Author Guidelines
International Journal of Case Reports and Images (IJCRI)

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TERMS OF SUBMISSION

International Journal of Case Reports and Images (IJCRI) [online ISSN: 0976-3198] is a peer-reviewed, monthly, English language, online journal which accepts for publication following types of original, unpublished manuscripts: Review Articles, Case Series, Case Reports, Case in Images, Clinical Images and Letter to Editors. Special focus of IJCRI is on Case Reports.

Articles are published in International Journal of Case Reports and Images (IJCRI) with the understanding that they have not been published previously, they have not been accepted for publication and are not currently under consideration for publication by another publisher in print or electronic medium (except in the form of an abstract or as part of a published lecture, review or thesis).

MANUSCRIPT SUBMISSION

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2. As an email with attached manuscript files to: submit@ijcasereportsandimages.com

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We have prepared Microsoft Word templates for Cover Letter, Review Article, Case Series, Case Report, Case in Images, Clinical Images and Letter to Editors.

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The following types of manuscripts are published in IJCRI: Review Articles, Case Series, Case Reports, Case in Images, Clinical Images, Letter to Editors. Announcements are also published in IJCRI.

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Manuscripts must be prepared in accordance with "Uniform requirements for Manuscripts submitted to Biomedical Journals" developed by the International Committee of Medical Journal Editors. Every submission must be accompanied by two essential files - COVER LETTER and MANUSCRIPT TEXT FILE.

COVER LETTER

Include the following in the Cover Letter: Section to which the manuscript is being submitted e.g. Case Report, Case Series etc. full name, affiliation, academic degree(s) and email address of all authors. The name of the corresponding author with contact address, contact phone number, email and fax number (if available) must be clearly listed. The covering letter should be signed by the corresponding author on behalf of all authors.

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GENERAL INSTRUCTIONS FOR MANUSCRIPT PREPARATION

Provide single document which includes the Title Page and manuscript text. Use Microsoft Word document (.doc or .docx) or Rich Text Format
Author Guidelines
International Journal of Case Reports and Images (IJCRI)

(.rtf) to prepare the document. Use the following points to prepare and format the manuscript.

**Review Articles**
Authors: Six authors maximum
Abstract - Structured or unstructured abstract less than 250 words, followed by 3-5 keywords
Word limit: 3000 - 4000 words
Structure of manuscript: As required by the topic
Tables: 5 or less
Figures: 15 or less
References: 40 or less

**Case Series**
Authors: Six authors maximum
Abstract: Structured abstract less than 250 words (Introduction, Case Report, Discussion, Conclusion), followed by 3-5 keywords
Word limit: 2500 words maximum
Structure of manuscript: Introduction, Case Report, Discussion, Conclusion
Tables: 2 or less
Figures: 10 or less
References: 20 or less

**Case Reports**
Authors: Six authors maximum
Abstract: Structured abstract less than 250 words (Introduction, Case Report, Discussion, Conclusion), followed by 3-5 keywords
Word limit: 1500 words maximum
Structure of manuscript: Introduction, Case Report, Discussion, Conclusion
Tables: 2 or less
Figures: 5 or less
References: 10 or less

**Case in Images**
Authors: 6 authors maximum
Abstract: Structured abstract less than 250 words (Introduction, Case Report, Discussion, Conclusion), followed by 3-5 keywords
Word limit: 1500 words maximum
Structure of manuscript: Introduction, Case Report, Discussion, Conclusion
Tables: 2 or less
Figures: 10-25 (If less than 10 figures are submitted, the case will be accepted under Case Reports section and number of figures will have to be reduced to less than 5)
References: 15 or less

**Clinical Images**
Authors: 4 authors maximum
Abstract: Not required
Word limit: 800 words maximum
Structure of manuscript: Case Report, Discussion, Conclusion

**Tables**: 1 or less
**Figures**: 2 or less
**References**: 5 or less

**Letters to the Editors**
Authors: 4 authors maximum
Abstract: Not required
Word limit: 800 words maximum
Structure of manuscript: Start the manuscript as ‘To the Editors,’. Do not divide the manuscript into sections.
Tables: 1 or less
Figures: 2 or less
References: 5 or less

**Manuscript Organization**
Organize the manuscript as given below, in order:

Title page, Abstract with 3-5 keywords, Introduction, Objectives (Only in review articles), Case Report, Discussion, Conclusion, Conflict of Interest, Author contributions, Acknowledgements, References, Images and Figures (if any), Tables (if any),

Start main text of the manuscript on a page separate from the abstract page.
Use a normal, plain font for text (e.g. 12-14 point Times New Roman).
Number the pages consecutively, starting from the title page.

**Incomplete or improperly prepared manuscripts will be returned to the authors for revision before being sent for editorial review.**

**SPECIFIC INSTRUCTIONS FOR MANUSCRIPT PREPARATION**

**Title page**
The first page of the manuscript the ‘Title Page’ should include the following:
Type of manuscript (Review Article, Case Series, Case Report, Case in Images, Clinical Images, Letter to Editors)
Title of manuscript (No abbreviations in the title)
First name and Surname of all authors
Highest academic qualification (e.g. M.D.)
Academic position in the department
Author affiliations (department, institution, city, state, country)
Name of corresponding author with contact address, contact phone number, email and fax number
Include the statement - "Guarantor of Submission - The corresponding author is the Guarantor of Submission"

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Short running title of the manuscript (less than 40 characters).

Link author names to respective institutions by using upper case Arabic numerals.

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Authors' contributions
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All references in text, tables, and legends must be identified in the text by consecutive Arabic numerals in parenthesis, listed before the closing punctuation mark. There should not be any space between the reference numbers in parenthesis. E.g. (1) or (1,2) or (1-4) or (1-4, 6) or (1,2,5-7) or (1,4,5,8,11-16)

Place the references immediately after the author name or if author name is not included in the sentence, at the end of the sentence before the closing punctuation mark.

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List all authors up to 6; if more than 6, list the first 6 followed by ‘et al.’


Example of IJCRI reference style are shown below:

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Mention the figure numbers in the text at the appropriate places in parenthesis before the closing punctuation mark. E.g. (Figure 1) or (Figures 1A, 2) or (Figures 1A, 1C, 3-4) or (Figures 1-3) or (Figures 1, 4-6)

All figures should be provided as separate files. Include color figures wherever possible.

The file name should include the figure number. Label file names as: Figure 1, Figure 2 etc. If multiple figures form a part of a sequence label them as Figure 1 (A), Figure 1 (B) etc.

Figure files should have a minimum of 300 pixels per inch (ppi) if in color or halftone, or at 1200 ppi if as line art. Digital scanned line drawings should have a minimum resolution of 800 dpi. Digital color files must be saved using CMYK or RGB mode.

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The table numbers should be cited at the relevant places in the text in parenthesis after the punctuation mark. E.g. (Table 1) or (Tables 1-4) or (Tables 1, 4, 6-8).
Each table should appear on a separate page. A title for every table which summarizes the whole table must be given above the table. Tables should be self-explanatory and not duplicate the data presented in figures. For footnotes use superscript lower case letters.

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