

Author Instructions

Thank you for contributing to the *Journal of Clinical Interventional Radiology*. Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article.

Find out more about Open Access at Thieme at <http://open.thieme.com>

SUBMISSION CHECKLIST

All manuscripts must be submitted at the following link:

<http://www.editorialmanager.com/jcir>

- ☐ **AUTHOR INFORMATION**
 - All authors: full name, degrees, department, affiliation, e-mail address
 - Corresponding author: mailing address, telephone numbers (mandatory)
- ☐ **MANUSCRIPT FILE**
 - All Original articles must be approved by the ethical and research board. This should be stated in the main text, in the first sentence of "Materials and Method."
 - Title should be representative of the content.
- ☐ **ABSTRACT AND KEYWORDS**
 - See the section Article Types for word limit.
- ☐ **CONFLICT OF INTEREST**
 - Every named author must disclose their conflicts or lack thereof.
- ☐ **REFERENCES**
 - Cited sequentially in AMA style and should include recent and most important publications.
- ☐ **FIGURES AND TABLES**
 - Cited sequentially and included in the main document.
 - Figures should be uploaded separately from the main document. Don't submit composite image.
 - Tables should have appropriate titles and designs.
- ☐ **PERMISSIONS**
 - Required if you plan to reproduce content from a published source or include a photograph of a patient
 - Patient permission forms available at www.thieme.com/journal-authors

CONTENTS

MANUSCRIPT FORMAT	3-8
Article Types.....	3
General Guidelines.....	4
Title Page.....	5
Abstract and Keywords.....	5
Main Document.....	5
Acknowledgments.....	5
Conflict of Interest.....	5
Informed Consent.....	6
References.....	7
Figure Captions.....	8
Tables.....	8
DIGITAL ARTWORK PREPARATION	9
General Guidelines.....	9
Black and White Art.....	9
Color Art.....	9
Art Labels.....	9
SUBMISSION PROCEDURE	10
Article Processing Charge (APC).....	10
Submission Procedure.....	10
Revision Procedure.....	10
PRODUCTION PROCEDURE	11
Page Proofs.....	11
POLICY STATEMENTS	12-13
Statement on Liability.....	12
Definition of Authorship.....	12
Copyright Statement.....	12
Statement of Ethics.....	13
Patient Permission Policy.....	13
EDITORIAL CONTACTS -----	14

MANUSCRIPT FORMAT

Article Types

All manuscripts submitted shall undergo full peer-review. The following graph shows the types of articles accepted for publication, and their requirements.

Article Type	Word limit Main Text (excluding abstract and references)	Abstract	Word limit for keywords	Limit for number of Tables/Figures	Limit for the Authors	Limit for the References
Original Article*	3,000 words, structured (main text- introduction, materials and method, results, discussion, and conclusion)	250 words, structured (purpose, methods, results, conclusion)	3 keywords	15	10	40
Review Article	4,000 words, structured (main text- introduction, discussion, and conclusion)	300 words, non-structured	3 keywords	15	5	50
Pictorial Essay	2,000 (Introduction, Subheading to arrange the content, Discussion, Conclusion)	250 words, non-structured	3 keywords	15	10	20
Debate/Controversies	2,000 (Introduction, Subheading to arrange the content, Discussion, Conclusion)	Not required	3 keywords	5	5	15
Case Series (Three or more cases)	1,500 words, structured (format-abstract, introduction, case report/s, discussion, and conclusion)	150 words, non-structured	3 keywords	5	5	10
Case Report	750 words, structured (format- abstract, introduction, case report/s, discussion, and conclusion)	100 words, non-structured	3 keywords	3	5	5
Short Communication (Technique: how I do it, Complication Corner, Images in IR)	750 (Side headings if needed)	Not required	3 keywords	2	3	5
Editorial	Not Applicable	Not required	Not required	Not required	1	Not required
Letter to the Editor (On invitation only)	750 (Side headings - not required)	Not required	Not required	2	3	5
Annual Meeting Abstract	Not Applicable	Not required	No limit	Not required	Not Applicable	Not required

*** Joint First Authorship:** *A "Joint First Authorship" may be requested by the author with appropriate justification. However, this will be considered for original articles only. The editorial committee's decision will be final.*

