical practice. Difference with previous studies should be identified and analyzed. The manuscript should end with a brief conclusion. Conclusions that can be drawn from the investigation should be expressed in the final sentences of the manuscript.
  - **Acknowledgments** are for individuals who have not made sufficiently substantial contributions to the manuscript to be considered authors, but who have assisted in the conception, design, editing, etc. Comments on grants or funding for the study can also be included.
  - **References** should be formatted as noted in the General Format Guidelines above. Only essential references should be cited. References are listed in the order referenced in the text.

- **Tables** should be presented in a column and row format and not duplicate the date presented in the results. Tables should be titled and numbered consecutively.
  - **Figure Legends** should use the *Skeletal Radiology* style (**Fig. 1a** 24-year-old man with scaphoid non-union...), providing age, gender and diagnosis or finding illustrated. Any electronic alteration of images that substantially changes the information provided by the image should be completely described. Figure legends should be included at the end of the manuscript document and not uploaded as a separate document or as supplemental material. Figures may be imbedded in the manuscript document. Individually uploaded figures are required for publication and may be submitted at the time of initial submission or during revision.
- **Supplementary Material** includes permission documentation for images or text passages that have already been published elsewhere or other materials from copyright owner(s).
- **Figures** for manuscripts should be imbedded within the Microsoft Word document after the figure legends. Each image should be identified by its figure number with the legend appearing immediately below the image. Images should appear in the order in which they are cited in the text. In general, when multiple patients are presented, all images relating to the same patient should have the same figure number. Multiple images for the same patient should be identified by sequential letters (e.g.: Fig. 1a, Fig. 1b, etc). Imbedded images should be of sufficient quality and size so that the illustrated features are readily apparent. In general images should be 300 dpi and no smaller than 3 inches (7.6 cm) square or larger than 6 inches (15.2 cm) square. Each figure part should be submitted as an individual image. There is no formal maximum number of images allowed, but figures should be limited to those required to adequately convey the scientific message presented.
- **Review Article:** A review article is a scholarly discussion of the literature, bringing together ideas and observations into a coherent discussion of a topic. It is especially appropriate when a field of study has undergone changes that have not yet made their way into standard textbooks. It is not a case report, and it is not a scientific article in the sense of having materials methods and results. Because of the nature of a review article, the structured format of a scientific manuscript is not required. The text can be a continuous narrative as required by the author(s). The Abstract is limited to 250 words, but is otherwise non-structured. All other requirements for a scientific manuscript apply. A "Critical Review" or "Meta-Analysis" is a scientific article which combines and analyzes the data from of multiple published studies to improve the statistical power of results. The format is similar to that of a Review Article.
- **Case Report:** The format for a case report should follow that for a scientific manuscript with the following limitations:
  - The blinded manuscript should be organized as follows: blinded title page, Abstract, Introduction, Case Report, Discussion, Acknowledgments, References, Tables, Figure Legends, and Figures.

- The title of the case report must include diagnosis with the diagnosis at the beginning of the title. For example, the title “A mature adult with a rare case of Langerhans cell histiocytosis,” would be more concise if restructured as “Langerhans cell histiocytosis: a rare case in an adult.”
  - The Abstract is limited to 250 words, but is otherwise not structured. It should indicate the diagnosis, a brief summary of the reported case specifics, and a brief explanation of why it merits publication.
  - The Introduction should indicate why the case is being presented and its clinical relevance. It should stress what this case adds to the literature and how and why it should be of interest to readers of the Journal. As a generalization, cases that serve only to report unusual disease manifestations without defined teaching value or clinical relevance are not appropriate.
  - The Discussion should focus on those aspects of the case that are necessary to convey the message that the author(s) wish to make. Extraneous information is discouraged.
  - The Figures should be placed after the Figure Legends. Each figure part should be formatted as specified for a Review Article. When multiple cases are included, images for each case should be presented together in a single figure. In general, images should be presented in chronological order.
- **Perspective:** This manuscript is a commentary of 1500-2000 words, addressing a broad range of topics in musculoskeletal science, education and practice. Members of the Editorial Board may solicit or contribute these commentaries. Authors and readers are also invited to contribute commentaries. As a generalization, illustrations are not permitted and references are limited.
  - **Test Yourself: Question and Answer:** The purpose of the “Test Yourself” manuscript is to allow the reader to test his or her diagnostic skill in diagnosing unusual entities. Accordingly, such cases must have radiologic features and/or pathological features that will allow an accurate diagnosis, or at least a narrow differential, to a knowledgeable reader. Cases with unreported features are not appropriate for this type of submission.
    - The format for this manuscript is very brief and consists of two parts, a “question” and an “answer.” Each part is submitted as a separate manuscript.
    - The “Question” manuscript should have a title which indicates the presentation, and does not reveal the diagnosis: for example “Painful Suprapatellar Swelling.” It should be followed with a very brief history containing only essential data and generally not more than one or two lines of text. Up to six figure parts may be submitted, preferably with at least one showing pathology. The figure legends should only indicate the modality (e.g. T2 weighted MRI; Giemsa stain 400X), and should not reveal the diagnosis.
    - The “Answer” manuscript should begin with a one line statement of the diagnosis, followed by a Discussion of up to 500 words, with no more than 10 references. The title of the Answer should match that of the Question. Since this submission is a test for the knowledgeable reader, the answer manuscript should address the salient diagnostic features of the images included in the question, although no additional images should be included in the answer manuscript.

- **Technical Report:** This section is designated for papers that describe a new or novel diagnostic or therapeutic technique that may be experimental (tested on non-human subjects) or with limited clinical application. Newer technology, novel applications of existing technology, biopsy and therapeutic procedures are some examples of applications that would be considered suitable for this section. The format should be as outlined for scientific manuscripts.
- **Letter to the Editor:** Letters to the Editor may offer pertinent comment or constructive criticism of articles published in Skeletal Radiology. The timeliness of such letters is important and they must be received no later than three months following the on-line publication of a manuscript. They should directly relate to material within the article. Such letters are published at the discretion of the Editor and are subject to editing for content and style. Once accepted, they will be sent the author(s) for response.

Letters not directly dealing with published material will be evaluated by the editor on their perceived value to the readers of Skeletal Radiology. No letter will exceed 500 words or have more than 6 references. Images, tables, graphs, etc., will not be accepted except under unusual circumstances.



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