

Nuclear Medicine and Molecular Imaging

Submission guidelines Version 2023 Nov

Instructions for Authors

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I. Types of Papers

The text should be concise and consistent with regard to spelling, abbreviations, etc. All papers must be submitted in English.

The following types of manuscripts can be submitted:

- **News and Comments**

are written or solicited by the Editors. The text should describe personal opinions regarding current advances and future directions of nuclear medicine and molecular imaging, issues related to the intersections between nuclear medicine and other fields of sciences, reports on meetings of the nuclear medicine community, or nuclear medicine society news. It could include original data as well as state a personal opinion. The News and Comments comprise Title, Main document with specific headings, Conclusion, References, and optional images/Legends for images. Abstract and Keywords are not required.

- **Original Articles**

should include examinations or investigations that are new or original in the field of nuclear medicine or molecular imaging. The text should include scientific research results that are relevant to the readerships of Nucl Med Mol Imaging. The original Articles should be divided clearly into Title, Abstract (structured as described below in the Title Page-section, consisting of 150-250 words), Keywords, Introduction, Materials and Methods, Results, Discussion, Conclusion, References, Tables, Images, and Legends for images.

- **Review Articles**

are solicited by the Editorial Board and should give a concise review of the topic concerned. The text should describe the current knowledge in the respective field of nuclear medicine or molecular imaging regarding the study title, for the education of the readers of Nucl Med Mol Imaging. The Review Articles should be divided into Title, Abstract (unstructured, and of max. 200 words in length), Keywords, Introduction, Main document with specific headings, Conclusion, References, and optional Images/Legends for images.

- **Editorials**

are solicited by the Editorial Board and should comment on papers published in Nucl Med Mol Imaging.

- **Case Reports**

are no longer considered for publication by Nucl Med Mol Imaging. Please consider submitting as other types such as Original Articles or Interesting Images.

- **Interesting Images**

should provide visual and narrative data about clinically interesting or informative aspects of nuclear medicine or molecular imaging. Interesting Images comprise Title page, Text (maximum 400 words), References (maximum five), Figure (maximum one), and Legend for figure.

- **Letters to the Editors**

are questions and comments on papers published in Nucl Med Mol Imaging within the previous year, or can also serve as a platform for authors to present a new and unique viewpoint on a specific topic within the field of nuclear medicine or molecular imaging.

- **Guidelines**

are aimed to support and promote the high-quality use of nuclear medicine and molecular imaging procedures and to provide appropriate evidence of the practice of nuclear medicine procedures. The Guidelines comprise Title page, Abstract (unstructured, and of max. 200 words in length), Keywords, Introduction, Main document with specific headings, Conclusion, References, and optional images/Legends for images.

II. Editorial Procedure

Peer Review and Publication

All manuscripts are reviewed by a minimum of two referees selected by the editorial board. The review decision is delivered to the author by the editorial board.

The author should revise the manuscript to reflect the suggestions and criticisms made by the reviewers. Revised manuscripts are resubmitted accompanied by a letter from the author about the revisions within one month.

The author requires the permission of the editor-in-chief to extend the revision period. Revised manuscripts are judged on the adequacy of responses and accepted for publication or rejected accordingly.

Any revision of manuscripts after acceptance requires the agreement of the editorial board.

In preparing manuscripts, authors should follow Uniform Requirements for Manuscripts Submitted to Biomedical Journals (as cited in *Ann Intern Med.* 1997; 126: 36-47).

Double-blind peer review

This journal follows a double-blind reviewing procedure. Authors are therefore requested to submit:

- A blinded manuscript, without any author names and affiliations in the text or on the title page. Self-identifying citations and references in the article text should be avoided.
- A separate title page, containing the title, all author names, affiliations, and the contact information of the corresponding author. Any acknowledgments, conflicts of interest or ethical statements should also be included on this page.

III. 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.

Permissions

Authors wishing to include figures, tables, or text passages that have already been published elsewhere are required to obtain permission from the copyright owner(s) for both the print and online format and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

Online Submission

Please follow the hyperlink “Submit Manuscript” on the **journal website** 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.

