

Author Guidelines

I. Manuscript Submission

1. Manuscript Submission

Submission of a manuscript implies that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities - tacitly or explicitly - at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

2. Permissions

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

3. Online Submission

Authors should submit their manuscripts online. Electronic submission substantially reduces the editorial processing and reviewing times and shortens overall publication times. Please follow the hyperlink above.

II. Title Page

1. Title Page

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) and address(es) of the author(s)
- The e-mail address(es) and telephone and fax numbers of the corresponding author(s)

The title page should be limited to **one page** only.

2. Abstract

Please provide a structured abstract of 150 to 250 words, divided into the following sections:

- Purpose (stating the main purposes and research question)

- Materials and Methods
- Results
- Conclusion(s)

3. Keywords

Please provide 4 to 6 keywords that can be used for indexing purposes.

III. Manuscript type

Manuscript Submission Formats and Guidelines				
Manuscript type	Maximum words (main text)	Structure of the main text	Figures/images (maximum)	Tables (maximum)
Original Article	3,000 words	Structured abstract (250 words) Key words Introduction Materials and Methods/Results/Discussion Acknowledgement References	3/12	5
Review Article	3,000 words	Abstract (150 words) Typically invited submission Acknowledgement References	4/16	5
Pictorial Essay	3,000 words	Abstract (150 words) Introduction Unstructured Acknowledgment References	5/20	5
Case Report	1,000 words	Abstract (130 words) Key words Introduction Case report(s) Acknowledgement Discussion Limited number of references (Max 5)	2/8	-
Letter to Editor	1,000 words	No abstract required Unstructured main text Acknowledgement Limited number of references (Max 5)	2/8	3

IV. Text

1. Text Formatting

Manuscripts should be submitted in Word format.

- Use a normal, plain font (e.g., 11-point Times Roman) for text.
- Use italics for emphasis.
- Use the automatic page numbering function to number the pages.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or MathType for equations.

Save your file in Microsoft Word format (doc or docx).

2. Headings

Please use no more than three levels of displayed headings.

3. Abbreviations

Abbreviations should be defined at first mention and used consistently thereafter.

V. Scientific style

Please always use internationally accepted signs and symbols for units and SI units.

VI. References

1. Citation

Reference citations in the text should be identified by numbers in square brackets. Some examples:

1. Negotiation research spans many disciplines [3].
2. This result was later contradicted by Becker and Seligman [5].
3. This effect has been widely studied [1-3, 7].

2. Reference list

- Start on a separate page in the Main Document, numbering the references consecutively in the order in which they appear in the text.
- All references must be cited in the text.
- Unpublished data should not be cited in the reference list but parenthetically in the text; for

example, (Smith DJ, personal communication), (Smith DJ, unpublished data).

- Journal names should be abbreviated according to the Index Medicus.
- All authors are to be listed when six or fewer; when there are seven or more, the first six should be given, followed by "et al."
- Inclusive page numbers (e.g., 111-114) are to be given.
- The style and punctuation for journal articles, books, or book chapters should follow the format illustrated in the following examples:

Journal article: Hwang SH, Choi EY, Park CH, Paek MY, Greiser A, Kim TH, et al. Evaluation of extracellular volume fraction thresholds corresponding to myocardial late-gadolinium enhancement using cardiac magnetic resonance. *Int J Cardiovasc Imaging* 2014;20: 137-144.

Journal Article Published Online Ahead of Print: Lee SH, Cho N, Chang JM, Koo HR, Kim JY, Kim WH, et al. Two view versus single-view shear-wave elastography: comparison of observer performance in differentiating benign from malignant breast masses. *Radiology* 2013 Sep 12 [Epub]. <http://dx.doi.org/10.1148/radiol.13130561>.

Book: Han MC, Kim CW. *Sectional human anatomy*. 3rd ed. Seoul: Ilchokak, 1991.

Chapter in a book: Grant EG. Liver. In: Mitterlstaedt CA, ed. *General ultrasound*. 1st ed. New York: Churchill Livingstone, 1992;173-248.

