APPLIED RADIOLOGY®
THE JOURNAL OF PRACTICAL MEDICAL IMAGING AND MANAGEMENT

Radiological Case Report Submission Instructions

Updated February 25, 2020

Applied Radiology welcomes Radiological Case Report submissions highlighting medical imaging's role in medical care and treatment. Cases should pertain to the practical application of imaging to specific conditions, injuries, or diseases. All materials submitted to *Applied Radiology* must be original and previously unpublished in any other journal or website.

How and where to submit Case Reports: Text and Images

Case Reports are submitted with text and images separately

Text

Case Report text and any tables should be in a standard word processing format (such as Microsoft Word) be emailed to:

Jennifer Cranny, MD
Associate Editor, Radiological Cases
JenniferCranny@gmail.com

Images

A folder containing the images for each Case Report should be compressed and uploaded to:

https://www.hightail.com/u/Applied-Radiology.

The Subject Field should contain the article's corresponding author's last name and the article title. The message field should contain a brief description of the article.

DICOM Images

If possible, provide a DICOM dataset (250-750 images) of each "key image" to allow viewers to interact with the dataset. ZIP (compress) DICOM images and upload them to:

https://www.hightail.com/u/Applied-Radiology.

The Subject Field should contain the case corresponding author's last name and the Case Report title. The message field should contain the words Case Report and a brief description of the case.

Writing and Formatting Case Reports

Please follow these instructions when preparing your Radiological Case Report for submission. Submissions that do not adhere to all of these instructions will be returned for revision and/or may not be accepted for publication. *Applied Radiology* reserves the right to publish accepted cases in digital and/or print format.

Radiological Case Report Length, Writing Style

Radiological Case Reports *should not exceed 1,000 words in length*, excluding references and legends. Content, including references, should adhere to the AMA Manual of Style, 10th Edition.

Author Information

All authors should be listed, including full name, degree, and affiliations (department, institution/company, city, state) at the time the Case Report was prepared, for example: Linda R. Greer, MD, Breast Health & Research Center, John C. Lincoln Health Network, Phoenix, AZ.

The corresponding author should provide full contact information, including mailing address, phone number, and a permanent e-mail address, regardless of current institutional affiliation.

Radiological Case Format

Radiological Case Reports should contain all of the following elements in the specified order:

1. Case Summary

This should be a brief (<150 words) review of the history, physical examination, and laboratory data, and any other relevant clinical features of the presenting condition/disease. Patient gender and ethnicity should be omitted unless directly relevant.

2. Imaging Findings

Briefly discuss the salient and important imaging findings of your case, referencing the pertinent submitted figure(s).

3. Diagnosis

State the diagnosis and any differential diagnostic considerations, if applicable.

4. Discussion

The discussion should be a succinct, yet thorough, review of the pertinent historical, clinical, radiological, and pathological characteristics of the disease(s). Radiologic/pathologic correlation is encouraged.

5. Conclusion

Should consist of one or two brief paragraphs summarizing key points.

6. References and Citations

A maximum of 10 references should accompany each case report. Reference citations should be included in the body of the article and numbered sequentially in order of first appearance. Reference citations should also be superscripted and placed outside of the immediately preceding punctuation.

A list of references corresponding numerically to the citations in the manuscript must immediately follow the body. We strongly recommend the use of reference management software; free versions can be found on-line. Individual references should be formatted in accordance with the *AMA Manual of Style,* (10th Edition). Use the journal title abbreviations set by the National Library of Medicine in Index Medicus and on Medline. If in doubt of the proper abbreviation, include the full journal title. Please do not cut and paste references from on-line sources; this often results in incorrect formatting and style.

A brief list of examples of some commonly cited reference formats follows:

Journal Article Reference

Sanders BM, West KW, Gingalewski C, et al. Inflammatory pseudotumor of the alimentary tract: clinical and surgical experience. *J Pediatr Surg*. 2001; 36:169-173.