IV. Manuscript Submission Checklist

1. Title Page

The title page should include:

- A concise and informative title
- The name(s) of the author(s)
- 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)
- Declarations:
 - Competing interests
 - Ethics approval and consent to participate
 - Consent for publication
 - Acknowledgements
 - Authors' contributions
 - Funding
 - Data availability
 - Declaration of generative AI in scientific writing
 - Authors' information (optional)
 - Preprint sharing

If the 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.

Important Remarks:

- The journal demands that active eMail-addresses of all authors are given.
- Address information of all authors will be published when they are given on the Title page.

Authors from the Republic of Korea

Only authors who belong to any organizations in the Republic of Korea including hospitals, universities, or research institutes **should provide their position in the organizations** in addition to the names and affiliations of the authors according to the Guideline for Establishment of Research Ethics by the Instruction of the Ministry of Education No. 263.

Authors that are unaffiliated should provide the position and the name of the last institution where the authors belong.

- The examples are as follows:

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¹Department of XXX, OOO University, Seoul, Republic of Korea (Graduate Student)

²Department of XXX, OOO University, Seoul, Republic of Korea (Lecturer)

³Department of XX, OOO University, Seoul, Republic of Korea (Post-doc until August 2019)

⁴Department of XX, OOO University, Seoul, Republic of Korea (Professor)

Competing interests

All financial and non-financial competing interests must be declared in this section.

For the details of financial and non-financial competing interests, please follow the link below:

Link (*hyperlink to <https://www.springer.com/gp/editorial-policies/competing-interests>*)

- Examples of Competing interests are:

Competing interest: Author A has received research grants from Company A. Author B has received a speaker honorarium from Company X and owns stock in Company Y. Author C is a member of Committee Z.

- If all authors have no competing interests to declare, the authors should state:

Competing interest: Author A, Author B, and Author C (note: Please mention names of all authors here) declare that they have no competing interests.

For more information, please refer to Section VII.

Ethics approval and consent to participate

For manuscripts reporting studies that involved human participants, human data, or human biological material, authors should include a statement regarding ethical approval. This should include a statement on ethics approval and consent (even when the need for approval is waived) and the name of the ethics committee that approved that study and the committee's reference number if appropriate, and certify that the study was performed in accordance with the ethical standards as laid down in the Helsinki Declaration as revised in 2013.

- Examples of Ethics approval are:

Ethical approval and consent to participate: The study was approved by the institutional review board of XXX University (reference number), and informed consent was obtained from all individual participants included in the study (or the requirement for written consent was waived by the institutional review board). All procedures performed in studies involving human participants were in accordance with the Helsinki Declaration as revised in 2013 and its later amendments.

For manuscript reporting studies involving animals, a statement on ethics approval should be included.

For more information, please refer to Section VII.

For the details of ethics approval, please follow the link below:

Link (*hyperlink to <https://www.springer.com/gp/editorial-policies/research-involving-human-and-or-animal-participants#c18077134>*)

Consent for publication

If your manuscript contains any individual person's data in any form (including individual details, images, or videos), consent to publish must be obtained from that person, or in the case of children, their parent or legal guardian. All presentations of case reports must have consent to publish.

Consent for publication: The participants signed consent regarding publishing their data (and/or photographs).

If this section is not relevant to your manuscript, please state:

Consent for publication: Not applicable.

Acknowledgments

Please acknowledge anyone who contributed to the article who does not meet the criteria for authorship including anyone who provided professional writing services or materials. Authors should obtain permission to acknowledge from all those mentioned in the Acknowledgements section.

Authors' contributions

The individual contributions (in conceptualization, data curation, formal analysis, funding acquisition, investigation, methodology, project administration, resources, software, supervision, visualization, writing-original draft, and writing-review and editing) of authors to the manuscript should be specified in this section.

