

Guidelines for Electronically Produced Illustrations for ONLINE

Video

- Quicktime (.mov) is the preferred format, but .rm, .avi, .mpg, etc. are acceptable provided a free viewer is available for download on the Internet.
- No video file should be larger than 2MB. To decrease the size of your file, consider changing one or more of the following variables: frame speed, number of colors/greys, viewing size (in pixels), or compression. **Video is subject to editorial review and approval.**

Guidelines for Electronically Produced Illustrations for Print

General

- Illustrations are kept separately from the text (i.e. files should not be integrated with the text files).
- Always send printouts of all illustrations if submitting by mail.

Vector (line) Graphics

- Vector graphics exported from a drawing program should be stored in EPS format.
- Suitable drawing program: Adobe Illustrator. For **simple** line art the following drawing programs are also acceptable: Corel Draw, Freehand, Canvas.
- No rules narrower than .25 pt.
- No gray screens paler than 15% or darker than 60%.
- Screens meant to be differentiated from one another must differ by at least 15%.

Spreadsheet/Presentation Graphics

- Most presentation programs (Excel, PowerPoint, Freelance) produce data that **cannot** be stored in an EPS format. Therefore graphics produced by these programs **cannot** be used for print.

Halftone Illustrations

- Black & white and color illustrations should be saved in TIFF format.
- Illustrations should be created using Adobe Photoshop whenever possible.

Scans*

- Scanned reproductions of black and white photographs should be provided as 300 ppi TIFF files.
- Scanned color illustrations should be provided as TIFF files scanned at a minimum of 300 ppi with a 24-bit color depth.
- Line art should be provided as TIFF files at 600 ppi.

Graphics from Videos

- Separate files should be prepared for frames from a video that are to be printed in the journal. When preparing these files you should follow the same rules as listed under **Halftone Illustrations**.

Manuscripts lacking any of the above elements will be rejected from the production process and returned to you with a request for those missing elements.

Online First Production Workflow

All articles published in the *Journal of Digital Imaging* will follow the Springer Online First production workflow, enabling publication on the LINK website, usually within 3-4 weeks of receipt of author corrections to galley proofs.

Once an article has been accepted, and received by the publisher in a complete form (with all figures, tables, references, finalized manuscript, signed copyright transfer form, and valid email address <see [Checklist for Submitted Articles](#)>), the article will be typeset and galley proofs will be available electronically for author proofing. Once your article has been received by the publishing office (Springer), you should expect an email in approximately 7-9 weeks from the production editor which will provide a link to the electronic version of the article, and a user id and password that will enable access to the article. A file containing the forms for Offprint Orders, Proofreader's Marks and a Fax Cover Sheet will also be available for downloading at this time. We ask that the author print out the article, make all corrections clearly on the pages, and fax (or via overnight courier) the pages with corrections to the production editor:

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This will be the only proof you see for this article; the responsibility for proofreading is yours. Once you have returned the proofs, no other corrections will be allowed except in the form of an erratum. Once corrections reach us, they will be made and the article published on our LINK website. (*Please note: When the article is published it will have a different link (url address) than the one you received for the galley proofs.*) It will be citeable by the digital object identifier (DOI), a unique and persistent identification code assigned to the article upon acceptance and attached to it throughout the production and publication process (*for more information about DOI, log on to www.doi.org*). Publication of each article will be announced to LinkAlert subscribers who will then be allowed access to the article abstract; access to the full article is available to individual and institutional subscribers and SCAR members. Please remember that the speed with which your papers can be published electronically depends on the prompt return of proofs.

The article will be published first electronically as described above. It will eventually be assigned to a print issue of the *Journal of Digital Imaging* in an order determined by the Editor-in-Chief. The date of electronic publication will appear in both the electronic and print versions.

this is not possible, inscriptions should be made on a transparent overlay (not on the actual photograph). Micrographs should have an internal magnification marker; the magnification should also be stated in the caption. Legends must be brief, self-sufficient explanations of the illustrations in no more than four or five lines. Remarks such as "For explanation, see text" should be avoided. The legends should be typed on a separate page. *Please note that the Publisher cannot return original art to authors.*

In all cases, if original artwork is used, a scanned electronic version of the illustration must be included with the submission, while three copies of the original artwork must be sent to the editorial office at the address listed below.