General Guidelines

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Each figure should be saved as its own separate file. Each subfigure (E. g. Figure 1A or 1B) should be submitted as separate files.
- Keep abbreviations to a minimum and be sure to explain all of them the first time they are used in the text.
- The manuscripts should be written in **American English**.
- The authors should use Système International (SI) measurements. For clarity, nonmetric equivalents may be included in parentheses following the SI measurements.
- Use generic names for drugs. You may cite proprietary names in parentheses along with the name and location of the manufacturer.
- Credit suppliers and manufacturers of equipment, drugs, and other brand-name material mentioned in the manuscript within parentheses, giving the company name and primary location.
- Additional material, which is not pivotal, but supporting in nature to the theme of the manuscript, can be submitted as "Supplementary Material" and will be published online only (not in print).

MANUSCRIPT FORMAT *continued*

Title Page

- This journal adheres to a double-anonymous peer-review policy. The title page should NOT be included in the main document.
- The title page should list the article title and the corresponding author's full name, degree, title, department, affiliation, mailing address, e-mail address, and telephone and fax numbers. It should also list the full name, degree, title, department, affiliation, and e-mail addresses of every co-author.

Abstract and Keywords

See the section Article Types (table) for word limits.

The abstract should briefly outline the content of the article and any conclusions it may reach. It should be structured.

Main Document

- Please clearly distinguish the hierarchy of headings within the manuscript by using capital letters, underline, italic, and bold styles as necessary.
- As needed, use italic, superscripts, subscripts, and boldface, but otherwise do not use multiple fonts and font sizes.
- Do not insert page or section breaks except where noted in the Author Instructions.
- Use hard returns (the Enter key) only at the end of a paragraph, not at the end of a line. Allow lines of text to break automatically in your word-processing software. Do not justify your text.
- Use only one space, not two, after periods.
- Create tables using the Table function in Microsoft Word.

Acknowledgments

The source of any financial support received and recognition of personal assistance for the work being published should be indicated at the end of the article, just before the Reference section, under the heading Acknowledgments.

Conflict of Interest

All authors (including corresponding and co-authors associated with the manuscript) must make a formal statement at the time of submission indicating any potential conflict of interest that might constitute an embarrassment to any of the authors if it were not to be declared and were to emerge after publication. Such conflicts might include, but are not limited to, shareholding in or receipt of a grant or consultancy fee from a company whose product features in the submitted manuscript or which manufactures a competing product. Should the article be accepted for publication, this information will be published with the paper.

Types of conflicts include- Consulting, Royalties, Research Support, Institutional Support, Ownership, Stock/Options, Speakers Bureau, and Fellowship Support. Any commercial entity whose products are described, reviewed, evaluated, or compared in the manuscript, except for those disclosed in the Acknowledgments section, are potential conflicts.

This journal follows the guidelines of the [International Committee of Medical Journal Editors](#) and an [ICMJE disclosure of potential conflicts of interest \(COI\) form](#) must be submitted for each author at the time of manuscript submission. Forms must be submitted even if there is no conflict of interest. It is the responsibility of the corresponding author to ensure that all authors adhere to this policy before to submission.

A conflict-of-interest statement must also be included in the manuscript after any "Acknowledgements" and "Funding" sections and should summarize all aspects of any conflicts of interest included on the ICMJE form. If there is no conflict of interest, authors must include 'Conflict of Interest: none declared'.

Please click <http://www.icmje.org/conflicts-of-interest> to download a Conflict-of-Interest form. The disclosure

information is important in article processing. If the provided forms are incomplete or missing, it can cause delays in the publishing of the article.

Informed Consent

The journal adheres to the principles set forth in the [Helsinki Declaration](#) and holds that all reported research conducted with human participants should be conducted in accordance with such principles. Reports describing data obtained from research conducted in human participants must contain a statement in the Methods section indicating approval by the Institutional Review Board (IRB). The authors should also indicate whether individual consent for the study was obtained, or whether it was waived.

References

References should be most recent and should cite pertinent literature available. It is essential that they are complete and thoroughly checked. If the reference information is incomplete, good online sites to search for full details are the National Library of Medicine: www.nlm.nih.gov; Books in Print: www.booksinprint.com; PubMed: www.ncbi.nlm.nih.gov/PubMed/; or individual publisher Web sites.