- **Examples**

Authors' contributions: The study was designed by [full name]. Material preparation and data collection were performed by [full name], [full name], and [full name]. The data analysis was performed by [full name] and [full name]. The first draft of the manuscript was written by [full name] and all authors commented on previous versions of the manuscript. All authors read and approved the final manuscript.

For more information, please refer to Section VII.

For the details of authors' contributions, refer to Authorship principles in the submission guidelines and follow the link below:

Link (*hyperlink to <https://www.springer.com/gp/editorial-policies/authorship-principles>*)

Funding

All sources of funding for the research reported should be declared. The roles of the funding body in the design of the study and collection, analysis, and interpretation of data and in writing the manuscript should be declared.

- Funding: This study was supported by a grant of XXX funded by OOO. The funders had no role in the study design, data collection, analysis, interpretation, or preparation of the manuscript.
- If no funding has been provided for the research, the authors should state, Funding: There is no source of funding.

Data availability

All authors must include a statement detailing where the data supporting their findings can be found. Authors who do not wish to share their data must state that data will not be shared, and give the reason. If you do not wish to publicly share your data, please write:

Data availability of data and material: Contact the corresponding author for data requests. If this is not applicable, please write: “Data sharing not applicable to this article as no datasets were generated or analyzed during the current study.”

Authors’ information (optional)

Authors **may** choose to use this section to include any relevant information about the authors that may aid the reader's interpretation of the article, and understand the standpoint of the authors. This may include details about the authors' qualifications, current positions they hold at institutions or societies, or any other relevant background information.

Preprint sharing

Preprints of primary research manuscripts can be posted on preprint servers/platforms prior to formal peer review. Posting of preprints will not jeopardize the consideration of the journal. In case of posting of preprints, authors should disclose details of preprint posting, including DOI and licensing terms on the title page upon submission of the manuscript. Once the preprint is published, it is the authors’ responsibility to ensure that the preprint record is updated with a publication reference, including the DOI and a URL link to the published version of the manuscript.

For the details of preprint sharing, please follow the link below:

Link (*hyperlink to <https://www.springer.com/jp/editorial-policies/preprint-sharing>*)

2. Abstract

For Original Articles, an abstract should contain 150-250 words which should be divided into the following sections:

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

If the study involves a **clinical trial**, the trial registration number and date of registration should be included in the Methods section. If the trial was registered retrospectively, please state as 'retrospectively registered' following the registration information.

For Review articles, Perspectives, an unstructured abstract consisting of one complete paragraph with a maximum of 200 words is required.

For Interesting images, an abstract is not needed.

3. Keywords

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

4. Text

Text Formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font (e.g., 10-point Times Roman) for text.
- Use double spacing on every line including references.
- 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).

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.

Scientific style

Please always use internationally accepted signs and symbols for units (SI units).

Nomenclature: Insofar as possible, authors should use systematic names similar to those used by Chemical Abstract Service or IUPAC.

Radioisotope numbers are either placed on the left shoulder or hyphenated ¹²⁵I, ^{99m}Tc or I-125, Tc-99m); usage should be consistent within a paper.

5. 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.

For references, all authors are to be listed when six or fewer; when there are seven or more, the first six should be given, followed by "et al."

• Journal article

Oh JR, Seo JH, Chang WJ, Bae SI, Song IW, Bong JG, et al. Difference in F-18 FDG Uptake After Esophagogastroduodenoscopy and Colonoscopy in Healthy Sedated Subjects. *Nucl Med Mol Imaging*. 2017;51:240-6.

• Article by DOI

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

- **Book**

Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science; 1998.

- **Book chapter**

Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. International review of cytology. London: Academic; 1980. pp. 251–306.

- **Online document**

Doe J. Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. 1999. [http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document). Accessed 15 Jan 1999.

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see [ISSN.org LTWA](http://www.issn.org/LTWA)

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

Nucl Med Mol Imaging Endnote Style

If you wish to use EndNote, please download the EndNote style available on the NMMI website. Once downloaded, you can install the style file by pasting it into the Styles folder of your EndNote program directory (C:\Program Files (x86)\EndNote\styles). Please note that the exact directory may vary depending on your specific version of EndNote and your operating system. Go to Edit => Output Styles => Open Style Manager, find the NMMI file and click on it. Once you do this, you will be able to use it thereafter.