Copyright release forms: A copyright release form signed by all authors must be included with the manuscript submission. <[Form available here](#)>. Submissions received without signed copyright forms cannot be sent out for review.

Manuscript Submission

Manuscripts submitted by mail, software, copyright release forms, and other supporting documentation should be sent to the editorial office below:

The Society for Computer Applications in Radiology
10105 Cottesmore Court
Great Falls, Virginia 22066-3540
Attn: JDI Editorial Office

Checklist for Submitted Articles

Articles must be complete. They must include the following:

1. Email address as well as postal address, telephone and fax number for corresponding author
2. Electronic version of all materials and printed version if submitted by mail
3. Signed copyright transfer form <[Form available here](#)>
4. All figures (with legends) and tables (with titles) cited <[Please see Guidelines for Electronically Produced Illustrations for Print](#)>
5. Structured abstract (For Original and Review articles only) or Standard abstract (For Case Reports only)
6. Keywords (3 - 15)
7. Article divided into appropriate sections
8. Affiliations of all authors
9. Complete and accurate references and citations
10. All references cited in text by numbers in square brackets
11. List of references in alphabetical order
12. References styled according to journal requirements
13. Article checked by a person whose primary language is English

- a. *Articles from journals*: Names(s) and initials of all author(s), year in parentheses, full title, journal name as abbreviated in *Index Medicus*, volume followed by a colon, first and last page numbers.

Berci G, Paz-Partlow M (1998) Electronic imaging in endoscopy. *Surg Endosc* 2: 227-233

- b. *Articles from electronic publications*: Names(s) and initials of all authors, year in parentheses, full title, journal name as abbreviated in *Index Medicus*, DOI number, and publication date.

Lee SW, Gleason NR (2000) Port site tumor recurrence rates in a murine model of laparoscopic splenectomy decreased with increased experience. *Surg Endosc*, DOI: 10.1007/s102780000231, August 9, 2000

- c. *Books*: Name(s) and initials of all author(s), year in parentheses, title, edition, publisher, place of publication.

Roy C (1997) *Ultrasound of the Abdomen (Exercises in radiological diagnosis)* Springer, Berlin

- d. *Multiauthor books*: Names and initials of all authors, year in parentheses, title of chapter. In: names and initials of all editors, title of book, publisher, place of publication, first and last page numbers.

White ME, Choyke PL (1988) Duplex sonography of the abdomen. In: Grant EG, White EM (eds) *Duplex Sonography*, Springer, New York, pp 129-190

Tables: Each table should be typed on a separate sheet and numbered consecutively with Arabic numerals. Footnotes to tables should be indicated by lower-case superscript letters.

Illustrations : Illustrations should be limited to those essential for the text. The same results should be presented as either graphs or tables not as both. While color illustrations will be accepted, authors submitting such illustrations will be asked to bear the additional production costs associated with them.

All figures, whether photographs, graphs, or diagrams, should be numbered consecutively and kept separately from the text. If illustrations are created electronically please see [Guidelines for Electronically Produced Illustrations](#). Line drawings should be supplied as clear black and white drawings suitable for reproduction. All lines should be of uniform thickness. Letters and numbers should be of professional quality and proper dimensions. All illustrations submitted should allow for high quality reproduction at a size permitting direct printing (with no reduction) up to 8.5 cm column width, up to 17.6 cm page width, not higher than 23.7cm. The publisher reserves the right to reduce or enlarge illustrations. Arrows, letters, and numbers should be inserted professionally. If

Rom or floppy disk. The format of the disk should be clearly indicated. The title page, text, and references must be prepared as described below. Figures, images, tables, and legends *must* be in separate files. A list of all the files and their descriptions should be included. Figures and images must be prepared as described below in the section on Illustrations. All mail submissions should be addressed to the editorial office at the address listed below.

