

Journal of Radiology Case Reports – Policies

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ABSTRACT

This article describes aim and policies for authors and readers of the interactive *Journal of Radiology Case Reports*.

JOURNAL POLICIES

The *Journal of Radiology Case Reports* is a new generation of journals which is dedicated to provide open-access, high-quality, peer-reviewed and interactive Radiology case reports. Any author worldwide is encouraged to submit interesting Radiology cases, medical/surgical cases containing important medical imaging findings or Radiology teaching related articles. Blinded review of manuscripts allows a fair and unbiased publication of Radiology case reports.

International approach

The *Journal of Radiology Case Reports* addresses an international audience and encourages authors worldwide to submit articles. We understand that English is not the first or even second language for most authors. This should not discourage from submitting interesting cases to this journal. The journal guarantees, that the published articles are understandable for a general international audience. For this reason, before publication, the reviewers also evaluate the manuscript if it is written in a well and sound English language. To address the problem of publishing sound English articles by non-English proficient authors, the journal offers to proof read and correct the submitted articles. For eligibility, the author needs to contact the editor-in-chief. The author might indicate in the submitted manuscript (see manuscript template, ref 2) if any assistance is desired.

Costs & distribution

The *Journal of Radiology Case Reports* offers submission and publication services at no charge. All articles are also available free of charge for the readers. The articles may be read online, printed and distributed, and reproduced in any medium as long as it is conform to the journal policies. Furthermore, the article needs to be properly cited and the source of the article needs to be identified.

Awards

As a motivator to submit high quality articles, the *Journal of Radiology Case Reports* offers for each journal issue several awards.

Cover page image

The best image from all submissions of the respective journal issue will become the cover page image.

Best publication

For each issue the best written and/or most interesting article is honored with the award “Best publication”. Furthermore, the winner receives an award certificate as PDF file, which can be printed out.

What kind of articles are suited for this journal?

Any kind of medical imaging related articles (case report, case series, review, original research, tutorial) are welcomed, which:

- report and explain unusual or unexpected findings.
- promote knowledge about known or new disease processes.
- expand or refresh knowledge about anatomy in imaging.
- help, better understanding technical aspects of medical imaging.
- new scientific data on a smaller scale (studies on small populations, few patients) which could e.g. help, contributing to larger meta-analysis studies.
- other up-to-date knowledge in medical imaging.

Eligible manuscript types

The Journal of Radiology Case Reports offers the submission of mainly case reports, but also the following manuscript types: Case series, Review article, Original research, Tutorial.

Articles may be submitted to the following sections:

- General Radiology
- Neuroradiology
- Pediatric Radiology
- Musculoskeletal Radiology
- Genitourinary Radiology
- Gastrointestinal Radiology
- Obstetric & Gynecologic Radiology
- Interventional Radiology
- Thoracic Radiology
- Breast Imaging
- Cardiac Imaging
- Emergency Radiology
- Nuclear Medicine / Molecular Imaging
- Protocols & Contrast Media
- Technical/IT & Innovative
- Miscellaneous
- Letter to the Editor / Opinion
- Interesting Image

There is no limitation on the length of the manuscript. Of course: the more information provided, the better!

After publication, the author of a case report is expected to provide follow up information for the particular case upon journal request. If the author does not do so, it will be recorded.

An open discussion in an online forum will be available, where professionals and also laypersons may discuss the article and exchange information.

Review process

To make sure, that the manuscript fulfills certain quality standards of a scientific journal, it will undergo a peer review process. However, this journal is strongly biased on publishing – not rejecting articles. The peer review and editorial process conforms to international standards of peer reviewed scientific journals. However there are significant differences: The review process is blinded, performed by three independent and experienced reviewers and is exceptional by taking usually no more than 7 days, which is unique when compared to other journals.

Basically, the reviewers are asked, if this article is understandable from a linguistic and intellectual standpoint (proper and sound English and well written contents). Furthermore, does this article provide NEW medical knowledge or ENHANCES existing knowledge significantly? Is there any information missing? (Emphasis is placed on medical imaging.). Detailed Reviewer guidelines and examples can be accessed in the reviewer Word template file (ref 1).