6. Tables

All tables are to be numbered using Arabic numerals.

Tables should always be cited in text in consecutive numerical order.

Tables should be placed collectively after references on separate pages or uploaded as separate files

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.

7. 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. MS Office 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 the text in consecutive numerical order.

• **Figure parts should be denoted by lowercase letters (a, b, c, etc.) in the left upper portion of each part.**

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.

Individual parts of figures should be submitted separately.

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.

Permissions

If you include figures that have already been published elsewhere, you must obtain permission from the copyright owner(s) for both the print and online format. Please be aware that some publishers do not grant electronic rights for free and that Springer will not be able to refund any costs that may have occurred to receive these permissions. In such cases, material from other sources should be used.

Accessibility

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

- All figures have descriptive captions (blind users could then use text-to-speech software or text-to-Braille hardware)
- 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

8. Electronic Supplementary Material

Springer accepts electronic multimedia files (animations, movies, audio, etc.) and other supplementary files to be published online along with an article or a book chapter. This feature can add dimension to the author's article, as certain information cannot be printed or is more convenient in electronic form.

Before submitting research datasets as electronic supplementary material, authors should read the journal's Research data policy. We encourage research data to be archived in data repositories wherever possible.

Submission

- Supply all supplementary material in standard file formats.
- Please include in each file the following information: article title, journal name, author names; affiliation and e-mail address of the corresponding author.
- To accommodate user downloads, please keep in mind that larger-sized files may require very long download times and that some users may experience other problems during downloading.

Audio, Video, and Animations

- Aspect ratio: 16:9 or 4:3
- Maximum file size: 25 GB
- Minimum video duration: 1 sec
- Supported file formats: avi, wmv, mp4, mov, m2p, mp2, mpg, mpeg, flv, mxf, mts, m4v, 3gp

Text and Presentations

- Submit your material in PDF format; .doc or .ppt files are not suitable for long-term viability.
- A collection of figures may also be combined in a PDF file.

Spreadsheets

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

Specialized Formats

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

Collecting Multiple Files

It is possible to collect multiple files in a .zip or .gz file.

Numbering

- If supplying any supplementary material, the text must make a 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

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

The manuscript contains a descriptive caption for each supplementary material

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)

V. Ethical Responsibilities of Authors

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines on how to deal with potential acts of misconduct.

Authors should refrain from misrepresenting research results which could damage the trust in the journal, the professionalism of scientific authorship, and ultimately the entire scientific endeavor.

Maintaining the integrity of the research and its presentation is helped by following the rules of good scientific practice, which include*:

The manuscript should not be submitted to more than one journal for simultaneous consideration.

The submitted work should be original and should not have been published elsewhere in any form or language (partially or in full) unless the new work concerns an expansion of previous work. (Please provide transparency on the re-use of material to avoid concerns about text recycling ('self-plagiarism').

A single study should not be split up into several parts to increase the number 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 acknowledgments 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.

Important note: the journal may use software to screen for plagiarism.

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

Authors should avoid untrue statements about an entity (who can be an individual person or a company) or descriptions of their behavior or actions that could potentially be seen as personal attacks or allegations about that person.

Research that may be misapplied to pose a threat to public health or national security should be clearly identified in the manuscript (e.g. dual use of research). Examples include the creation of harmful consequences of biological agents or toxins, disruption of immunity of vaccines, unusual hazards in the use of chemicals, and weaponization of research/technology (amongst others).

Authors are strongly advised to ensure the author group, the Corresponding Author, and the order of authors are all correct at submission. Adding and/or deleting authors during the revision stages is generally not permitted, but in some cases may be warranted. Reasons for changes in authorship should be explained in detail. Please note that changes to authorship cannot be made after acceptance of a manuscript.

*All of the above are guidelines and authors need to make sure to respect third parties' rights such as copyright and/or moral rights.