If manuscripts are submitted via email, the title page, text, and references must be prepared as described below. Figures, images, tables, and legends must be in separate files. A list of all the files and their descriptions should be included. Figures and images must be prepared as described below in the section on Illustrations. All email submissions must be sent to Leigh Burke in the editorial office at jdi@scarnet.org.

Authors submitting via Manuscript Central must follow the instructions on jdi.manuscriptcentral.com. If software is to be included with the article, it must be sent separately to the editorial office at the address listed below.

Some elements are common to all submission methods. To facilitate communication between the authors, editors, and publisher, the corresponding author must provide an email address, fax number, and phone number as well as a complete mailing address on the title page of the manuscript. Because of the electronic proofing procedures, supplying an email address is important. Manuscripts should be typed (double space preferred with wide margins) if they are being submitted via email or mail and follow the required format: *Title page*, listing the title, names of all authors, institutions with full address, and address of the author to whom correspondence should be sent; *Abstract* of not more than 150 words; *Keywords* (three to fifteen); *Text*; *References*; *Tables*; *Legends* for all figures listed together on a separate page; *Figures*. If the manuscript is hypothesis-driven research, the text should be arranged in the order: Introduction, Materials and methods, Results, Discussion, Conclusions, Acknowledgements. If the manuscript is based on experience or a technical note or tutorial, the text should be arranged in the following order: Background, Methods, Results, Discussion, Conclusion, and Acknowledgements. If the manuscript is a review article or tutorial, it should be arranged in the following order: Background or Introduction, Review, Discussion, Summary, Acknowledgements.

Footnotes should be avoided whenever possible. Essential footnotes should be numbered consecutively and placed at the bottom of the page to which they refer.

Size of manuscripts: Manuscripts should not exceed 18 double-spaced typed pages, including figures, tables, and reference list (references are to be limited to 20 except for a review article where the list may be longer).

References: The author is responsible for the accuracy of the references. Citations in the text should be identified by numbers in brackets, and the list of the references at the end of the paper should be both alphabetical by co-author and those by more than two authors in chronological order. Only works referred to in the text and already accepted for publication can be included:

Journal of Digital Imaging Articles

The *Journal of Digital Imaging (JDI)* is designed to assist people interested in medical digital imaging, including the practicing radiologist, in using and understanding computer-based images independent of his/her prior knowledge of computers. Plain English will be used; this is neither an engineering nor a physics journal, although the occasional equation may appear. Specific effort will be made to rigorously separate future from present tense.

Four types of articles may be submitted to *JDI*. First, hypothesis-driven research and resulting articles are the mainstay of publications for *JDI*. Second, experience reports designed to provide a vehicle for a group to describe their experience with a new technology or method or a novel approach to using an existing technology will be published. The third type of manuscripts that will be accepted are technical note or technical tutorial with descriptions of how authors accomplished a particular task in a novel way. The fourth type of manuscript is a review article or tutorial based on extensive review of the literature.

All four types of articles will undergo the same rigorous review process. Experience reports, technical notes, and review articles will not be required to follow the usual scientific paper structure. Experience reports and technical notes should contain an abstract, a description of the background of the project, detailed methods and results, and a discussion of the ways their methods are superior to previous methods. If software is to be provided for reader's use, the software must be included in the submission along with a user's manual for installation and use. A review article should include an introduction, a detailed review of the literature, a discussion and a summary.

Manuscript Preparation

Papers must be written in English, and authors are urged to aim for clarity, brevity, and accuracy of information and language. Authors whose primary language is not English should have their papers checked for linguistic accuracy by a native English speaker.

Manuscripts are to be submitted in their final form. A charge will be made for changes introduced after the manuscript has been set into type. The position of figures and tables should be indicated in the text of the manuscript.

Authors are encouraged to submit manuscripts online using Manuscript Central, however, until June 2004, manuscripts may be submitted using email or standard mail. In all cases a submission must include a title page, names and affiliations of authors (limited to no more than ten), an abstract of no more than 150 words, the body text, references, associated figures, tables, images, and legends. The location of figures, tables, and images must be clearly indicated in the text.

If manuscripts are submitted via mail, one printed copy of the manuscript and all figures, tables, and images must be included with an electronic version of all material on a CD-