

Applied Radiology

Radiological Case Reports: Requirements and Instructions for Submission

Updated February 7, 2022

Applied Radiology welcomes Radiological Case Reports highlighting medical imaging's role in patient care and treatment. Radiological Case Reports are an important way to share knowledge and experience in the application of medical imaging to a wide range of injuries, conditions, and diseases. Please follow these instructions in preparing your Radiological Case Report manuscript for submission. **Submissions that do not adhere to these instructions will not be considered for publication.**

Manuscript Preparation

General: All Radiological Case Reports must pertain to and reflect your actual practical application of one or more medical imaging modalities to a specific condition, injury, or disease. They should not exceed 1,000 words, excluding references and legends. All content, including the case report body, figure legends, and references, must adhere to the AMA Manual of Style, 10th Edition. (Click [here](#) for an example of a properly completed and formatted case report.)

Title Page—Case Report manuscripts must be accompanied by a separate title page containing the following information:

- **Case Report Title**—The title of each case report should consist only of the patient's diagnosis.
- **Author information**—All authors should be listed, including full names, highest degrees, titles and affiliations (institution/company, city and state) at the time the case report was prepared. Please include Twitter handles, if applicable, for all authors.
- **Corresponding author**—Please provide a phone number, a permanent e-mail address, and social media handles (Twitter, Instagram, etc.) if applicable.

Case Report Manuscript

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

Title. The title should consist only of the diagnosis.

Byline/biographical information. All authors should be listed, including their full name, honorific (Dr, Mr, Ms, etc.), relevant academic/professional degrees, and institutional affiliation (institution/company name, city, state) at the time the Case Report was prepared.

Case Summary (100-150 words). The case summary should consist of a brief review of the patient's presenting complaint, clinical examination, laboratory data, and any other relevant

clinical features. The patient's gender and ethnicity should be omitted unless directly relevant to the case.

Imaging Findings (100-150 words). Provide an explanation of the imaging findings of your case, referencing the pertinent figures (eg, Figure 1, Figure 2, etc.) submitted with your case report.

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

Discussion (500-600 words). The discussion should consist of a succinct but thorough review of the pertinent historical, clinical, radiological, and pathological characteristics of the patient's injury, disease or other condition. Radiologic/pathologic correlation is encouraged.

Conclusion (75-100 words). The conclusion should consist of one or two paragraphs summarizing key points of the case and condition.

References. A maximum of 10 references may accompany your case report. Reference citations in the text must be superscripted (not bracketed) and numbered sequentially in order of first appearance in the text. Please do not list the references alphabetically. Reference numbers may be cited repeatedly in the text; however, all references must be cited at least once

Below are examples of properly formatted and commonly used references:

- ***Print/Electronic Journal Article***

- 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)00545-553.

- ***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.

- ***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.

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

Figures and Tables

- A maximum of three figures, comprising a total of no more than 6 individual images, may accompany your case report. Images must be JPEG, PNG, GIF, or TIFF files with a

resolution of at least 300+dpi. To help ensure image quality, please do not paste them into a Word document. Instead, send them as separate files. Also, do not supply images taken directly from websites.

- 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.).
- Each figure should be cited in numerical order within the text.
- DICOMs. If image files are too large for sending in an email, please provide the DICOM data set as a ZIPPED file and upload the ZIPPED files labeled with the corresponding author's name to: <https://www.hightail.com/u/Applied-Radiology>.
 - All tables must be cited in text, numbered in order of first appearance in the article (Table 1, Table 2, etc.). Indicate appropriate table title and define all abbreviations, symbols, and footnotes used.
- [Download Image Submission Guidelines](#).

Previously published images/tables

Previously published and/or reprinted figures and tables are permitted. However, for any copyrighted materials used in your manuscript, such as Figures and Tables, written permission obtained from the Publisher (eg, Elsevier, McGraw-Hill) must be supplied concurrently with submission of the manuscript to *Applied Radiology*.

Radiological Case Report Submission:

Radiological Case Report manuscripts and images should be emailed to:

Zakai Anderson, Editorial Assistant
zakai@appliedradiology.com

The Subject Field should contain the last name of the corresponding author and the case title. The message field should contain a brief description of the case. The manuscript, including the cover page, references, and legends, should consist of a Microsoft Word attachment. The images should be saved to a zipped folder and attached to the email. Alternatively, the images may be uploaded to the *Applied Radiology* Hightail account at: <https://www.hightail.com/u/Applied-Radiology>.

Decision Timeline

Please allow 4-6 weeks for review of your case report and notification of acceptance or rejection. To enhance your case report's chances of acceptance, search the *Applied Radiology* online archives to ensure a similar case has not been published within the past 3-5 years.

Copyright Assignment

Manuscripts accepted for publication become the property of Anderson Publishing, Ltd., publisher of *Applied Radiology*. All authors must sign the copyright transfer agreement available on the Applied Radiology website: https://cdn.agilitycms.com/applied-radiology/PDFs/forms/AR-ARO_copyright-transfer_form.pdf.

The assignment of rights to Anderson Publishing, Ltd. 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 copyright permission, authors should contact Joe Jalkiewicz, executive editor, at joe@appliedradiology.com.

Questions?

Please direct any inquiries or questions to Joe Jalkiewicz, executive editor, at joe@appliedradiology.com.