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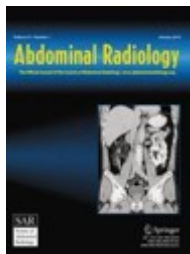
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[Abdominal Radiology](#)

Submission guidelines

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Instructions for Authors

General Information

Please note that the journal does not offer pre-evaluation. Therefore please directly submit your manuscript to EditorialManager at the link below. The Editor will then contact you.

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It is the Corresponding Author's responsibility to ensure that he/she has the correct authors' names, affiliations, addresses and author sequence when the final corrected proofs are submitted. Please keep in mind that corrections are no longer possible after online first publication. All additional corrections after publication need the approval of the Editor-in-Chief(s) and would result in the publication of an erratum that will be hyperlinked to the article.

Articles are checked for duplication. Articles with duplications considered excessive will not be published. If data from another publication is included, this should be clearly stated in the manuscript and referenced. In addition, how the submitted work differs from prior publications should be specifically stated.

Do not include reference to the authors name or institution within the manuscript.

The use of abbreviations and acronyms is highly discouraged, as it makes reading a paper difficult if those abbreviations are not familiar. Only widely understood abbreviations or acronyms should be used.

Please include the key take home message in the last sentence or paragraph of both the abstract and the discussion.

Figures should be included to illustrate the major findings of the study. Excessive figures should be avoided. Each figure should include a legend and pertinent arrows to the findings. Pictorial essays and reviews should be image-rich, but focused on major teaching points. An atlas of images that includes minor or uncommon imaging findings is discouraged.

Tables can be included if they present a more understandable means of explaining findings than data included in text. Tables should be condensed so that key findings are demonstrated. The table data should not be duplicated within the text. A record of all the study data in a table is generally not useful to readers and is discouraged.

Although absolute limits to the number of pages or words are not enforced, authors should attempt to limit articles to approximately 4,500 words (18 pages at 250 words per page, not including the title page, references or figure legends), approximately 50 references and 8 figures. Commentaries should not exceed 5 pages.

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Types of papers

Report Original research, Review article/pictorial essay, Update article/perspective, Practice, Classics in Abdominal Radiology, Letter/commentary

Case reports are generally not accepted unless they are the first description of a new disease or condition.

Please find detailed instructions for “Classics in Abdominal Radiology” here:

[Checklist \(Download pdf, 15 kB\)](#) ↓

Authors of accepted articles selected by the Society of Abdominal Radiology to be highlighted on the SAR Facebook page may be contacted by the SAR for additional illustrations and or supplementary material related to their article.

Author guidelines for writing a Perspective or Commentary article

These articles are written to inform the readers of the Journal about current issues, recommendations or controversies in the field of abdominal radiology. In many cases, articles published in other Journals will serve as the source for generating a perspective or commentary. In other cases, new knowledge that has not been widely distributed to our readership will serve as rationale for the communication.

Generally, the commentary is single authored and written by content experts in their field. These articles can include an element of opinion. They should provide a certain depth of analysis, insight and new knowledge for the readers. Ideally the article is less than 1,500 words. It usually does not include more than a single figure or image.

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Manuscript Submission

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.

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Online Submission

Please follow the hyperlink “Submit online” on the right and upload all of your manuscript files following the instructions given on the screen.

Please ensure you provide all relevant editable source files. Failing to submit these source files might cause unnecessary delays in the review and production process.

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Title page

Title Page

Please use this **template title page** for providing the following information.

The title page should include:

- The name(s) of the author(s)
- A concise and informative title
- The affiliation(s) of the author(s), i.e. institution, (department), city, (state), country
- A clear indication and an active e-mail address of the corresponding author
- If available, the 16-digit ORCID of the author(s)

If address information is provided with the affiliation(s) it will also be published.

For authors that are (temporarily) unaffiliated we will only capture their city and country of residence, not their e-mail address unless specifically requested.

