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  - Corresponding author: mailing address, telephone number

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  - Must be digital - hard copy submissions are not accepted

- **ABSTRACT, KEYWORDS**
  - See the section Article Types for word limits

- **CONFLICT OF INTEREST**
  - Every named author must disclose their conflicts or lack thereof

- **REFERENCES**
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- **FIGURES AND TABLES**
  - Cited sequentially and included in the main document

- **ART FILES**
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MANUSCRIPT FORMAT

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<table>
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<tr>
<th>Article Type</th>
<th>Abstract Limit</th>
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<th>Title Limit</th>
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<tr>
<td>Invited Article</td>
<td>150 to 200 words</td>
<td>3 to 5 keywords</td>
<td>No limit</td>
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<tr>
<td>(approximately 25 pages)</td>
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General Guidelines

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Keep the format of your manuscript simple and clear. We will set your manuscript according to our style—do not try to “design” the document.
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See the section Article Types for word limits.

The abstract should briefly outline the content of the article and any conclusions it may reach. It should be followed by the learning objectives. Please be sure to use verbs in your learning objectives that can be measured, such as explain, summarize, apply, discuss; avoid mental verbs such as know, understand, appreciate. For example, after reading this article, the learner “will be able to list three components of an aural rehabilitations program; the learner will be able to compare and contrast two methods of tinnitus therapy.”

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MANUSCRIPT FORMAT continued

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- Other footnotes for tables should be indicated in the table using superscript letters in alphabetical order.
- Any abbreviations used in the table should be explained at the end of the table in a footnote.
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General Guidelines

- It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
- Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter.
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- Do not compress files.
- All black-and-white and color artwork should be at a resolution of 300 dpi (dots per inch) in TIFF format. Line art should be 1,200 dpi in EPS or TIFF format. Contact the Production Editor at Thieme if you are unsure of the final size.
- It is preferable for figures to be cropped to their final size (approximately 3½ inches for a single column and up to 7 inches for a double column), or larger, and in the correct orientation. If art is submitted smaller and then has to be enlarged, its resolution (dpi) and clarity will decrease.

Note: Lower resolutions (less than 300 dpi) and JPEG format (.jpg extension) for grayscale and color artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. JPEG format, by definition, is a lower resolution (compressed) format designed for quick upload on computer screens.

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- Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. Thieme will only accept digital artwork.
- If possible, do not send color art for conversion to black-and-white. Do the conversion yourself so that you can check the results and confirm in advance that no critical details are lost or obscured by the change to black-and-white.
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- All color artwork should be saved in CMYK, not RGB.

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- Arrows, asterisks, and arrowheads (or other markers) should be white in dark or black areas and black in light or white areas, and large in size. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process.
- Use 1-point (or thicker) rules and leader lines.
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