- References must be listed in AMA style, using Index Medics journal title abbreviations.
 - References follow the article text. Insert a page break between the end of the text and the start of references.
 - References must be cited sequentially (NOT alphabetically) in the text using superscript numbers.
 - By way of exception to AMA style, do not italicize book titles or journal title abbreviations and do not put a period at the end of a reference.
 - List all author names, up to and including six names. For more than six authors, list the first three followed by *et al*.
 - References should be styled per the following examples:
1. Citing a journal article:
New burger JW, Takahashi M, Burns JC, et al. The treatment of Kawasaki syndrome with intravenous gamma-globulin. *N Engl J Med* 1986;315:341–347
 2. Citing a chapter in a book:
Toma H. Takayasu's arteritis. In: Novick A, Scoble J, Hamilton G, eds. *Renal Vascular Disease*. Philadelphia: WB Saunders; 1995:47–62
 3. Citing a book:
Stryer L. *Biochemistry*. 2nd ed. San Francisco: WH Freeman; 1981:559–596
 4. Citing a thesis:
Stern I. Hemorrhagic Complications of Anticoagulant Therapy [Ph.D. dissertation]. Evanston, IL: Northwestern University; 1994
 5. Citing a government publication:
Food and Drug Administration. Jin Bu Huan Herbal Tablets. Rockville, MD: National Press Office; April 15, 1994. Talk Paper T94-22
 6. Citing an online article:
Rosenthal S, Chen R, Hadler S. The safety of acellular pertussis vaccine vs whole-cell pertussis vaccine [abstract]. *Arch Pediatr Adolesc Med* [serial online]. 1996;150:457–460. Available at: http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol_150/no_5/abstract/htm. Accessed November 10, 1996
 7. Citing a symposium article:
Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC

Figure Captions

- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or tables.
- Figures must be cited sequentially in the text. Number all figures (and corresponding figure captions) sequentially in the order they are cited in the text.
- Figure captions should be written after the reference list. Insert a page break between the end of references and the start of figure captions.
- Figure captions should include a description of the figure and/or each lettered part (A, B, etc.) and of any portions of the figure highlighted by arrows, arrowheads, asterisks, etc.
- For a figure borrowed or adapted from another publication (used with permission), add a credit line in parentheses at the end of each figure legend. This credit line should be a complete bibliographic listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example (Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357.)

Tables

- A Table should be numbered in Arabic numerical, should have a little and appropriate legend.
- Data given in tables should be commented on but not repeated in the text. Be sure that lists or columns of related data are composed in a word-processing program like the rest of the text.
- Do not intersperse tables in the text. Tables should appear after the figure captions. Insert a page break between the end of the figure captions and the start of the tables.
- Tables must be double-spaced **a n d** numbered in the s a m e sequence they are cited in the text.
- If a table contains artwork, supply the artwork separately as a digital file.
- For tables borrowed or adapted from another publication (used with permission), add a credit line as the first footnote beneath each table. This credit line should be a complete bibliographical listing of the source publication (as a reference), or other credit line is supplied by the copyright holder. For example, “Reprinted with permission from CalfeeDR, WispelweyB. Brainabscess. *SeminNeurol*2000; 20:357.” (“Data from . . .” or “Adapted from . . .” may also be used, as appropriate.)
- Other footnotes for tables should be indicated in the table using superscript letters in alphabetical order.
- Any abbreviations used in the table should be explained at the end of the table in a footnote.

DIGITAL ARTWORK PREPARATION

General Guidelines

- It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
- Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter.
- Save each figure in a separate file.
- Do not compress files.
- All black-and-white and color artwork should be at a resolution of 300 dpi (dots per inch) in TIFF format. Line art should be 1,200dpi in EPS or TIFF format. Contact the Production Editor at Thieme if you are unsure of the final size.
- It is preferable for figures to be cropped to their final size (approximately 3½ inches for a single column and up to 7 inches for a double column), or larger, and in the correct orientation. If art is submitted smaller and then must be enlarged, its resolution (dpi) and clarity will decrease.

Note: Adequate arrow, arrowheads can be used in image as per the need. Appropriate legends are essentials for better understanding. No text material is allowed on the image.

