

I. EDITORIAL POLICY

The *Journal of Nuclear Medicine Technology (JNMT)* publishes material of interest to practitioners and scientists in the fields of nuclear medicine and molecular imaging. Proffered articles describing original laboratory or clinical investigations, brief communications, and letters to the editor will be considered for publication. Occasionally, invited articles, editorials, and invited perspectives of selected topics will be published. Manuscripts, including figures and tables, must be original and not under consideration by another publication.

In preparing manuscripts, authors should follow the *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publications* (http://www.icmje.org/urm_full.pdf) and the specific instructions detailed below. Also, helpful guidance in conforming to the Uniform Requirements may be found in *Medical Style & Format: An International Manual for Authors, Editors, and Publishers* (Philadelphia, PA: Lippincott Williams & Wilkins; 1987) and in the *AMA Manual of Style* (available by subscription at <http://www.amamanualofstyle.com/oso/public/index.html>).

According to the Uniform Requirements, allegation of scientific misconduct or fraud arises if there is substantial doubt about the honesty or integrity of the work, either submitted or published. In the event of allegations of scientific misconduct or fraud, *JNMT* follows the recommendations of the Uniform Requirements. When appropriate, *JNMT* reserves the right to present the allegations to the author's institution or the agency funding the research.

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Correspondence about manuscripts should be sent to the *JNMT* office:

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A. Cover Letter

All manuscripts should be accompanied by a cover letter from the author responsible for correspondence about the manuscript. The cover letter should contain a statement that the manuscript has been seen and approved by all authors. If there are more than 10 authors, the specific contribution of each author must be substantiated in the cover letter. The cover letter should inform the editor of potential overlap with other materials already published or submitted for publication and should provide a reference to or a copy of this material. The cover letter should also disclose any conflict of interest—financial or otherwise—that may directly or indirectly influence the content of the manuscript submitted. Finally, the cover letter should provide any additional information that may be helpful to the editor.

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2. Drafting the manuscript, or critically contributing to or revising the manuscript, or enhancing its intellectual content; and
3. Approving the final content of the manuscript.

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Submitted manuscripts are reviewed for originality, significance, adequacy of documentation, composition, and adherence to these guidelines. However, editorial decisions are based not only on the technical merits of the work but also on factors such

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Two helpful publications to read before writing a manuscript are “The Efficacy of Diagnostic Imaging” by Fryback and Thornbury (*Med Decis Making*. 1991;11:88–94) and “Bias in Research Studies” by Sica (*Radiology*. 2006;238:780–789).

At the discretion of the Editors, the manuscript may be returned rapidly—without external peer review—if deemed not competitive or outside the scope of *JNMT*. Rebuttals to rejected manuscripts are strongly discouraged, and requests for resubmission of rejected manuscripts are generally not granted without significant demonstration of errors in the review or decision process. Most articles are rejected on grounds of insufficient priority or lack of relevance to *JNMT*, not data quality or technical issues.

Manuscripts must be written in English. When necessary, authors should seek the assistance of experienced, English-speaking medical editors before submission. A medical editor should review the final draft of the original and any revisions of the manuscript. Authors will be required to provide revisions of articles written in substandard English before peer review.

All manuscripts considered suitable for review are evaluated by a minimum of 2 reviewers. The Editors select the reviewers and make the final decision on the manuscript. Authors may suggest reviewers for their manuscripts. Referees who review a manuscript remain unknown to the authors.

It is unusual for a manuscript to be accepted for publication without first undergoing a process of revision. Revised manuscripts are judged on the adequacy of responses to suggestions and criticisms made during the initial review. Revision of a manuscript does not guarantee acceptance. A revision should be accompanied by a point-by-point reply to the reviewers' and editors' critiques in which any changes are briefly described. The authors also should provide justification for not altering the manuscript in response to any reviewer comments believed to be inappropriate. Red font should be used to indicate all changes within the manuscript itself, and a clean version of the manuscript should be provided.