Abstract

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

- Purpose (stating the main purposes and research question)
- Methods
- Results
- Conclusion

For life science journals only (when applicable)

Trial registration number and date of registration

Trial registration number, date of registration followed by “retrospectively registered”

Keywords

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

Declarations

All manuscripts must contain the following sections under the heading 'Declarations'.

If any of the sections are not relevant to your manuscript, please include the heading and write 'Not applicable' for that section.

To be used for non-life science journals

Funding (information that explains whether and by whom the research was supported)

Conflicts of interest/Competing interests (include appropriate disclosures)

Availability of data and material (data transparency)

Code availability (software application or custom code)

Authors' contributions (optional: please review the submission guidelines from the journal whether statements are mandatory)

To be used for life science journals + articles with biological applications

Funding (information that explains whether and by whom the research was supported)

Conflicts of interest/Competing interests (include appropriate disclosures)

Ethics approval (include appropriate approvals or waivers)

Consent to participate (include appropriate statements)

Consent for publication (include appropriate statements)

Availability of data and material (data transparency)

Code availability (software application or custom code)

Authors' contributions (optional: please review the submission guidelines from the journal whether statements are mandatory)

Please see the relevant sections in the submission guidelines for further information as well as various examples of wording. Please revise/customize the sample statements according to your own needs.

The U.S. National Library of Medicine (NLM) provides a curated medical vocabulary resource: Medical Subject Headings (MeSH). Please ensure that your keywords can be found within the MeSH by searching your keywords on <https://meshb.nlm.nih.gov/search>. In order to find suitable keywords from your abstract the MeSH on Demand tool might be helpful: <https://meshb.nlm.nih.gov/MeSHonDemand>.

Specific Remark

- Any acknowledgements, disclosures or funding information should only be stated on the Title page, not in the main body of the manuscript.

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Text

Text Formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-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 docx format (Word 2007 or higher) or doc format (older Word versions).

Manuscripts with mathematical content can also be submitted in LaTeX.

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Headings

Please use no more than three levels of displayed headings.

Abbreviations

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

Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Always use footnotes instead of endnotes.

Acknowledgments

Acknowledgments of people, grants, funds, etc. should be placed in a separate section on the title page. The names of funding organizations should be written in full.

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Scientific style

Generic names of drugs and pesticides are preferred; if trade names are used, the generic name should be given at first mention.

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References

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].

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

The entries in the list should be numbered consecutively.

- Journal article

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. *Eur J Appl Physiol* 105:731-738. <https://doi.org/10.1007/s00421-008-0955-8>

Ideally, the names of all authors should be provided, but the usage of “et al” in long author lists will also be accepted:

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. *N Engl J Med* 341:325–329

- Article by DOI

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. *J Mol Med.* <https://doi.org/10.1007/s001090000086>

- Book

South J, Blass B (2001) *The future of modern genomics*. Blackwell, London

- Book chapter

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) *The rise of modern genomics*, 3rd edn. Wiley, New York, pp 230-257

- Online document

Cartwright J (2007) Big stars have weather too. IOP Publishing PhysicsWeb. <http://physicsweb.org/articles/news/11/6/16/1>. Accessed 26 June 2007

- Dissertation

Trent JW (1975) *Experimental acute renal failure*. Dissertation, University of California

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see

[ISSN.org LTWA](https://www.issn.org/LTWA)

If you are unsure, please use the full journal title.

For authors using EndNote, Springer provides an output style that supports the formatting of in-text citations and reference list.

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Authors preparing their manuscript in LaTeX can use the bibtex file spbasic.bst which is included in Springer's LaTeX macro package.

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Tables

- 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 giving 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.