Black-and-White Art

- Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. Thieme will only accept digital artwork.
- If possible, do not send color art for conversion to black-and-white. Do the conversion yourself so that you can check the results and confirm in advance that no critical details are lost or obscured by the change to black-and-white.
- For best results, line art should be black on a white background. Lines and type should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality.

Color Art

- All color artworks should be saved in CMYK, not RGB.

Art Labels

- Arrows, asterisks, and arrow heads (or other markers) should be white in dark or black areas and black in light or white areas, and large. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process.
- Use 1-point (or thicker) rules and leader lines.
- Capitalize the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels.
- Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text.
- Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.

SUBMISSION PROCEDURE

Article Processing Charge (APC)

All article processing charges (APCs) are fully sponsored by the Indian Society of Vascular and Interventional Radiology (ISVIR). Upon acceptance, no APC is due by the author. For current prices, please visit [Open Access - Journal authors - Thieme Group](#), navigate to "APC", and select the Price List. APCs are regularly reviewed and may be subject to change. No additional fees, including submission fees, editorial processing charges, or page and color charges apply.

If your institution participates in a Thieme Science [Open Access Funding Agreement](#), as a corresponding author, you can publish open access at no cost to you, or at a discount. Thieme participates in the [Research4Life program](#). If you are a corresponding author residing in the [world's lowest income countries](#), we may offer waivers and discounts on our gold journals. For more information, please contact the journal. To learn more about Thieme's Open Access program, please visit [Open Access - Journal authors - Thieme Group](#). Author fees or waiver status do not influence editorial decisions.

Submission Procedure

- Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
- Always review your manuscript before submitting it.
- Please note: **There are no submission charges to submit your manuscript to this journal.**
- Manuscripts must be submitted to the online submission platform at the following link: <http://www.editorialmanager.com/jcir>.
- Please mention the journal name (JCIR) and the manuscript title in the email subject line. The Editor-in-Chief will inform you via email once a decision has been made regarding the selection of the article.

Revision Procedure

- Should the editors decide that your article requires a revision, you will need to make the changes via a word-processing program and resubmit it electronically.
- The manuscript will be sent back to you via email for revision.
- The best way to revise your manuscript is by enabling the Track Changes mode in Microsoft Word, which will automatically highlight and mark up revised text. Please submit both a marked-up copy and a clean copy of your revised manuscript.
- Please respond to the reviewers' and editors' comments in a separate document outlining how each comment was addressed in the manuscript.

Peer Reviewing Process

The journal follows **double anonymous** peer-review process where neither the author nor the reviewer gets to know the identity of each other. This is ensured by masking the separate front-page file to the reviewers having author details.

At least three random reviewers based on their technical and clinical expertise are assigned by the Chief Editor on each manuscript and the decision is taken based on the comparative reviews which the manuscript receives during the review process. The Chief Editor's decision is final.

Appointment of Reviewer Team for the journal

The reviewer team is being appointed based on the individual expertise and experience in publishing in the subject category. Individual publishing history as first and last authors is being taken into consideration before sending the invite to the individual. A mix of experienced and young researchers are being chosen to construct the reviewer panel.

PRODUCTION PROCEDURE

Page Proofs

Page proofs will be sent to you via email. The proofs will be in a PDF file format, which should be opened using Acrobat Reader software. You will receive further instructions with your proofs. Take this opportunity to check the typeset text for typographic and related errors. Elective alterations are difficult to accommodate owing to the associated time and expense of introducing them. Therefore, please be sure that when you submit your manuscript, it is accurate, complete, and final.

POLICY STATEMENTS

Statement on Liability

The legislation on product liability makes increased demands on the duty of care to be exercised by authors of scientific research and medical publications. This applies in particular to papers and publications containing therapeutic directions or instructions and doses or dosage schedules. We therefore request you to examine with particular care, also in your own interest, the factual correctness of the contents of your manuscript once it has been copyedited and returned to you in the form of galley proofs. The responsibility for the correctness of data and statements made in the manuscript rests entirely with the author.

Definition of Authorship

Authorship credit should be based on criteria established by the [International Committee of Medical Journal Editors](#). Each author should have made the following contributions towards the completion of the manuscript:

1. Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data
2. Drafting the article or revising it critically for important intellectual content
3. Final approval of the version to be published.

