

Instructions to Authors

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The instructions below accord with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (www.icmje.org/). The journal supports the guidelines published by the Committee on Publication Ethics and the recommendations of the Standards for Reporting of Diagnostic Accuracy steering group and requires that authors do the same. The guidelines can be found at www.publicationethics.org.uk and www.consort-statement.org/stardstatement.htm respectively.

The right is reserved to introduce any changes necessary to make contributions conform to the editorial standards and format of the journal. Original manuscripts will be accepted only on the understanding that they have been submitted exclusively to *Clinical Radiology*.

Clinical Radiology invites submission of the following:

Original Papers should be no more than 4,000 words in length.

Case Reports must be original and carry an important message. For further guidance on the criteria for accepting case reports, refer to *Clin Radiol* 1999;54:557. Authors should note that acceptance of case reports is exceptional (less than 10% of submitted case reports are published).

Technical Reports should be no more than 2,000 words in length.

Letters to the Editor concerning papers published in the journal, and other points of interest to readers, are welcomed by the Editor and are published at the Editor's discretion.

Review Articles* should not exceed 5,000 words and should include no more than 8 single illustrations, which will be printed at single column width. Multiple images are not permitted.

Pictorial Reviews* should not exceed 2,500 words and should include no more than 16 single illustrations which will be printed at single column width. Multiple images are not permitted.

** To avoid duplicating review articles and pictorial reviews please contact the Editorial Office (crad@editorialoffice.co.uk) if you are planning to write a review article for *Clinical Radiology*. Please include a short précis (100 words or less) describing the intended review and any novel aspects. Specify how many figures you will intend to include, referring to the Instructions to Authors for current requirements. Submitted review articles are subjected to peer review, so publication is not guaranteed.*

Peer Review

All papers, including review articles that have been commissioned (but with the exception of some case reports), are subjected to peer review. Manuscripts are assessed by the Editor or Deputy Editor, an Assistant Editor and an independent referee; the latter receives an anonymised version. Where necessary, papers are also assessed by a statistician. Case reports may be evaluated by the Editor or Deputy Editor and Assistant Editor only and may be rejected by the Editor without undergoing full peer review. The mean turnaround time was 49 days for 2004. The average time taken between acceptance and publication is 6 months. *Clinical Radiology* has a fast track system for the publication of papers that report important findings.

Ethics

Manuscripts reporting the results of studies on human subjects must include a statement in the Materials and Methods section to confirm that informed consent was obtained. Furthermore, original papers must also include a statement to confirm that institutional ethics committee (or equivalent) approval has been obtained; or that such approval was not deemed to be necessary by the committee chairperson. A signed letter of permission must be included with the manuscript for any individual who might be identified due to written descriptions, photographs, or otherwise; in this context, informed consent requires that the individual be shown the manuscript.

Authors must disclose any indirect or direct financial interest they have in the subject matter of a submitted manuscript, or any other potential conflict of interest.

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Instances of suspected plagiarism or duplicate publication will be taken seriously, and will be dealt with according to guidelines laid down by the Committee on Publication Ethics (COPE). This may include the use of anti-plagiarism software to analyse the manuscript in question.

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Title Page

This page should include the title of the manuscript, full names of the authors, the name and address of the institution from which the work originates, the telephone number, fax number and e-mail address of the corresponding author, and information concerning grants.

Acknowledgement of those who have contributed substantially to the work reported in the manuscript, such as editorial and writing assistance, but who are not included as authors should also be included.

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Abstract An abstract of 250 words or less must be submitted with each paper. Review articles and case reports should have a brief, unstructured abstract. Otherwise, abstracts should be divided into paragraphs with the following headings:

Aim: Briefly state the hypothesis being tested or the procedure being evaluated.

Materials and Methods: State what was done and what materials were used, including number of subjects. Also include the methods used to assess the data.

Results: The findings of the study, including indicators of statistical significance. Include actual numbers, as well as percentages.

Conclusion: Summarise in one or two sentences the conclusion made on the basis of the findings.

Manuscript

Your manuscript should be double-spaced. To allow for anonymity in the review process, do not include the names of authors or your institution in the abstract or body of the manuscript.

Introduction

The introduction should be concise and include only strictly pertinent references. Clearly state the hypothesis or purpose of the study.

Materials and Methods

Describe clearly the number and selection of the subjects studied (patients or experimental animals, including controls). For studies of the diagnostic accuracy of new imaging tests, authors should refer to the STARD recommendations (www.consort-statement.org/stardstatement.htm). Identify the methods, instrumentation (manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. Give references to established methods, including statistical methods that have been published but are not well known; describe new or substantially modified methods and give reasons for using these techniques. Detailed statistical analyses, mathematical derivations and similar should be presented in one or more appendices.

Results

Present the results in a logical sequence with tables where appropriate. Do not repeat in the text all the data in the tables and/or illustrations; summarise only important observations.

Discussion

Emphasise the new and important aspects of the study and conclusions that follow from them. Do not repeat in detail the data given in the Results section. Include in the Discussion the implications of the findings and their limitations, in particular with reference to the use of modified methods, statistical or otherwise. Relate the observations to other relevant studies. Link the conclusions with the goals of the study, but avoid unwarranted statements and conclusions not supported by the data. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when appropriate, but clearly label them as such. For experimental studies, please describe the potential importance of your conclusions as they relate to future practical applications. Do not repeat the conclusion stated in the abstract.

Figure and Table Legends

Figures and table legends should be listed in numerical order and included at the end of the manuscript.

Reference Format

Number references consecutively in the order in which they are first mentioned. The abbreviations used for periodicals cited in the references should follow the following style:

For journal articles, list surnames and initials of all authors when six or less, such as: 1 Stuart MJ, Elrad H, Graeber JE, Hakanson DO, Sunderji SG, Barvinchak MK. Increased synthesis of prostaglandin endoperoxidases and platelet hyperfunction in infants of mothers with diabetes mellitus. *J Lab Clin Med* 1979;94:1226. When seven or more authors are listed, only the first three names need to be identified, followed by 'et al'.

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Units and Abbreviations

Radiation measurements and laboratory values should be given in the International System of Units (SI)

(see: SI Units in Radiation Protection and Measurements. NCRP Report no. 82 [August 1985], found at www.ncrp.com/rpt82.html).

Abbreviations should be used sparingly and only when the term appears more than 10 times in the following text. Abbreviations should be spelled out when first used in the text such as 'cerebrospinal fluid (CSF)'. Laboratory slang, clinical jargon, and uncommon abbreviations should be avoided.

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Images should not contain irrelevant data, particularly anything which might lead to identification of an individual.

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