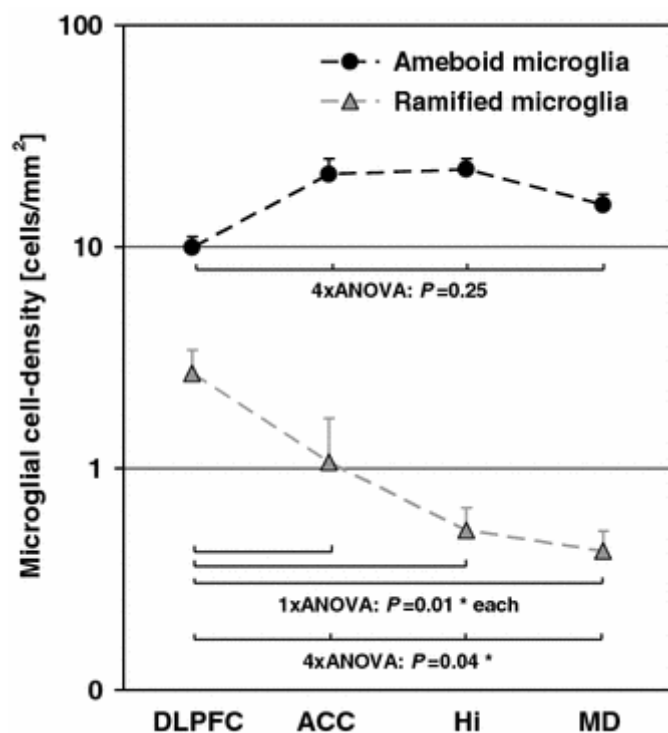
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Artwork and Illustrations Guidelines

Electronic Figure Submission

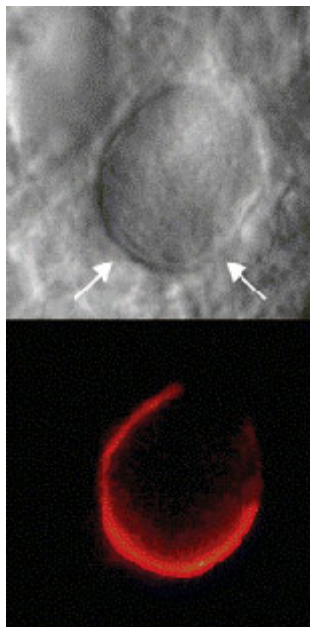
- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MSOffice files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig1.eps.

Line Art



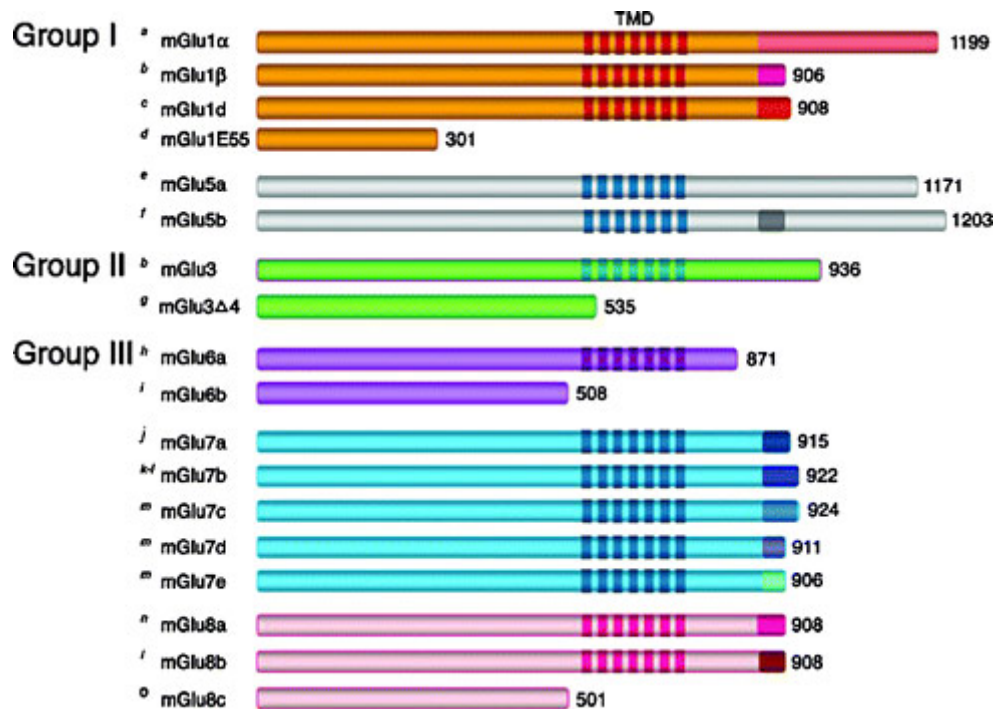
- Definition: Black and white graphic with no shading.
- Do not use faint lines and/or lettering and check that all lines and lettering within the figures are legible at final size.
- All lines should be at least 0.1 mm (0.3 pt) wide.
- Scanned line drawings and line drawings in bitmap format should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

