

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 *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals* (<http://www.icmje.org/recommendations/>) of the International Committee of Medical Journal Editors and the specific instructions detailed below. Also, helpful guidance in conforming to the Recommendations may be found in *Medical Style & Format: An International Manual for Authors, Editors, and Publishers* (Philadelphia, PA: Lippincott Williams & Wilkins; 1989) and in the *AMA Manual of Style* (available by subscription at <http://www.amamanualofstyle.com/oso/public/index.html>).

According to the Recommendations, 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. When appropriate, *JNMT* reserves the right to present the allegations to the author's institution or the agency funding the research.

II. MANUSCRIPT SUBMISSION

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Inquiries regarding manuscript status and preparation can be directed to salexand@snmmi.org.

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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Each author must have contributed significantly to the submitted work. As recommended by the International Committee of Medical Journal Editors, all authors must have made substantial contributions in all 3 of the following categories:

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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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III. MANUSCRIPT REVIEW, REVISION, AND RESUBMISSION

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 as priority for publication and relevance to the general readership of *JNMT*. All manuscripts are judged in relation to other submissions currently under consideration.

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.

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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.

Manuscripts considered suitable for review are evaluated by 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 website at <https://submit-jnm.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@snmmi.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. This word limit includes all data: title page, abstract, text, disclosure, acknowledgments, references, figure legends, and tables. The goal is to limit original articles to 8 printed pages. A maximum of 7 figures (maximum of 14 parts in total with no more than 4 parts per figure preferred), 7 tables, and 40 references is allowed. Abstracts should be structured (see V. C. below) and should contain a maximum of 350 words.

Teaching case studies should contain no more than 750 words. This word limit includes all data: title page, abstract, text, disclosure, acknowledgments, references, figure legends, and tables. 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 website. Submissions not accepted for publication in *JNMT* may be accepted for posting on the SNMMI website only. Teaching case studies should include a brief, unstructured abstract followed by 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.

Category	Article type	Topic	Maximum no. of...				
			Total words*	Words in abstract	References	Figures	Tables
Uninvited	Original research	Clinical or basic science	6,000	350	40	7	7
	Brief communications	Novel data of broad import	2,500	150	20	4	2
	Letters to the editor	JNMT articles or general	800	None	10	None	None
Invited	Perspectives	JNMT articles	1,600	None	10	None	None
	Editorials	Variable	1,600	None	10	None	None
	Continuing education	Educational reviews	6,000	350	80	7	7
	Teaching case studies	Educational cases	750	150	5	5	0
	Special contributions	Variable	Variable	Variable	Variable	Variable	Variable

*Includes all data: title page, abstract, text, disclosure, acknowledgments, references, tables, and figure legends.

Tables must fit on 1 page.

Figures cannot have more than 14 parts combined; no more than 4 parts per figure is preferred.

Additional online data supplements are permitted for all types of articles.

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V. FORMAT REQUIREMENTS

A. General Requirements

Use 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; financial disclosure; disclaimer, if any; acknowledgments, if any; references; figures with legends; and tables. Number all pages consecutively. 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 title 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; if there are more than 10 authors, the specific contribution of each author must be substantiated in the cover letter); (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 one 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, or 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 disclosure (see section V. K. below).

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 for original scientific and methodology articles or 150 words for brief communications or teaching case studies 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) or primacy (first, novel, unique) of an idea or instrument are not acceptable. Do not use numbered or bulleted lists. 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 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 standard statement for institutional board approval and consent is the following: "The study has been approved by the institutional review board [or equivalent], and all subjects signed an informed consent form [or the need for written informed consent was waived]." The clinical trial registration number should also be included when appropriate (<http://www.clinicaltrials.gov/>). For any first-in-human study of a new radiopharmaceutical, the mean, standard deviation, and range of the administered mass of drug and mean administered activity need to be provided, as well as clinically detectable pharmacologic effects. The checklist and flow diagram from one of the following evidence-based statements should be followed as appropriate and submitted as supplemental material: STARD (<http://www.stard-statement.org/>); CONSORT (<http://www.consort-statement.org/>); PRISMA (<http://www.prisma-statement.org/statement.htm>); REMARK (<http://www.nature.com/nrclinonc/journal/v2/n8/full/ncponc0252.html>). 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

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.

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Legends for figures should be concise and should not repeat the text. Number the legends with an Arabic numeral after the word “FIGURE.” If a figure has more than one part, describe each part clearly. Any letter designations or arrows appearing on the figures should be identified and described fully. Abbreviations used in each figure should be defined in the legend in alphabetical order.

Besides being submitted as a separate file, each figure should be inserted before its respective legend in the figure legends section of the manuscript file.

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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. The data may include images with legends, tables, or videos; supplemental text is discouraged (if some of the methods have been described in a previous publication, the manuscript can reference that publication). 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. Provide original files rather than .pdfs. Do not include a title page.

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- _____ Has the clinical trial registration number been provided?
- _____ Has first-in-human radiopharmaceutical language been included?
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