

## Review Article Submission Instructions

Updated May 12, 2023

*Applied Radiology* welcomes submission of review articles that are geared to the general radiologist and that reflect practical everyday clinical applications, rather than research activity. *Applied Radiology* does not publish scientific articles or original research. Articles should pertain to clinical management, practical application of a particular imaging modality and imaging of specific anatomic or disease states, as well as administration, fiscal, technical, and/or medicolegal issues. All materials submitted to *Applied Radiology* must be original and previously unpublished in any other journal or website.

Please follow these instructions in preparing your Review Article 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 Review Articles in digital and/or print format.

### How and where to submit Review Articles: Text, Tables, and Images

#### **Articles are submitted with text and images separately**

##### **Text and Tables**

The text and any tables for your Review Article should be in a standard word processing format (such as Microsoft Word) and be emailed to:

Erin Simon Schwartz, MD, FACR  
Editor-in-Chief, *Applied Radiology*  
erin@appliedradiology.com

##### **Images**

A folder containing only the images for each Review Article 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.

### Writing and Formatting Review Articles, Figures, and Tables

Manuscripts should be created in a standard word processing format. Figures should be submitted separately and individually.

Submissions should include the following four major elements in the specified order:

#### **1. Title Page**

The title page should contain the full article title and the article's approximate word count. All authors should be listed on the cover/title page, including each author's full name, degree(s), and affiliations (department, institution/company, city, state) at the time the Review Article was prepared, for example: Linda R. Greer, MD, Breast Health & Research Center, John C. Lincoln Health Network, Phoenix, AZ. Twitter handles for each author should also be included; eg, @JoeSmithMD.

The corresponding author should also be specified with full contact information, including mailing address, phone number, Twitter handle, and permanent e-mail address, regardless of current institutional affiliation.

**Conflict of interest/author disclaimer:** Any actual, potential, or apparent conflicts of interest must be disclosed on the title page. These include any relevant sources of financial support and relationships with manufacturers.

**Prior publication/presentation:** If any portion of the article has previously been published or presented in any other form, the original presentation must be disclosed with a complete citation.

**Keywords:** Up to five relevant keywords should be listed.

## 2. Manuscript

Review articles should be 1,500-2,000 words in length, excluding references and legends. Content, including references, should adhere to the AMA Manual of Style, 10th Edition.

**Figures:** Review Articles should contain no more than 10 figures comprising a maximum of 20 individual images. Figures must be submitted separately to ensure acceptable quality. Each figure should be cited within the body of the article and numbered sequentially in order of appearance (eg, Figure 1, Figure 2). Create a sequential list of figure legends at the end of the text document, as detailed below. Every figure must be accompanied by a legend, which should clearly describe the appearance/relevance of the figure, without duplicating manuscript text.

## 3. References and Citations

All Review Articles should be referenced to the literature, and the list of references must immediately follow the body of the manuscript. Accuracy of all referenced material is the responsibility of the author(s). Citations within the manuscript should be numbered sequentially in order of first appearance, superscripted, and placed outside of the immediately preceding punctuation.

Personal communications, articles not yet accepted for publication, and unpublished data should be cited parenthetically in the text, not in the numbered reference list.

**Reference Lists:** 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 online. 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 references 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. *The American Journal of Medicine*. 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=pbh&AN=34168185&site=ehost-live>. Accessed Jan. 12, 2020.

## 4. Figures and Legends

As indicated above, all images (a maximum of 20 individual images) should be compressed and uploaded separately to <https://www.hightail.com/u/Applied-Radiology> as high-resolution TIF, JPG, or PNG files (at least 300 dpi resolution at 5 inches wide). Do not supply images taken directly from websites; these will not provide publication-quality images.

The images comprising each figure should be fully annotated (arrow, circle, etc.) using Photoshop or Powerpoint to highlight all key regions of interest; these annotations should also be cited within each figure legend. Do not mark each image directly with A, B, C, etc. Instead, each image file name should consist of "Figure 1A," "Figure 1B," etc. Patient gender and ethnicity should be omitted unless directly relevant.

**Tables:** Tables must be cited in the body of the manuscript and numbered in order of appearance (eg, 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:** Previously published and/or reprinted figures are permitted. However, these must be accompanied by written permission from the previous publisher, and 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 websites; these will not provide publication-quality images. The legend of each figure should include a credit of the original source (eg, images courtesy Elsevier Publishing Co.).

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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](http://www.icmje.org).

## Questions regarding Review Article submissions should be directed to:

### *Content:*

Erin Simon Schwartz, MD, FACR  
Editor-in-Chief, Applied Radiology  
[erin@appliedradiology.com](mailto:erin@appliedradiology.com)

### *Images:*

Barbara Shopiro  
Art/Production  
[barbara@appliedradiology.com](mailto:barbara@appliedradiology.com)