

JRCR - updated author and reviewer guidelines for 2014

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ABSTRACT

This article describes updates on author and reviewer guidelines for manuscripts submitted on or after July 1, 2014 to the interactive *Journal of Radiology Case Reports*.

EDITORIAL

To further improve the quality and educational value of the articles published in the Journal of Radiology Case Reports [1], new requirements have been added for manuscript submission [2] and review process [3]:

AUTHORS

General:

- Before submitting a manuscript, please make sure that such topic has not been already published in the JRCR.
- The following applies for case reports (not case series or review articles):
Many submitting authors erroneously think their case is rare or case report worthy and thus their manuscripts had to be declined - despite being well written up. To avoid a lot of work/preparation and disappointment, authors first need to upload their case on our affiliated educational Radiology community *Radiopolis* [4,5] and open that case for discussion. We will then determine the level of interest and invite the author for submission if appropriate. Case upload needs to be done in our dedicated JRCR group at <http://radiopolis.com/groups/40>
- Authors, who obtained a priority pass [6] are exempt from the requirement to upload and discuss first their case in our Radiology community and may submit immediately their manuscript, without invitation.

- Only invited manuscript submissions of case reports or from authors who obtained a priority pass are eligible for review and processing.
- If the manuscript is written in poor English or more than 5 typos are present (as simple as a comma preceded by an empty space), this demonstrates a not thorough manuscript preparation and will be immediately declined. This applies to ALL sections in the manuscript, including the tables, and multiple choice questions. A simple Word spell- and grammar check can often prevent such situations.
- Only TWO files are accepted for initial submission: the Word file with the COMPLETE manuscript and the zip file, containing the high quality figures.
- For revisions, do NOT upload single image files – image files may only be contained within the figures.zip file or the individual stack zip files.
- ALL authors need to be entered in the online meta data, including their contact and institutional affiliation.
- Please provide a meaningful title and avoid phrases like "rare case" - if it would not be rare, it would not be case report worthy in the first place. Title should e.g. contain the diagnosis.

Abstract:

- Abstract should provide a quick summary of the case and that a comprehensive literature review and discussion about the entity will be provided.

Discussion:

- Differential diagnoses need to be separated by a sub-subheader in the differential diagnosis section.

Figures & Figure legends:

- Figure legends and stack legends need the following format: Age, gender and diagnosis in one sentence and Findings and Technique, each separated by a line break and preceded with "Findings" or "Technique".
- ALL figures need annotations (e.g. arrows, asterisk) and these need to be explained in the respective figure legend.

References:

- If a book has been cited as reference, then please provide (similar to referencing a PubMed ID) the ISBN number at the end of the reference. The format should be ISBN: XXXX, where XXXX is the respective ISBN number.

Keywords:

- Keywords should include the diagnosis and also its eponyms and alternative names (some diagnoses run under several names)

REVIEWERS

A few more requirements for reviewers have been implemented that help providing a sound review which helps the authors improving their manuscript:

- Has been such a topic already published in the JRCR?
- Is scientifically up-to-date information provided?
- A new priority point system has been added (point 9), which reflects the level of interest and recommendation for publication urgency. A scale of 1-5 needs is offered, while 5 represents the highest urgency/interest and 1 represents the lowest urgency/interest. Currently, 3 is considered threshold of publication worthiness)
- NO comment (point 11) is unacceptable and treated with 2 negative points in the reviewer rating score out of 5. Reviewers with an average score of 3 and below will be removed from the reviewer panel. It does not matter how good an article is - there is ALWAYS room for improvement. Especially if seeing typos or grammar errors, these need to be specifically mentioned.
- Has been any false or exaggerated information provided in the manuscript? If yes, which one? Mention this in the comment section (point 11).
- The review needs to be provided in a sound English review without spelling errors or typos.

These new requirements take effect on July 1, 2014 and include new submissions as well as revisions of manuscripts that have been submitted prior to this date.

The manuscript template [7] and reviewer template [3] have been updated accordingly and are mandatory to use. More information about the author guidelines can be obtained on the journal website [8].

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