Author preparation checklist

Before submitting a manuscript (ref 2, ref 3), the author makes sure that:

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor) and the authors permit EduRad (the publisher, ref 4) and its affiliates to publish the submitted work.
- The author used the manuscript template (ref 2); and all illustrations, figures, and tables are placed at the end of the manuscript.
- When available, the URLs to access references online are provided, including those for open access versions of the reference. The URLs are ready to click (e.g., <http://www.radiologycases.com>).
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in “About the Journal” (ref 5).
- If submitting to a peer-reviewed section of the journal, the instructions in “Ensuring a Blind Review” have been followed. (Available in the author guidelines, ref 6)
- The submitting author assures that all contributing authors agree with the submitted version of the manuscript and no violation of patient rights are associated with the submitted work.
- The manuscript is written in proper English. Spell check and grammar check was performed or checked by an English-proficient person. (Poor English is the most frequent reason for rejection!)
- Cover Letter (included in manuscript template) includes: Title, Authors, Author Addresses, Statement of authorship, Notifications of conflicts of interest and Ethical adherence.
- Manuscript includes: Title, Cover letter, Abstract, Text body, References, Figures and Figure legends. (Figures can be in lower quality. After acceptance, the author needs to submit the figures in high quality.)

Teaching point

Each manuscript should include a teaching point, which explains the significance of the article. The teaching point should summarize the educational value of the particular article. It should not be longer than 2 sentences.

Referencing

Please adhere to the following reference format:

The authors are responsible for the accuracy of the bibliographic information.

A minimum of 5 references is recommended. There is no maximum of references. References should be numbered consecutively in the order in which they are first cited. References given in tables or figure legends

must be numbered in sequence with those in text. Periodical titles should be abbreviated in the style of Index Medicus. Issue numbers and inclusive page numbers should be given for all references.

If there are six or less authors, so please list surnames and initials of all authors as following:

1. Hirsch W, Paetzel M, Talanow R. *www.PedRad.info, the first bilingual case-oriented publication platform for pediatric radiology. Pediatr Radiol. 2005 Mar; 35(3): 344-8.*

If there are seven or more authors, please list only the first three names, followed by “et al.” In the case of books, the authors of a chapter, title of the chapter, editor(s), title of the book, edition, city, publisher, year, and chapter pages must be provided:

1. Paetzel M. Thorax. In: *USMLE Help Step 1 Anatomy Q & A. 1st ed. Cleveland Heights: EduRad, 2007; 316.*
 2. Haaga JR, Lanzieri CF, Sartoris DJ, Zerhouni EA. *Neoplastic Diseases of the Lung. In: Computed Tomography And Magnetic Resonance Imaging Of The Whole Body. 3rd ed. St. Louis; Mosby, 1994; 724-729.*

Author Citations of Online-only Articles:

Online-only article citations should include the authors' names, title of the article, journal or website title, year, volume, and issue of publication, the complete URL for the document and the date the document was accessed or consulted:

1. Gossner J. *Lissencephaly Type 1. PedRad [serial online]. 2008; vol 8, no. 5. Available at: www.PedRad.info/?search=20080522125523. Accessed June 10, 2008.*

Figures & Tables

Figures should be either submitted as PNG or uncompressed JPG files. (Tables as PNG or TIF) All figures need to be de-identified/anonymized. The figures should be initially implemented into the provided Word template file (ref 2), but have to be uploaded separately for the high quality final version after acceptance. As many imaging modalities as well as pathology/OP images are welcomed if applicable for the particular case. There is no limitation of submitted images. Figure legends should be included in the manuscript.

Interactive case report

For the interactive case report: After acceptance of the case report for publication, the author is asked to provide for each cross-sectional modality (CT, MRI - also PET, SPECT) a stack of images. The stack of images should be numerated chronologically, e.g. first image starts with "01", e.g. 01.jpg, 02.jpg, 03.jpg, ... 0n.jpg. (The number of zeros in front of the number is not critical, so "001.jpg" is as well accepted as "0001.jpg", or "00001.jpg") All images of an individual sequence are collected in a separate ZIP-file, which can be either uploaded through the case submission website or send directly to the editor. For sequential studies, such as fluoroscopy (IR or GI) or nuclear medicine studies (e.g. gastric emptying, HIDAA scan etc.) please provide also all images for the particular sequence. These images should be also collected in a separate ZIP-file.

Only case reports which provide stacks of images for the interactive mode will receive a DOI number!

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References

1. Reviewer template with guidelines
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http://www.radiologycases.com/Template_Case_Report.doc

3. Case submission link

<http://www.radiologycases.com/index.php/radiologycases/author/submit/>

4. EduRad - Dedicated to Education in Medicine and Radiology. EduRad. Cleveland Heights. URL:

<http://www.edurad.org> - last accessed: 06/30/2008

5. About the journal

<http://www.radiologycases.com/index.php/radiologycases/about>

6. Author guidelines

<http://www.radiologycases.com/index.php/radiologycases/about/submissions#authorGuidelines>

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