Journal of Gastrointestinal and Abdominal Radiology

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<th>APC Type</th>
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<tbody>
<tr>
<td>Regular</td>
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Submission Checklist

All manuscripts must be submitted at the following link: www.manuscriptmanager.net/jgar

SUBMISSION CHECKLIST

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☐ Author Information
  - All authors: full name, degrees, department, affiliation, e-mail address
  - Corresponding author: mailing address, telephone number

☐ Manuscript File
  - Must be digital - hard copy submissions are not accepted
  - Must have all their lines numbered using the Line Numbering Option in MS Word.

☐ Abstract and Keywords
  - See the section Article Types for word limit

☐ References
  - Cited sequentially in AMA style

☐ Figures and Tables
  - Cited sequentially and included in the main document

☐ Art Files
  - Must be saved separately from the main document

☐ Permissions
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  - Patient permission forms available at www.thieme.com/journal-authors
MANUSCRIPT FORMAT:

Article Types

All manuscripts submitted shall undergo full double-blinded peer-review. The following graph shows what types of articles are accepted for publication, and what requirement they may have.

<table>
<thead>
<tr>
<th>Article Type</th>
<th>Abstract Limit</th>
<th>Word Limit</th>
<th>Keywords Limit</th>
<th>Title Limit</th>
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<th>Author Limit</th>
<th>References Limit</th>
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<td>None</td>
<td>None</td>
<td>6</td>
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- **Original Article** may include randomized controlled trials, intervention studies, studies of screening and diagnostic test, outcome studies, cost effectiveness analyses, case-control series, and surveys with high response rate.
• **Review article** includes analysis of recent developments (past 1-4 years) on a specific topic as reported in the literature. The authors are invited to comment on the state of the field to date and speculate on possible future directions, supported by references.

• **Systematic reviews and Meta-analyses** should follow the PRISMA guidelines for structure and reporting as recommended by the EQUATOR network. You must include a completed PRISMA checklist within your submitted materials. The abstract (300 words) should be structured using the following subheadings, outlining the research question(s) and methodology:
  - Objectives
  - Methods
  - Results
  - Conclusions

Advances in knowledge: Advances in knowledge should be one or two sentences describing why the paper is novel and what it adds to the current research in that field. Authors are encouraged to include supplementary material for Systematic reviews, when appropriate. This will help with meeting the requirements of PRISMA for example, providing data extraction tables or list of excluded studies and reasons for exclusion, without detracting from the key details and message in the manuscript.

• **Pictorial Essay** should aim to provide an up-to-date visual portrayal of a topical issue, having particular educational value with a short description of the images. This is an image based-article where text is kept to a minimum.

• **Guidelines and recommendations** should provide evidence based guidance for clinical practice that facilitate appropriate, efficient, best-outcome and cost-effective health care for patients.

• **Case in discussion** is a detailed analysis of a case which is of a unique condition or nature or where the radiological diagnosis was missed or difficult with step by step explanation and detailed surgical and pathological correlation with images.

• **Point and counterpoint** are paired articles (usually invited) with opposing points of view about a certain concept

• **Case Report** contains either a series of cases or more condensed information on clinical or experimental studies. Reports on single cases can be considered if they contain exceptional observations of general relevance.

• **Letter to the Editor** will usually address articles published in the journal or comment upon recent scientific advances of general interest.

• **Healthcare Ethics** provide information about ethical issues in the practice of medicine and medical publications. Healthcare economics elaborate on issues related to efficiency, effectiveness, value and behavior in the production and consumption of health and healthcare.
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• 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.
• The manuscript must have all their lines numbered using the Line Numbering Option in MS Word.
• The manuscript, including the title page, abstract and keywords, text, references, figure captions, and tables should be typewritten, double-spaced in 12-point font with 1-inch margins all around and saved as one file.
• For facilitating the peer review process, all figures should have their figure legends set below them and should be either present in the main manuscript file or uploaded as a separate word document. Also, please upload the high-resolution version of the figures separately on the portal for publication purposes.
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• The manuscripts should be written in American English.
• The authors should use Système International (SI) measurements. For clarity, nonmetric equivalents may be included in parentheses following the SI measurements.
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• This journal adheres to a double-blinded peer-review policy. The title page should not be included in the main 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. The keywords should be words a reader would be likely to use in searching for the content of the article.
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- Please clearly distinguish the hierarchy of headings within the manuscript by using capital letters, underline, italic, and bold styles as necessary.
- As needed, use italic, superscripts, subscripts, and boldface, but otherwise do not use multiple fonts and font sizes.
- Do not insert page or section breaks except where noted in the Author Instructions.
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Acknowledgments

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- References must be listed in AMA style, using Index Medicus journal title abbreviations.
- References follow the article text. Insert a page break between the end of text and the start of references.
- References must be cited sequentially (NOT alphabetically) in the text using superscript numbers.
- By way of exception to AMA style, do not italicize book titles or journal title abbreviations and do not put a period at the end of a reference.
- List all author names, up to and including six names. For more than six authors, list the first three followed by et al.
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1. Citing a journal article:

2. Citing a chapter in a book:

3. Citing a book:
   Stryer L. Biochemistry. 2nd ed. San Francisco: WH Freeman; 1981:559–596

4. Citing a thesis:

5. Citing a government publication:

6. Citing an online article:

7. Citing a symposium article:
   Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC
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- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or tables.
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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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- 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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- Use 1-point (or thicker) rules and leader lines.
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- Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text.
- Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.
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Please follow the standard Levels of Evidence for Primary Research and the reporting guidelines specified by this table:

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<th>Type of Study</th>
<th>Guidelines</th>
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<tr>
<td>Randomized controlled trials</td>
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<tr>
<td>Studies of diagnostic accuracy</td>
<td>STARD</td>
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<tr>
<td>Systematic reviews and meta-analyses</td>
<td>QUOROM/PRISMA</td>
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<td>Observational studies in epidemiology</td>
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<tr>
<td>Meta-analyses of observational studies in epidemiology</td>
<td>MOOSE</td>
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