Halftone Art



- Definition: Photographs, drawings, or paintings with fine shading, etc.
- If any magnification is used in the photographs, indicate this by 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 black and white will be shown in the print version, make sure that the main information will still be visible. Many colors are not distinguishable from one another when converted to black and white. A simple way to check this is to make a xerographic copy to see if the necessary distinctions between the different 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).
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of 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, outline 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 it 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 Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions 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 caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Figure Placement and Size

- Figures should be submitted separately from the text, if possible.
- When preparing your figures, size figures to fit in the column width.
- For large-sized journals the figures should be 84 mm (for double-column text areas), or 174 mm (for single-column text areas) wide and not higher than 234 mm.
- For small-sized journals, the figures should be 119 mm wide and not higher than 195 mm.

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Accessibility

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

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- Patterns are used instead of or in addition to colors for conveying information (colorblind users would then be able to distinguish the visual elements)
- Any figure lettering has a contrast ratio of at least 4.5:1

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- Spreadsheets should be submitted as .csv or .xlsx files (MS Excel).

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

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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”, “ESM_4.pdf”.

Captions

- For each supplementary material, please 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

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- 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)

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- ・ 영어 튜토리얼 페이지에 방문하여 영어로 글을 쓸 때 자주하는 실수들을 확인합니다.

• 리뷰에 대비하여, 원고의 의미를 명확하게 해주고 리뷰에서 요구하는 문제점들을 식별해서 영문 수준을 향상시켜주는 전문 영문 교정 서비스를 이용합니다. Nature Research Editing Service와 American Journal Experts에서 저희와 협약을 통해 서비스를 제공하고 있습니다. Springer 저자들이 본 교정 서비스를 첫 논문 투고를 위해 사용하시는 경우 10%의 할인이 적용되며, 아래의 링크를 통하여 확인이 가능합니다.

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원고가 수락될 경우, 출판 전 저희측 편집자에 의해 원고의 철자 및 문체를 검수하는 과정을 거치게 됩니다.

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- A single study should not be split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (i.e. 'salami-slicing/publishing').
- Concurrent or secondary publication is sometimes justifiable, provided certain conditions are met. Examples include: translations or a manuscript that is intended for a different group of readers.
- Results should be presented clearly, honestly, and without fabrication, falsification or inappropriate data manipulation (including image based manipulation). Authors should adhere to discipline-specific rules for acquiring, selecting and processing data.
- No data, text, or theories by others are presented as if they were the author's own ('plagiarism'). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks (to indicate words taken from another source) are used for verbatim copying of material, and permissions secured for material that is copyrighted.

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- Authors should make sure they have permissions for the use of software, questionnaires/(web) surveys and scales in their studies (if appropriate).

- Research articles and non-research articles (e.g. Opinion, Review, and Commentary articles) must cite appropriate and relevant literature in support of the claims made. Excessive and inappropriate self-citation or coordinated efforts among several authors to collectively self-cite is strongly discouraged.
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[A Graduate Student's Guide to Determining Authorship Credit and Authorship Order, APA Science Student Council 2006](#)

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Research involving human participants, their data or biological material

Ethics approval

When reporting a study that involved human participants, their data or biological material, authors should include a statement that confirms that the study was approved (or granted exemption) by the appropriate institutional and/or national research ethics committee (including the name of the ethics committee) and certify that the study was performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards. If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that an independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study. If a study was granted exemption from requiring ethics approval, this should also be detailed in the manuscript (including the reasons for the exemption).