Copyright Statement

Submitted manuscripts must represent original research not previously published nor being considered for publication elsewhere. The editors and Thieme combat plagiarism, double publication, and scientific misconduct with the software [CrossCheck](#) powered by [iThenticate](#). Your manuscript may be subject to an investigation and retraction if plagiarism is suspected.

If you plan to reproduce text, tables, or figures from a published source, you must first obtain written permission from the copyright holder (usually the society). This is required even if the material is from your own published work. For material never published and given to you by another person, you must obtain permission from that person. Serious delays to publication can be incurred if permissions are not obtained.

As the author, it is your responsibility to obtain all permissions, pay any permission fees, furnish copies of permissions to Thieme with your manuscript, and include a credit line at the end of the figure caption, beneath the table, or in a text footnote.

All papers in JCIR are published open access and are available online immediately upon publication without registration. Thieme publishes the papers under the terms of the [Creative Commons Attribution \(CC BY\) 4.0 license](#), which permits any user to read, download, copy, distribute, and use the content for any lawful Purpose.

Conflicts arising from papers authored by Editorial Board Members

The journal evaluates any submissions from the members of the editorial board purely on merit of the clinical content presented as it does for any other article coming from authors globally. All the articles including articles from Editorial Board members are evaluated via double-blind peer review process, which will ensure that the information of author(s) is not revealed to the reviewers. In doing so, the journal ensures there are no conflict of interests or preferences, and selection of articles is purely on its clinical content merit, thus ensuring best ethical standards and practices of peer-review are maintained.

Conflict of Interest Resolution

Conflict of any form which arises related to the content published is being resolved with an unbiased approach by letting both the whistleblower and the author to present due facts in support of their side of the argument and a decision to retain the content or reject/retract is being taken.

POLICY STATEMENTS *continued*

Statement of Ethics

This journal adheres to the ethical standards described by the [Committee on Publication Ethics](#) and the [International Committee of Medical Journal Editors](#). Authors are expected to adhere to these standards.

For all manuscripts reporting data from studies involving human or animal participants, formal review and approval, or formal review and waiver (exemption), by an appropriate institutional review board (IRB) or ethics committee is required, as well as any necessary HIPAA consent, and should be described in the Methods section with the full name of the reviewing entity. All clinical trials must be registered in a public trials' registry. Denote the registry and registry number.

Please follow the standard Levels of Evidence for Primary Research and the reporting guidelines specified by this table:

Type of Study	Guidelines
Randomized controlled trials	CONSORT
Studies of diagnostic accuracy	STARD
Systematic reviews and meta-analyses	QUOROM/PRISMA
Observational studies in epidemiology	STROBE
Meta-analyses of observational studies in epidemiology	MOOSE

Patient Permission Policy and Thieme GDPR Policy

You must obtain a signed patient permission form for every patient whose recognizable photograph will be used. If you do not supply this, the identity of the patient must be obscured before the image is published; this could interfere with the instructive value of the photograph.

The personal rights of people who are recognizable on images must be protected. Please provide a written consent form for publication signed by every recognizable person. For persons under 18 years of age / persons supervised, please provide the signature of both parents / the legal guardian / supervisor. A suitable declaration of consent form can be obtained in our authors' lounge. Patient permission forms are available at www.thieme.com/journal-authors. We cannot accept or store illustrations in which personal data of third parties are included. Please submit images in completely anonymous form, free of personal data only! Such data may not only be directly visible in the image (e.g., a patient name or a date of birth in an X-ray image); they can also be included in the metadata of the image, which is accessible with the appropriate software. They may also be obscured by a cropping feature (such as PowerPoint or Word) but can be made visible underneath. If you have questions about data protection regulations, please contact us before submitting your manuscript.

EDITORIAL CONTACTS

Please contact the Editors with any questions: jcirjournal@gmail.com

Editor in Chief

Naveen Kalra
Professor, Department of Radiodiagnosis,
Postgraduate Institute of Medical Education
and Research, Chandigarh, India
e-mail: navkal2004@yahoo.com

International Editor

Dr. Sanjeeva P. Kalva MBBS, MD, DNB, DABR, RPVI, FSIR, FCIRSE, FACR
Chief, Division of Interventional Radiology, Department of Radiology, Massachusetts General Hospital
Professor of Radiology, Harvard Medical School
Boston, Massachusetts, USA.
e-mail: skalva@mgh.harvard.edu