Balchandani P, Qiu D. Semi-adiabatic Shinnar-Le Roux pulses and their application to diffusion tensor imaging of humans at 7T. *Magn Reson Imaging*. 2014;32(7):804-812.

Book Chapter Reference

Crues JV, Maji SA, Shellock FG. Knee. In: Stark DD, Bradley WG, eds. *Magnetic Resonance Imaging*. 3rd ed. St. Louis, MO: Mosby; 1999:811-871.

Electronic Journal Article Reference

With DOI (preferred): Gage BF, Fihn SD, White RH. Management and dosing of warfarin therapy. *Am J Med*. 2000; 109 (6):481-488. doi 10. 1016/S0002-9343(00)00545-3.

Without DOI: Aggleton JP. Understanding anterograde amnesia: Disconnections and hidden lesions. *Q J Exp Psychol*. 2008; 61(10):1441-1471. http://search.ebscohost.com/login/aspx?direct=true&db=p-bh&AN=34168185&site=ehost-live. Accessed Jan. 12, 2020.

7. Multiple-Choice Questions

Three (3) multiple-choice questions based on the Radiological Case, each with 3 or 4 possible answers, should accompany each Radiological Case. One may be a True/False question. The correct answer to each question should also be provided.

Radiological Case Report Figures, Images, Tables

Radiological Case Reports should include no more than three figures comprising a maximum of 6 individual images. Images must be submitted as high-resolution TIF, JPG, or PNG files (at least 300 dpi resolution at 5 inches wide). Do not supply images taken directly from web sites, as these will not provide publication-quality images.

Images must be uploaded to:

https://www.hightail.com/u/Applied-Radiology

The corresponding author's name and case title should accompany the figure folder. The Subject Field should contain the article's corresponding author's last name and the Case Report title. The message field should contain the words Case Report and a brief description of the case.

Each figure should be cited within the body of the Case Report and numbered sequentially in order of appearance (eg, Figure 1, Figure 2). The images comprising each figure should be fully annotated in black and/or white (eg, arrow, circle, asterisk) using Photoshop or Powerpoint to highlight all key regions of interest. Annotations should also be cited within each figure legend. PowerPoint presentations used to mark images may be sent for reference. Do not mark each image directly with A, B, C, etc. Instead, the file name for each image should consist of "Figure 1A," "Figure 1B," etc.

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Figure Legends

Create a sequential list of figure legends at the end of the text document. A legend must accompany each figure; legends should clearly describe the appearance/relevance of the figure, without duplicating case report text. Where necessary, each legend should also include a courtesy line crediting the original source (eg, images courtesy Elsevier Publishing Co.).

Tables

Like Figures, Tables also should be cited in the body of the Radiological Case Report and numbered in order of first appearance (Table 1, Table 2). A title for each table and definitions of all abbreviations, symbols, and footnotes should be provided as appropriate. Tables should be submitted as editable text (not images) since they will be reformatted to fit our publication style.

Previously published images/tables

Previously published and/or reprinted figures and tables are permitted. However, these must be accompanied by written permission obtained from the previous publisher, and must be at high resolution, as described above.

Copyright Assignment

Once accepted for publication, all authors must sign the Copyright Assignment form. Accepted manuscripts become property of Anderson Publishing, Ltd., publisher of *Applied Radiology*. The assignment of rights to Anderson Publishing includes, but is not limited to, rights to edit, publish, reproduce, distribute copies, and publish in electronic form or other media. Authors retain the right to revise, adapt, prepare derivative works, present orally, or distribute the article, provided notice of copyright is given.

For general guidelines, please also refer to The International Committee of Medical Journal *Editors Uniform Requirements for Manuscripts Submitted to Biomedical Journals,* available at www.icmje.org.

All questions regarding case reports should be directed to:

Content
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Associated Editor, Radiological Cases, *Applied Radiology*
JenniferCranny@gmail.com

Images
Barbara Shopiro
Art Director
barbara@appliedradiology.com