Web content: Best preps are tailored to VC reading method. AuntMinnie. com Web site. <http://www.auntminnie.com/>. Published November 16, 2005. Accessed August 6, 2007

VII. Tables

- Start on a separate page after References in the Main Document. The title of the table should be clearly stated in the form of a sentence or a paragraph. The first letters of nouns and adjectives should be capitalized.
- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.
- Identify any previously published material by citing the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

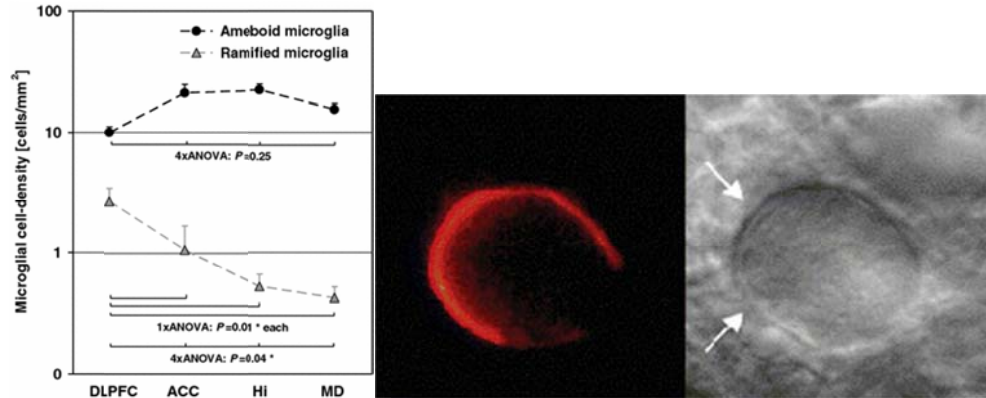
VIII. Artwork

For the best quality final product, it is highly recommended that you submit all artwork - photographs, line drawings, etc. - in an electronic format. Your art will then be produced to the highest standards with the greatest accuracy to detail. The published work will directly reflect the quality of the artwork provided.

Electronic Figure Submission

- Supply all figures electronically as separate image files. Do not embed images in the Word file.
- Use jpg/jpeg for initial submissions and tif/tiff for revised manuscripts.
- All figure parts related to one patient should have the same figure number and use English letters after the numerals to distinguish each figure part, e.g., Fig. 1A, 1B, 1C, and so on. Do not label figure numbers directly on the figures. Match the figure number with the name of the image file, e.g., Fig_1A.jpg.
- Remove all names and all other identifiers of the patient, authors, and authors' institutions from the figures.
- Indicate the graphics program used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MS Office files are also acceptable.
- Words included in vector graphics must be embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Line Art

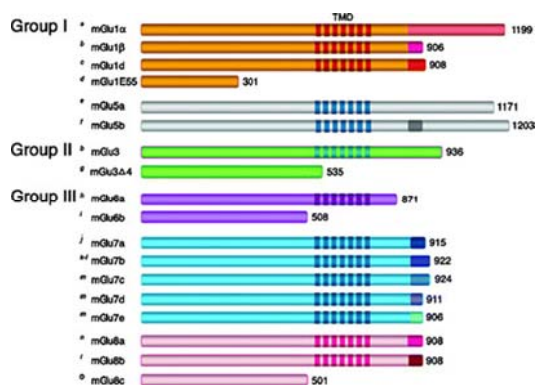


- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and verify that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should have a minimum resolution of 1200 dpi.
- Words included in vector graphics must be embedded in the files.

Halftone Art

- Definition: Photographs, drawings, or paintings with fine shading, etc.
- Any magnification used in a photographs is to be indicated using scale bars within the figures themselves.
- Halftones should have a minimum resolution of 300 dpi.

Combination Art



- Definition: A combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.
- Combination artwork should have a minimum resolution of 600 dpi.

