



## **Author Guidelines and Assignment for *Endovascular Today***

### **I. General Manuscript Information:**

- A. Unless invited by the Editors of Endovascular Today, the author must submit either a structured abstract or a summary of the article prior to submission to allow us to evaluate its relevance for publication. Upon review, the author will be informed of whether to submit the manuscript and be given a deadline or a choice of deadlines.
- B. Articles, even if invited by the staff or Chief Medical Editors, are subject to Editorial Advisory Board review prior to acceptance for publication. This review aids in determining suitability for publication, and if accepted, addressing the editorial needs of the submitted manuscript. Edits and material additions/removals are suggested (eg, addition of figures, modification of text for clarity, concision, etc.). If accepted for publication, Editorial Advisory review notes will then be conveyed to the author by a staff editor.
- C. Articles should be transmitted to our attention electronically. Please submit your manuscript in MS Word format as an attachment to your email. A standard article should be approximately 1,200 to 2,400 words, including any sidebars or tables. Please also provide at least two figures as well as permission to use them if previously published and/or not your own.
- D. In order to avoid copyright violation, duplicate publication, or redundancy, any article submitted to Endovascular Today must not be published in whole or in part (or under consideration for publication) elsewhere, and figures and tables must be original or have reprint permissions included. If the author is invited to write on a topic they deem to have significant overlap with material previously published by themselves or others, this should be conveyed immediately to the editors and/or Chief Medical Editor(s).

**E. All articles should include the following:**

1. Title
2. Deck: The deck is one sentence beneath the title that alludes to the focus of the article (a subtitle).
3. Headings: The article should be divided into sections using headings appropriate to the subject matter. This is for organization as well as visual appeal within the text.
4. Byline and Affiliation: Please include your name and full professional affiliation, as you would like it to appear in the article. Please include your title, institution, city, state, phone number, and e-mail address.
5. Financial interest. Please indicate whether you hold a financial interest in any of the material mentioned within your article.

**F. Figure and Table Citations**

1. Order: Cite the figures within the text in numerical order. Figures can be mentioned by citing as either “Figure 1 shows...” or placed parenthetically within the text inside a sentence and before end punctuation (Figure 1).
2. Numbering: Please place figures and tables consecutively within the text. Ensure that the numbering on images or tables corresponds exactly to the numbering cited within the text.
3. Legends: Each figure should have a legend (caption) describing the figure. The legend should be one to three complete sentences. Although tables do not require a legend, they do need a title.

**G. Art Guidelines**

Art may be submitted in digital (electronic) or original (hard copy) form. Digital files can be sent in JPEG (preferred), TIFF, or EPS format, set up at approximately 300 dpi at 4 inches wide. Powerpoint and PDF files are

also acceptable, but please note that the quality of images in these applications is not always adequate. Original slides and photos are also acceptable. When sending, please be sure to indicate number and orientation of image. Ensure that no patient names appear on any figures.

#### **H. Permissions**

1. Please note that any figures, tables, or long direct quotes that are originally from another source must have author and publisher permission in order to reprint them, as well as a credit line. If a figure, table, or quoted material that you wish to use already carries a credit line, you must request permission from the source in the credit line, not from the publisher of the book in which you found the material. For example, if you want to borrow a table from Barker, Principles and Practices of Ambulatory Medicine, and the credit line reads "Reprinted with permission of Berger MF, Stone CZ, Hoff AB, et al: Medicine, 4th ed. Philadelphia, PA, WB Saunders, 1996, p 34, you would request permission from WB Saunders.
2. Make sure to distinguish among the appropriate use of "reprinted from," "modified from," and "adapted from." "Reprinted" and "redrawn" require permission. In general, "modified" and "adapted" do not, although a credit line is necessary. When in doubt, apply for the permission.
3. The credit line should be included after the figure legend, as follows: "Reprinted with permission from Robertson RT: Clinical Hypertension, 4th ed. New York, NY, Igaku Shoin, 1999, pp 23-24."
4. Although materials in the public domain including all US government materials, and materials older than 75 years do not require permission, a credit line is still necessary.
5. Patient photographs in which the faces are recognizable require a signed release form. If no release is available, the patient's eyes will be masked.

6. Copies of all permissions should be submitted with your article. Please indicate clearly on the permission form the quotation, table, or figure to which it pertains.
7. Copyright Law mentions the term, "fair use," which is an important concept when trying to determine whether permission is required or not. When borrowing material, you must ask for permission if you have any question at all whether it is necessary.

## **I. References**

1. Please use primary references from original sources, rather than referencing a paper's reference to a previous paper.
2. Order: References are to be listed in the order that they are cited in the text, numbered consecutively. They should not be listed alphabetically. For abbreviations of journal names refer to [www.nlm.nih.gov/tsd/serials/lji.html](http://www.nlm.nih.gov/tsd/serials/lji.html).
3. Numbering: Identify the reference in the text by the placing the number at the end of the sentence, following end punctuation (see iii). Make sure that all references cited are included in the reference list, and that all references provided are cited in the text. The list of references should be placed at the end of the article.
4. Format: Please do not use automatic numbering or footnotes for references. Simply place the number at the end of the text. For example.1
5. Unpublished material: If you must cite unpublished material and personal communications, they should be cited only in the text; do not include them in the reference list. For articles that are accepted, but not yet published, follow the standard format, and note "(in press)" instead of the page numbers.

6. Multiauthored material: If the article contains more than three authors, list the first three authors by name, then use “et al.”

**Sample references:**

Journal article, one to three authors	Kline RF. The effect of methemoglobin formation on sickle cell disease. <i>J Clin Invest</i> . 2002;39:45-58.
Journal article, more than three authors	Roth AB, Binder LT, Till JE, et al. Colony formation by leukemic human marrow cells. <i>Blood</i> . 1999;49(suppl):113-119.
Journal article, in press	Paul EF, O'Brien LK. The hyperkinetic syndrome. <i>Semin Psychiatry</i> . In press.
Complete book	Graff LO. <i>Histopathology Technique</i> . 3 <sup>rd</sup> ed. New York, NY: Blakiston; 1988.
Chapter of a book	Kutz GE, Barns ED. Human hemopoietic cell lines: A progress report. In: Farmer P, ed. <i>Hemic Cells in Vitro</i> . Vol 3. Baltimore, MD: Williams & Wilkins; 1969:22-23.
Web	Zimmerman RS. Drug Use and HIV/AIDS [JAMA HIV/AIDS Web site]. June 1, 1998. Available at: <a href="http://www.ama-assn.org/special/hiv/ethics">www.ama-assn.org/special/hiv/ethics</a> . Accessed April 22, 1998.

**II. General Style Notes**

- A. Please note that we use the 10th edition of the American Medical Association Manual of Style.
- B. We use the serial comma.
- C. Use abbreviations for units of measure. Do not use periods with abbreviations or acronyms.
- D. An acronym is used if the word is used three or more times in the article. If you use an acronym, spell it out at first text mention in the article, followed by its abbreviation in parenthesis. Commonly used items such as CABG, PTA, IVUS, etc, do not need to be spelled out.
- E. We use one space after a period.

- F. As per the American Medical Association Manual of Style, we do not use the ™ and ® marks.
- G. If citing a brand-name product, the name of the manufacturer must be given at first mention (only) in the text.

### **III. Assignment**

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### **IV. Representations**

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