The revised manuscript and accompanying reply must be submitted to *JNMT* via the online submission and review Web site at <http://submit-tech.snmjournals.org> within 30 days of the date of the editorial decision. If circumstances prevent completing the revisions by the deadline, please contact Susan Alexander at 703-326-1185 or at salexand@snm.org. If the revisions are not received within 3 months after being requested, the manuscript may be started on a new review cycle and given a new manuscript number.

All accepted manuscripts are subject to editing for accuracy, clarity, and style.

IV. ARTICLE TYPES

Original scientific and methodology articles should contain no more than 6,000 words. The 6,000-word limit includes all data, including title page, acknowledgments, references, tables, and figure legends. The goal is to limit original articles to 8 printed pages. A maximum of 7 figures, 7 tables, and 40 references is allowed. Abstracts should be structured (see VI. C. below) and should contain a maximum of 350 words.

Teaching Case Studies should contain no more than 750 words; the 750-word limit includes all data, including title page, references, and legends describing the image findings. A maximum of 5 figures and 5 references is allowed, and the maximum

number of authors is three. The objective of Teaching Case Studies is to present images that demonstrate key facts or concepts in clinical nuclear medicine and molecular imaging. Emphasis is placed on studies in which imaging has been useful in helping with the diagnosis. Teaching Case Studies will be accepted for publication in *JNMT* at the discretion of the Editor and may also be posted on the SNMMI Web site. Submissions not accepted for publication in *JNMT* may be accepted for posting on the SNMMI Web site only. Teaching Case Studies should be divided into 4 sections: an “Introduction” section briefly describing the point that the article is teaching, explaining the significance of the article, and summarizing its educational value; a “Case Report” section describing relevant medical history, laboratory findings, clinical course, procedures performed, and condition at last follow-up; a “Discussion” section describing any findings, differential diagnosis, and final diagnosis; and a “Conclusion” section summarizing the take-home teaching points.

Letters should concern previously published material or matters of general interest and should be brief and to the point. Letters should be given a title and should also be accompanied by a copyright transfer agreement as specified above in Manuscript Submission. All material is subject to editing. Letters commenting on previously published articles should be received within 1 year of the date of the referenced article’s publication. Letters should contain no figures or tables and no more than 10 references.

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A. General Requirements

Use margins of at least $1\frac{1}{2}$ in. (4 cm) and a type size of at least 10 points, double spacing every line. Use the following order for the sections of the manuscript: title page, abstract, text, acknowledgments, references, figure legends, and tables. Number pages consecutively, beginning with the abstract. Do not use automated word-processing features or embedding for numbering, footnotes, or endnotes.

B. Title Page

The title page of the manuscript should include the following: (1) concise and informative title (fewer than 200 characters); (2) short running foot line of no more than 40 characters (letters and spaces) placed at the bottom of the title page and identified; (3) complete byline, with first name, middle initial, and last name of each author (a limit of 10 authors is recommended); (4) complete affiliation for each author, with the name of department(s) and institution(s) to which the work should be attributed; (5) disclaimer, if any; (6) name, address, telephone number, fax number, and e-mail address of 1 author responsible for correspondence about the manuscript and to whom reprint requests should be directed, or statement that reprints are not available; (7) name, address, telephone number, fax number, and e-mail address of the first author, specifying whether this person is currently in training (e.g., fellow, resident, student); and (8) the word count of the manuscript. Financial support for the work should be noted in a statement on this page as well as in the acknowledgments.

C. Abstract

A structured abstract must be included with each original scientific manuscript, including brief communications. The abstract should contain a maximum of 350 words and include 4 clearly identifiable elements of content: rationale (goals of the investigation), methods (description of study subjects, experiments, and observational and analytic techniques), results (major findings),

and principal conclusions. Except for the rationale, these sections should be preceded by headings (i.e., **Methods, Results, and Conclusion**). Three to 5 key words should also be submitted with the abstract.

