

Author Guidelines

International Journal of Case Reports and Images (IJCRI)

IJCRI Home Page:

<http://www.ijcasereportsandimages.com>

Detailed Instructions for Authors:

<http://www.ijcasereportsandimages.com/submit/instructions-for-authors.php>

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a peer-reviewed, monthly, English language, online journal which accepts for publication following types of original, unpublished manuscripts: Review Articles, Case Series, Case Reports, Case in Images, Clinical Images and Letter to Editors.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

Authors are strongly encouraged to review the entire 'Instructions for Authors' printed in each issue of IJCRI and posted on the website at: www.ijcasereportsandimages.com/submit/instructions-for-authors.php before submitting a manuscript to IJCRI, to ensure that the manuscript is properly prepared and formatted.

Manuscripts can be submitted to IJCRI in two ways:

1. Online submission using the 'Online Submission' page of the IJCRI website which can be found at: www.ijcasereportsandimages.com/submit/submit-manuscript-online.
2. As an email with attached manuscript files to: submit@ijcasereportsandimages.com

IJCRI MANUSCRIPT TEMPLATES

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

We strongly encourage you to download the templates from the IJCRI website and use them to prepare your manuscript.

TYPE OF MANUSCRIPTS

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.

MANUSCRIPT PREPARATION

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.

We encourage you to use the Cover Letter Template for drafting your cover letter. The template can be downloaded from IJCRI website at:

www.ijcasereportsandimages.com/submit/instructions-for-authors.php

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

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(.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

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Include the statement - "Guarantor of Submission - The corresponding author is the Guarantor of Submission"

Name of Guarantor of Submission (if not the corresponding author) with contact address, contact phone number, email and fax number
Short running title of the manuscript (less than 40 characters).

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

The corresponding author is considered the guarantor for the integrity of the manuscript as a whole. If authors want to designate anyone other than the corresponding author as the guarantor of submission, mention his/her name on the title page with contact address, contact phone number, email and fax number.

Conflict of Interest

All authors must disclose any conflict of interest they may have with an institution or product that is mentioned in the manuscript or a competing product to the one mentioned in the manuscript and/or is important to the outcome of the study presented. All conflict of interests will be listed at the end of the published article.

Authors' contributions

This section will list the individual contributions of all authors of the manuscript. To be eligible for authorship, an individual must complete at least one task from each group listed below. Group 1 - Conception and design, Acquisition of data, Analysis and interpretation of data; Group 2 - Drafting the article, Critical revision of the article; Group 3 - Final approval of the version to be published.

References

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.

In the reference section, number each reference consecutively in the order in which they are first mentioned in the text (not in alphabetic order).

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

References must follow the general arrangement and punctuation outlined in International

Committee of Medical Journal Editors Uniform requirements for manuscripts submitted to biomedical journals. *Ann Intern Med*, 1988;108:258-265 or *Br Med J*. 1988;296:401-405.

Example of IJCRI reference style are shown below:

Journal article:

Banit DM, Kaufer H, Hartford JM. Intraoperative frozen section analysis in revision total joint arthroplasty. *Clin Orthop*. 2002;1(401):230-238.

Online-only Articles

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

Accessed June 10, 2008.

For other reference styles please see: www.ijcasereportsandimages.com/submit/instructions-for-authors.php

Images and Figures

The following file formats are accepted for figures submitted to IJCRI: JPEG, PNG, TIFF, BMP, GIF, and PowerPoint.

If you include text or figures that have been published elsewhere, you must obtain permission from the copyright owner(s).

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.

Please provide figure legends on a separate page with Arabic numerals corresponding to the figures. The legends should be included in the manuscript text file immediately following the references.

Tables

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).

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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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SUBMISSION OF REVISED MANUSCRIPTS

While submitting a revised manuscript, contributors are requested to include a point to point response to reviewer's comments at the beginning of the revised manuscript text file itself. In addition, if any changes are made to the manuscript, please mark the changes as underlined or differently colored text in the article.

PAGE PROOFS

Page proofs of the manuscript, a form for marking corrections and instructions for filling the form will be sent to the corresponding author by e-mail, before publication of the manuscript. Authors should type the proof corrections in the form and send it to the Editorial Office.

While checking the proofs, take note that the text is complete and all figures and tables are included in the proofs. Respond to all queries from the Editorial Office, check the proofs for changes like spellings, punctuation and setting of text, tables, figures and figure legends.

Corrected proofs must be returned to the Editorial office within 72 hrs (3 days) of receipt.

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Upload on website - Upload using the 'Submit Page Proofs' in the right navigation menu.

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