Color Art

- Color art is free of charge for online publication.
- If a black and white version of color art will be shown in the print version, make sure that the main information will still be visible, as many colors are not distinguishable from one another when converted to black and white. A simple way to verify this is to make a xerographic copy and determine if the necessary distinctions between colors are still apparent.
- If the figures will be printed in black and white, do not refer to color in the captions.
- Color illustrations should be submitted as RGB (8 bits per channel).

Figure Lettering

- To add lettering, it is best to use Helvetica or Arial (sans serif fonts).
- Use a consistent lettering size throughout your final-sized artwork, usually about 2-3 mm (8-12 pt).
- Variance in type size within an illustration should be minimal, e.g., do not use 8-pt type on an axis and 20-pt type for the axis label.
- Avoid effects such as shading, outlined letters, etc.
- Do not include titles or captions within your illustrations.

Figure Numbering

- All figures are to be numbered using Arabic numerals.
- Figures should always be cited in text in consecutive numerical order.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures, "A1, A2, A3, etc." Figures in online appendices (Electronic Supplementary Material) should, however, be numbered separately.

Figure Legends

- Start on a separate page after Tables in the Main Document. Legends should be numbered in the order in which they are cited, using Arabic numerals.
- Write a description using one complete sentence rather than a phrase or paragraph.
- Each figure should have a concise legend accurately describing the depiction. Include the captions in the text file of the manuscript, not in the figure file.

- Figure legends begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the legends.
- Identify all elements in the figure in the figure legends; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by citing the original source in the form of a reference citation at the end of the figure legends.

Figure Placement and Size

- When preparing your figures, size figures to fit in the column width.
- For most journals, the figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and no higher than 234 mm.
- For books and book-sized journals, the figures should be 80 mm or 122 mm wide and no higher than 198 mm.

Permissions

If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online formats. Please be aware that some publishers do not grant electronic rights for free, and that Springer will not be able to refund any costs required to receive these permissions. In such cases, material from other sources should be used.

Accessibility

In order to give people of all abilities and disabilities access to the content of your figures, please make sure that

- All figures have descriptive captions (blind users could then use text-to-speech software or text-to-Braille hardware)
- Patterns are used instead of or in addition to colors for conveying information (color-blind users would then be able to distinguish the visual elements)
- Any figure lettering has a contrast ratio of at least 4.5:1

IX. Color illustrations

Publication of color illustrations is free of charge.

X. Electronic Supplementary Material

Springer accepts electronic multimedia files (animations, movies, audio, etc.) and other supplementary files to be published online along with an article or a book chapter. This feature can add dimension to the author's article, as certain information cannot be printed or is more convenient in electronic form.

Submission

- Supply all supplementary material in standard file formats.
- Please include the following information in each file: article title, journal name, author names, and affiliation and e-mail address of the corresponding author.
- To accommodate user downloads, please keep in mind that larger-sized files might require very long download times, and that some users might experience problems during downloading.

Audio, Video, and Animations

- Always use MPEG-1 (.mpg) format.

Text and Presentations

- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
- A collection of figures can also be combined in a PDF file.

Spreadsheets

- Spreadsheets should be converted to PDF if no interaction with the data is intended.
- If the readers are encouraged to perform their own calculations, spreadsheets should be submitted as .xls files (MS Excel).

Specialized Formats

- Specialized formats such as .pdb (chemical), .wrl (VRML), .nb (Mathematica notebook), and .tex can also be utilized.

Collecting Multiple Files

- It is possible to collect multiple files in a .zip or .gz file.

Numbering

- If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.
- Refer to the supplementary files as “Online Resource”, e.g., “... as shown in the animation (Online Resource 3)”, “... additional data are given in Online Resource 4.”
- Name the files consecutively, e.g. “ESM_3.mpg” and “ESM_4.pdf.”

Captions

- For each supplementary material, supply a concise caption describing the content of the file.

Processing of supplementary files

- Electronic supplementary material will be published as received from the author without any conversion, editing, or reformatting.

Accessibility

In order to give people of all abilities and disabilities access to the content of your supplementary files, please make sure that

- The manuscript contains a descriptive caption for each supplementary material.
- Video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk).