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Ethical Considerations

Manuscripts reporting the results of studies with human subjects must include a statement in the Materials and Methods section to the effect that informed consent was obtained after the nature of the procedure(s) had been fully explained. Authors must affirm, in the first paragraph of the Materials and Methods section, their compliance with these guidelines or approval by the appropriate institutional review board or animal care committee for studies involving animals.

Conflict of Interest

Authors must describe any direct or indirect financial interest they may have in the subject matter of a submitted manuscript, and they must authorize the JSUM to publish this financial disclosure with the article if deemed appropriate by the editor.

Manuscript Categories

The journal publishes reviews of pertinent topics in medical ultrasound, review articles, original articles, case reports, technical notes, rapid communications, educational notes, ultrasound images of the month, and letters to the editor. The manuscript category should be indicated on the first page of the manuscript. Using examples from recent articles appearing in the *Journal of Medical Ultrasonics*, authors should organize manuscripts in a format appropriate to each category.

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jomu.edmgr.com/ and upload your manuscript following the instructions given. Please use the Help option to see the most recently updated system requirements.

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Text: Texts of articles should be uploaded in rich text format (.rtf) or as Microsoft Word documents (.doc). LaTeX is also acceptable.

LaTeX: The electronic version should include the original source (including all style files and figures) and a PostScript version of the compiled submission. Authors who prepare their papers with LaTeX are encouraged to use the Springer macro package, available at <http://www.springer.com/10396>

Tables: Use the table functions of your word-processing program, not spreadsheets, to make tables. Tables may be uploaded separately from the main document or inserted into the main document.

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After uploading the parts of the article in this manner, the system will convert the files to PDF format. You can view the result of the conversion with Adobe Reader. You will also be notified by email that your submission is successful.

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If the total size of the files exceeds the file volume (20MB) for online submission, reduce the resolution of large files for initial submission. In those cases, you may be requested to provide figures/illustrations of sufficient quality for printing after acceptance.

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After submission, you may return periodically and monitor the progress of your submission through the review process.

Preparation of Manuscripts

The manuscript must be submitted in English, typed double-spaced with wide margins throughout. "Times" is the preferable type font. Place the first author's name and page number in the upper right corner of each page.

Authors who are not fluent in English must seek the assistance of a colleague who is a native English speaker and is familiar with the field of the work.

The pages should be numbered consecutively, starting with the title page. Manuscripts should be organized in the order indicated below, with each component beginning at the top of a new page.

Title Page: Page 1 should include (a) the title of the article, consisting of no more than 80 characters; (b) the authors' full names (given name and surname) listed in descending order of their contribution to the entire work; (c) the designation of a corresponding author; (d) all authors' affiliations, to include name of institution or organization, city, and country where the work was done. The corresponding author's affiliation should also include a full mailing address, telephone, and fax numbers, and e-mail address.

Authors are requested, in principle, to limit to 10 the number of authors (first author and coauthors) for their papers.

The number of authors of Ultrasound Image of the Month should be no more than 6. Any exception to this guideline must be approved by the Editorial Office after receiving a report on the contribution of each author of the article.

Abstract and Keywords: The abstract should consist of no more than 200 words. The abstract should state the purpose of the study, basic procedures, most important findings, and principal conclusions, with an emphasis on the new aspects of the study. For original articles, the abstract must have the following subheadings: Purpose, Methods, Results, Conclusion. For all other types of articles, the abstract should consist of one paragraph without subheadings. Following the abstract, a maximum of five keywords

should be listed. For sample keywords, see recent issues of the journal or the keywords used in Index Medicus.

Text: The text should begin with an Introduction, followed by Materials and methods, Results, Discussion, Conclusion, references, tables, and figure legends. If acknowledgments and appendices are necessary, they should be included after the Conclusion. Appendices must be cited in the text. The Introduction should explain the significance of the work being reported and the purpose of the study. Results should be stated clearly and concisely and should not repeat information contained in other sections. The Discussion should, if possible, contrast the work reported with other published reports, and should point out the originality of the work.

References: The list of References should include only works that are cited in the text and that have been published or accepted for publication. Works that have been submitted for publication but not yet accepted cannot be listed in References but may be cited in parentheses in the text as unpublished works. References should be numbered in the order in which they appear in the text and listed in numerical order. Journal titles should be abbreviated according to Index Medicus. References should be cited in the text using numbers in square brackets on the line, e.g., Ames et al. [1] reported...

References should be styled as follows.

Journal article

- 1) Komatsuda T, Ishida H, Konno K, et al. Intestinal congestion associated with protein C deficiency syndrome: a case report. *J Med Ultrasonics*. 1998;10:1009-12.
- 2) Sumino Y, Kanda R, Takamizawa K, et al. Basic investigation of the relationship between the quality of Bmode imaging and the propagation time of the pulse experienced in examination of the human abdominal wall specimen. *Jpn J Med Ultrasonics*. 1993 20:30-8.

Books and chapters in books

- 3) Morson BC. Color atlas of gastrointestinal pathology. Oxford: Harvey Miller; 1988. p. 242-9.
- 4) Jones CJH, Sugawara M, Davies RH, et al. Arterial wave intensity: physical meaning and physiological significance. In: Hosoda S, Yaginuma T, Sugawara M, et al., editors. Recent progress in cardiovascular mechanics. Chur (Switzerland): Harwood Academic; 1994. p. 129-48.

Journal article on the Internet

- 5) Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs*. [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>.

Part of a homepage/Web site

- 6) American Medical Association [homepage on the Internet]. Chicago: The Association; c1995-2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

Figures: All figures should be cited in order in the text and numbered consecutively with Arabic numerals throughout. Figure parts should be identified by lowercase roman letters (a, b, etc.). If illustrations are supplied with uppercase labeling, lowercase letters will still be used in the figure legends and citations.

A brief descriptive legend should be provided for each figure: legends are part of the text and should be appended to it on a separate page. The publisher reserves the right to reduce or enlarge illustrations used in figures.

Page Charge: No handling fees are charged for publication of manuscripts. Color illustrations will be accepted at no additional cost; however, the Editors reserve the right to print them in black and white.

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The article will be published online after receipt of the corrected proofs. This is the official first publication citable with the Digital Object Identifier (DOI). After release of the printed version, the article can also be cited by issue and page numbers. After online publication, further changes can be made only in the form of an Erratum, which will be hyperlinked to the article.

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Artwork 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.

Use of double-byte characters should be avoided.

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 0.1mm (0.3 pt) wide.

Line drawings should have a minimum resolution of 1200dpi.

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 300dpi.

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 600dpi.

Color Art

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 2-3mm (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 in your illustrations.

Figure Placement and Size

When preparing your figures, size figures to fit within the column width.

Figures should be 39 mm, 84 mm, 129 mm, or 174 mm wide and not higher than 234 mm.