

INSTRUCTIONS FOR AUTHORS

MANUSCRIPT PREPARATION

Manuscripts considered for publication must be written in English and structured as a clinical or experimental investigation, technical note, rapid communication, work in progress, editorial, case report, review, or letter to the editors. Case reports may contain individual case descriptions of up to 4 patients; 5 or more cases constitute a series and are not presented as individual case histories as a rule.

The *Journal* requires all materials to be submitted electronically (no submissions accepted by mail); manuscripts (except correspondence) must be accompanied by a *submission letter* signed by all authors stating (1) there has been no duplicate publication or submission of any part of the work; (2) all authors have read and approved the manuscript; and (3) there is no financial arrangement or other relationship that could be construed as a conflict of interest. If a potential conflict exists, its nature should be stated in the letter and on the title page of the manuscript for each author involved (see **Editorial Policies** for a complete explanation). **Note: all correspondence from the Editorial Office is sent by e-mail; no fax or mail delivery is used.**

Components of the Manuscript File

Text material should be submitted as a single *Word* file (not a PDF). Type section heads in bold capital letters at the left margin (do not center) followed by a hard return; subheads appear in bold initial capitals at the left margin followed by a hard return. Third-level heads are in italicized bold type (first word capitalized) and indented to run in with the text.

SECTION HEAD

Second-Level Head

Third-level head

- ◆ Do not embed fonts, links, footnotes in a hidden field, field codes, bookmarks, comments, passwords, objects, worksheets, databases, artwork, or slides (e.g., PowerPoint) in the text. See **Charts, Graphs, and Equations** and

Figures and Legends for specific instructions. *Do NOT use endnotes or other bibliographic style functions for reference lists.*

- ◆ Use the formatting function for bold, italic, and sub/superscripts. Symbols, foreign letters, and short (1-line) mathematical formulas may be inserted in the text (see **Charts, Graphs, and Equations**).
- ◆ Begin each segment on a new page of the Word file: title page, abstract and key words, text, acknowledgments, references, tables, and legends. Because the manuscripts will undergo blinded review, *no author or institution name should appear in the text or brief title.*

Title page

- ◆ List *first and last* names, highest academic degree(s), and affiliations for all authors.
- ◆ Provide a brief title (<40 characters).
- ◆ Acknowledge all **sources of financial support** (grants, fellowships, equipment, or remuneration of any kind) or **competitive relationships** (employment, stock holdings, retainers, paid or unpaid consultancies, patents or patent licensing arrangements, or honoraria) that may pertain to the manuscript (see **Editorial Policies, Conflict of Interest**).
- ◆ Give the name, address, telephone/fax numbers, and e-mail address of a correspondent.

Abstract

- ◆ Give a substantive summary of an original article in 250 words, separating the abstract according to *Purpose, Methods, Results, and Conclusions*; abstracts for reviews may be unstructured. For case reports, the abstract should be no longer than 150 words and divided into *Purpose, Case Report, and Conclusions*. Technical notes may have a 150-word abstract divided into *Purpose, Technique, and Conclusions*.
- ◆ List a maximum of 10 key words.

Text

- ◆ Organize the text for clinical or experimental investigations into sections entitled *Introduction, Methods, Results, Discussion, and Conclusion*. Case reports require only *Introduction, Case Report, Discussion, and Conclusion*.

Likewise, technical notes should be sectioned as *Introduction*, *Technique*, *Discussion*, and *Conclusion*. Editorials and reviews may be structured as appropriate for the material.

- ◆ Avoid naming the institution(s) in the work or otherwise identifying the author(s).
- ◆ Use SI measurements; generic drug names should be used.
- ◆ Define abbreviations and acronyms when they first appear in the text.
- ◆ Identify tables and figures using Arabic numerals in parentheses (e.g., Fig. 1).
- ◆ Place acknowledgments at the end of the text on a separate page.

References

- ◆ Follow the guidelines in the *AMA Manual of Style* (10th ed., 2007) or "Uniform Requirements for Manuscripts Submitted to Medical Journals" by the International Committee of Medical Journal Editors (*JAMA*. 1997;277:927-934).
- ◆ *Do NOT use endnotes or other bibliographic style function for reference lists.*
- ◆ Limit to 15 the number of references for a case report or technical note. Letters may have no more than 10 references.
- ◆ Number references in the order they appear in the text. Identify references in the text, tables, and legends as superscript Arabic numerals.
- ◆ List the first 3 authors (last name and initials separated by a comma); use "et al." for 4 or more authors.
- ◆ Abbreviate journal titles according to the style of *Index Medicus*; formats for the common types of journal citations are:

Journal article: authors' names and initials, article title, journal name, year, volume, and inclusive page numbers. *Example:* Görich J, Rilinger N, Söldner J, et al. Endovascular repair of aortic aneurysms: treatment of complications. *J Endovasc Surg*. 1996;6:136-146.