Upon request, authors should be prepared to send relevant documentation or data in order to verify the validity of the results presented. This could be in the form of raw data, samples, records, etc.

Sensitive information in the form of confidential or proprietary data is excluded.

If there is suspicion of misbehavior or alleged fraud the Journal and/or Publisher will carry out an investigation following COPE guidelines. If, after investigation, there are valid concerns, the author(s) concerned will be contacted under their given e-mail address and given an opportunity to address the issue. Depending on the situation, this may result in the Journal's and/or Publisher's implementation of the following measures, including, but not limited to:

If the manuscript is still under consideration, it may be rejected and returned to the author. If the article has already been published online, depending on the nature and severity of the infraction:

- an erratum/correction may be placed with the article
- an expression of concern may be placed with the article
- or in severe cases, retraction of the article may occur.

The reason will be given in the published erratum/correction, expression of concern, or retraction note.

Please note that retraction means that the article is **maintained on the platform**, watermarked

“retracted” and the explanation for the retraction is provided in a note linked to the watermarked article.

The author's institution may be informed

A notice of suspected transgression of ethical standards in the peer review system may be included as part of the author's and article's bibliographic records.

Fundamental errors

Authors have an obligation to correct mistakes once they discover a significant error or inaccuracy in their published article. The author(s) is/are requested to contact the journal and explain in what sense the error is impacting the article. A decision on how to correct the literature will depend on the nature of the error. This may be a correction or retraction. The retraction note should provide transparency on which parts of the article are impacted by the error.

Suggesting/excluding reviewers

Authors are welcome to suggest suitable reviewers and/or request the exclusion of certain individuals when they submit their manuscripts. When suggesting reviewers, authors should make sure they are totally independent and not connected to the work in any way. It is strongly recommended to suggest a mix of reviewers from different countries and different institutions. When suggesting reviewers, the

The corresponding Author must provide an institutional email address for each suggested reviewer, or, if this is not possible to include other means of verifying the identity such as a link to a personal homepage, a link to the publication record, or a researcher or author ID in the submission letter. Please note that the Journal may not use the suggestions, but suggestions are appreciated and may help facilitate the peer review process.

VI. Authorship principles

These guidelines describe authorship principles and good authorship practices to which prospective authors should adhere.

Authorship clarified

The Journal and Publisher assume all authors agreed with the content and that all gave explicit consent to submit and that they obtained consent from the responsible authorities at the institute/organization where the work has been carried out **before** the work is submitted.

The Publisher does not prescribe the kinds of contributions that warrant authorship. It is recommended that authors adhere to the guidelines for authorship that are applicable to their specific research field. In the absence of specific guidelines, it is recommended to adhere to the following guidelines*:

All authors whose names appear on the submission

- 1) made substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; or the creation of new software used in the work;
- 2) drafted the work or revised it critically for important intellectual content;
- 3) approved the version to be published; and
- 4) agree to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

* Based on/adapted from:

[ICMJE, Defining the Role of Authors and Contributors, Transparency in authors' contributions and responsibilities to promote integrity in scientific publication, McNutt et al, PNAS February 27, 2018](#)

Disclosures and declarations

All authors are requested to include information regarding sources of funding, financial or nonfinancial interests, study-specific approval by the appropriate ethics committee for research involving humans and/or animals, informed consent if the research involved human participants, and a statement on the welfare of animals if the research involved animals (as appropriate). The decision whether such information should be included is not only dependent on the scope of the journal but also the scope of the article. Work submitted for publication may have implications for public health or general welfare and in those cases, it is the responsibility of all authors to include the appropriate disclosures and declarations.

Data transparency

All authors are requested to make sure that all data and materials as well as software application or custom code support their published claims and comply with field standards.

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- Ethics approval and consent to participate
- Consent for publication
- Acknowledgements
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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 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.
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◆ **Examples of 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.

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Verbal informed consent was obtained prior to the interview.

The patient has consented to the submission of the case report for submission to the journal.

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