D. Text

Describe procedures in sufficient detail to allow other investigators to reproduce the results. Do not use hyperbolic terms or phrases in the title, abstract, or body of the text. Qualitative claims as to the superiority (superior, best) primacy (first, novel, unique), or performance of an idea or instrument are not acceptable. Any brand-name or trademarked instrument, pharmaceutical, or other product mentioned must be followed by the name of the manufacturer, in parentheses. The use of generic names is preferred to the use of brand names or trademarked names. Original scientific and methodology articles are usually divided into the following sections:

Introduction

This section should be brief and focused. The final paragraph should state the hypothesis investigated.

Materials and Methods

This section should include statements about Institutional Review Board approval, written informed consent, compliance with the Health Insurance Portability and Accountability Act, and animal care committee approval, as appropriate. The clinical trial registration number should also be included when appropriate (www.clinicaltrials.gov). The number and selection of subjects must be clearly described, as well as the prospective or retrospective nature of the study. Procedures must be described in enough detail to allow reproducibility by others. The last paragraph should describe the statistical methods.

Results

The text of this section should not repeat information presented in the tables and figures. When percentages are given, the ratio of numerator to denominator should be in parentheses.

Discussion

This section should summarize any advances in knowledge provided by the results and then discuss their implications in relation to other studies. Limitations and biases of the study must be addressed.

Conclusion

This section should be brief.

E. References

References (not to exceed 40 in an original scientific or methodology article, 20 in a brief communication, or 10 in a letter) should be cited in consecutive numeric order at first mention in the text and designated by reference number italicized and in parentheses. References appearing only in a table or figure should be placed at the end of the reference list. When listing references, follow the *AMA Manual of Style: A Guide for Authors and Editors* (available by subscription at <http://www.amamanualof-style.com/oso/public/index.html>). Abbreviate journal names according to the journals database available at PubMed.gov. For journal articles, include the year in the citation but not the month or day. “Unpublished observations” and “personal communications” should not be used as references, although written or oral personal communications may be noted as such in the text (a signed statement of permission is required from the source of information). References cited as “in press” must have been

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List all authors when 6 or fewer; for 7 or more, list the first 3 followed by “et al.”

Examples of journal articles:

Wu PS, Yao WJ. F-18 FDG PET in spinal cord pilocytic astrocytoma. *Clin Nucl Med.* 2010;35:649–650.

Hu J, Lan X, Zhang Y. Autoradiography study in myocardium using reporter gene/probe adenovirus recombination system Ad-TIV165/¹³¹I-FIAU [abstract]. *J Nucl Med.* 2010;51 (suppl):47P.

Kamaleshwaran KK, Bhattacharya A, Chakraborty D, Manohar K, Rai Mittal B. Diffusely increased muscular uptake of [¹⁸F]fluorodeoxyglucose: a clue for the diagnosis of insulinoma? *Eur J Nucl Med Mol Imaging.* July 2, 2010 [Epub ahead of print].

Suga T, Nakamoto Y, Saga T, et al. Prevalence of positive FDG-PET findings in patients with high CEA levels. *Ann Nucl Med.* 2010;24:433–439.

Example of a book and book chapter:

Prekeges J. *Nuclear Medicine Instrumentation.* Boston, MA: Jones and Bartlett Publishers; 2011:23, 80–90, 221.

Chung JK, Kang JH, Kang KW. Reporter gene imaging with PET/SPECT. In: Gambhir SS, Yaghoubi SS, eds. *Molecular Imaging with Reporter Genes.* New York, NY: Cambridge University Press; 2010:70–87.

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F. Units of Measurement

All measurements should be listed in Système Internationale (SI) units. Non-SI units may be used after the SI units but should be placed in parentheses. Use becquerels, not curies, as the unit of activity (1 mCi = 37 MBq).

G. Abbreviations and Symbols

With the exception of units of measurement, *JNMT* strongly discourages the use of abbreviations. Whenever possible, terms should be spelled out in full rather than being abbreviated. Every abbreviation, **even those that are well known and in common use**, must be defined the first time it is mentioned in the manuscript; spell out the full term and place the abbreviation, in parentheses, after the full term.

H. Tables

Place tables at the end of the manuscript file; do not submit them as separate files. Do not submit tables as images. The number of tables is limited to 7, except in the case of dosimetry articles, which may exceed that number in lieu of figures.