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If a study has not been granted ethics committee approval prior to commencing, retrospective ethics approval usually cannot be obtained and it may not be possible to consider the manuscript for peer review. The decision on whether to proceed to peer review in such cases is at the Editor's discretion.

Ethics approval for retrospective studies

Although retrospective studies are conducted on already available data or biological material (for which formal consent may not be needed or is difficult to obtain) ethics approval may be required dependent on the law and the national ethical guidelines of a country. Authors should check with their institution to make sure they are complying with the specific requirements of their country.

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If human cells are used, authors must declare in the manuscript: what cell lines were used by describing the source of the cell line, including when and from where it was obtained, whether the cell line has recently been authenticated and by what method. If cells were bought from a life science company the following need to be given in the manuscript: name of company (that provided the cells), cell type, number of cell line, and batch of cells.

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Summary of requirements

The above should be summarized in a statement and placed in a **“Declarations”** section before the reference list under a heading of **‘Ethics approval’**.

Please see the various examples of wording below and revise/customize the sample statements according to your own needs.

Examples of statements to be used when ethics approval has been obtained:

- All procedures performed in studies involving human participants were in accordance with the ethical standards of the institutional and/or national research committee and with the 1964 Helsinki Declaration and its later amendments or comparable ethical standards. The study was approved by the Bioethics Committee of the Medical University of A (No. ...).
- This study was performed in line with the principles of the Declaration of Helsinki. Approval was granted by the Ethics Committee of University B (Date.../No. ...).
- Approval was obtained from the ethics committee of University C. The procedures used in this study adhere to the tenets of the Declaration of Helsinki.
- The questionnaire and methodology for this study was approved by the Human Research Ethics committee of the University of D (Ethics approval number: ...).

Examples of statements to be used for a retrospective study:

- Ethical approval was waived by the local Ethics Committee of University A in view of the retrospective nature of the study and all the procedures being performed were part of the routine care.
- This research study was conducted retrospectively from data obtained for clinical purposes. We consulted extensively with the IRB of XYZ who determined that our study did not need ethical approval. An IRB official waiver of ethical approval was granted from the IRB of XYZ.
- This retrospective chart review study involving human participants was in accordance with the ethical standards of the institutional and national research committee and with the 1964 Helsinki Declaration and its later amendments or comparable ethical standards. The Human Investigation Committee (IRB) of University B approved this study.

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Informed consent

All individuals have individual rights that are not to be infringed. Individual participants in studies have, for example, the right to decide what happens to the (identifiable) personal data gathered, to what they have said during a study or an interview, as well as to any photograph that was taken. This is especially true concerning images of vulnerable people (e.g. minors, patients, refugees, etc) or the use of images in sensitive contexts. In many instances authors will need to secure written consent before including images.

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Summary of requirements

The above should be summarized in a statement and placed in a **“Declarations”** section before the reference list under a heading of **‘Consent to participate’** and/or **‘Consent to publish’**.

Please see the various examples of wording below and revise/customize the sample statements according to your own needs.

Provide **“Consent to participate”** as a heading

Sample statements for consent to participate:

Informed consent was obtained from all individual participants included in the study.

Informed consent was obtained from legal guardians.

Written informed consent was obtained from the parents.

Verbal informed consent was obtained prior to the interview.

Sample statements for **“Consent to publish”**:

The authors affirm that human research participants provided informed consent for publication of the images in Figure(s) 1a, 1b and 1c.

The participant has consented to the submission of the case report to the journal.

Patients signed informed consent regarding publishing their data and photographs.

Sample statements if identifying information about participants is available in the article:

Additional informed consent was obtained from all individual participants for whom identifying information is included in this article.

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