Abstracts (no more than 2 years old): authors' names and initials, title followed by [abstract], journal name, year, volume, and inclusive page numbers. *Example:* Reid DB, Diethrich EB. Intravascular ultrasound imaging in carotid artery stenting: results of a prospective study [abstract]. *Cardiovasc Surg*. 1996;4:661.

- ◆ Cite entire books by giving the author/editor(s), title, edition, city/state of publication, publisher, and year. *Example:* Ahn SS, Moore WS, eds. *Endovascular Surgery*, 2nd ed. Philadelphia, PA: WB Saunders Co.; 1991.
- ◆ Cite chapters in books giving the author(s), chapter title, editor(s), book title, city/state of publication, publisher, year, and inclusive page numbers. *Example:* Towne JB. Postintervention surveillance. In: White RA, Fogarty TJ, eds. *Peripheral Endovascular Interventions*. St. Louis, MO: Mosby-Year Book, Inc.; 1996:109-115.

Tables

- ◆ Use tables to supplement the text, not duplicate it.
- ◆ Number each table sequentially using Arabic numerals.
- ◆ Give a brief title for each table.
- ◆ Do not insert tables in the text; each should be presented on a separate page with any abbreviations listed alphabetically and defined in a footnote.
- ◆ Format tables using the table formatting function; elaborate formatting (shading, color) is discouraged. **DO NOT CREATE TABLES AS AN IMAGE FILE AND IMPORT THEM INTO THE WORD FILE.**

Legends

- ◆ Type legends for all illustrations on a separate page of the Word file, explaining abbreviations and symbols used in the figure. Previously published figures must be accompanied by written permission from the publisher to reproduce the material.
- ◆ Do not use the caption function for figure legends.

Figures

- ◆ All figures must be supplied in a digital format of suitable quality for printing. Image resolution should be at least 400 ppi for color or grayscale images and 600 ppi (preferably higher) for black and white line drawings or graphs. Image size at these resolutions should be no less than 3 inches wide for vertical images and 5 inches wide for horizontally oriented figures.
- ◆ Add arrows and symbols to digitally created images using functions supplied with the imaging program. Do not use color on images intended for black and white reproduction.
- ◆ Save each digital image as a *TIFF*; use a lossless compression algorithm (such as *LZW*) that does not degrade the resolution, selecting PC byte order. Do not use low-resolution digital formats (e.g., PowerPoint slides or JPEG).
- ◆ **Do not import images into the text document** but transmit each image file with the manuscript by e-mail or upload.
- ◆ Request color reproduction at the time the manuscript is submitted for consideration. Four-color illustrations are printed at a cost to the author of \$375 (US) each, which must be paid in advance of publication but does include 100 free reprints.

Charts, graphs, and equations

- ◆ Equations appearing in the text should be placed on their own line and numbered serially on the right-hand side of the page, e.g.,

$$v_1A_1 = v_2A_2 \quad (2)$$

Short expressions without a number should be

inline with the text. Complex equations should be prepared with appropriate software and inserted in the text as noted above.

- ◆ Insert and number any charts, graphs, or mathematical models created from spreadsheet or drawing programs at the end of the manuscript with the figures (*do not activate the link function [Paste special] to the original program*). Remember when formatting charts and graphs that *printing color figures is an additional cost to the author*. Unless color is essential to a graphic and worth the extra expense, do not design the chart or graph using color.

MANUSCRIPT SUBMISSION PROCESS

Manuscripts must be submitted electronically using either the upload feature on the website (www.jevt.org) or by e-mail (editor@jevt.org); however, do not forget to include the submission letter as a separate file.

For transfer by website upload (recommended), access the Journal's website www.jevt.org and click "Upload Files." Follow the instructions.

- ◆ For numerous or large files, archive and compress them using WinZip; MAC users should *not* employ Stuff-It.
- ◆ A receipt for uploaded files is returned automatically and confirmed by the Editorial Office within 3 business days.

For e-mail transfer (editor@jevt.org) of files, do not attempt to transmit multiple large (>1 MB) files in a single message; send separate messages for multiple files.

CHECKLIST FOR MANUSCRIPT SUBMISSION

- Submission letter signed by all authors and containing the statements:

- (1) Originality: there has been no duplicate publication or submission of any part of the work (except abstracts),
- (2) Authorship: all authors have read and approved the manuscript, and
- (3) Conflict of interest: either "there is no financial arrangement or other relationship that could be construed as a conflict of interest" OR a statement of the competitive interest for each author.

Any financial support or conflict of interest must be disclosed in this letter and on the title page. Request for color reproduction of specified images (if applicable) may be included in the letter.

- A Word file containing these sections each beginning on a new page of the file:
 - Title page
 - Abstract (formatted according to article type) and key words
 - Text, subdivided into appropriate sections
 - Acknowledgments, if any
 - References numbered consecutively
 - Tables numbered consecutively
 - Legends for all figures
- Image file(s)
- Any permission to reproduce previously published material

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