Tables should be self-explanatory and should supplement, not duplicate, the text. Each table must be cited in consecutive numeric order in the text. Number the tables consecutively with an Arabic number after the word “TABLE.” Titles should be descriptive and brief. Horizontal rules should be placed below the title and column headings and at the end of the table. Do not use vertical rules. Give each column a brief heading.

Place explanatory matter in footnotes, not in the title. Use the following symbols in this sequence: *, †, ‡, §, ?, ¶, #, **. In a

footnote, define all abbreviations in the order in which they appear in the table and identify statistical measures of variations, such as standard deviation and standard error of the mean. If data from another published source are used, obtain written permission from the publisher, cite the original source in the references, and include the following credit line in a footnote: “Reprinted with permission of Ref X.” If data from an unpublished source are used, obtain permission from the principal investigator and acknowledge fully.

I. Figures

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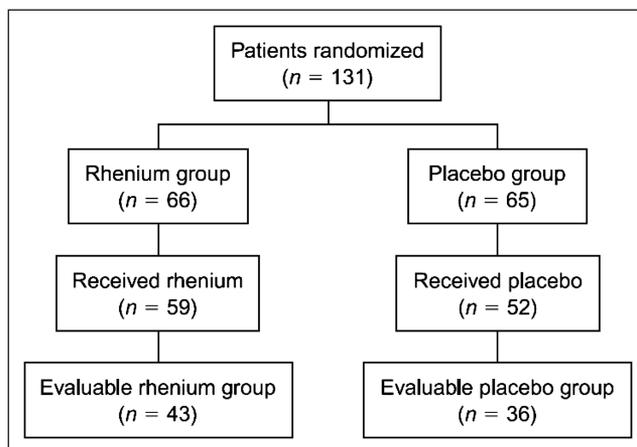
Figures should clarify and augment the text. Because imaging is a major aspect of nuclear medicine, the selection of sharp, high-quality figures is of paramount importance. The author will be required to correct or replace figures of inferior quality. Each submitted figure should clearly identify areas of interest with only enough surrounding area for orientation.

The number of figures submitted should not be excessive for the length of the manuscript and in no case should exceed 7. These 7 figures may consist of up to 14 separate parts. No more than 4 parts per figure is preferred. Each figure must be numbered and cited in consecutive numeric order in the text.

If possible, the figures submitted should be the size they will appear when published so that no reduction is necessary. Figures should be either single-column format (published width, 8.5 cm; maximum submitted width, 11 cm), mid-size format (published width, 11.4 cm; maximum submitted width, 14 cm), or double-column format (published width, 17.4 cm; maximum submitted width, 22 cm). The Arial font should be used for all figure text, and the size should be 8–12 points. Composite figures should be preassembled, with each figure part (e.g., A, B, C) lettered in 12-point Helvetica type in the upper left corner.

Color figures will be considered for publication, but the author is responsible for all charges relating to separations and printing. An estimate of these charges will be sent to the author at the time of revisions. Author approval of charges is required before production will begin. Color files should be supplied in RGB color and should have an ICC profile applied.

Acceptable resolution for digital figures is 300 dpi. Internet graphics are not acceptable under most circumstances because the 72-dpi resolution is too low for satisfactory reproduction. The file format must be .tiff, .eps, jpeg, .ppt, .doc, or .pdf. If the



EXAMPLE FIGURE. Flowchart in single-column format. Note the use of Arial font and capitalization of only the first word in each line.

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M. Supplemental Data

All data that are needed to support the central conclusions of the article must be presented in the manuscript itself. Other data (e.g., large-scale tabulations) that are integral to the manuscript and of interest to specialists but not practical to include in the printed journal can be submitted for online-only publication as supplemental data. Each item of supplemental data should be given a brief descriptive title and should be directly referred to in the manuscript (e.g., Supplemental Table 1). Because supplemental data files are placed online unedited, as submitted by the author, the uploaded files need to be final and ready for publication.

VI. CHECKLIST FOR NEW SUBMISSIONS

- _____ Double spacing of all text in the manuscript.
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