

Instructions to the Authors

[Submission of Manuscripts](#) | [Types of Manuscripts](#) | [Checklist](#) | [Protection of Patients' Right to Privacy](#) | [Contributors' form](#)

Manuscripts Submission

All manuscripts must be submitted on-line through the submission portal at <https://review.jow.medknow.com/wajr>. First time users are required to register- for free- at this site. Registration is mandatory and registered authors can track the progress of their manuscripts after logging into the website with their user name and password. Authors do not have to pay for submission, however, a publication fee of \$150 will be charged. If you experience any problems, please contact the editorial office by e-mail at editor e-mail.

Articles are submitted on the understanding that they are not under consideration for publication by another journal and all the authors whose names appear on the manuscript have given a written consent for it to be published.

Types of Manuscripts

- I. Original article
- II. The manuscripts should consist of title page, abstract, Key-words, Introduction, Material and Methods, Results, Discussion, references, tables, figures and legends.
- III. They should be numbered consecutively. Each component should begin on a new page in the sequence given above.
- IV. It is the responsibility of authors/ contributors to obtain permissions for reproducing any copyrighted material. A copy of the permission obtained must accompany the manuscript.

Title page

It should include the title of the manuscript, surname and initials of the authors, names of the departments and institutions in which the work was carried out. The name, address, E-mail and mobile phone number of the corresponding author should be included.

Structured Abstract

Abstract should be structured in the following way: background/aims, methods, results and conclusions. It should not contain more than 250 words.

Text

It should be divided into introduction, materials and methods, results and discussion.

Units of Measurements

Scientific measurements should be in System Internationale (S.I) units

Abbreviations

Standard abbreviations should be used. The first time an uncommon abbreviation appears, it should be preceded by the full name for which it stands.

Illustrations: Tables, figures and images

Tables should be clear, have less than 10 columns and 25 rows and should not duplicate textual material. They should be numbered consecutively in Arabic numerals, in their order of citation in the text. Each table should have a brief title and explanatory matter should appear in a footnote and not in the heading. Tables with their legends should be provided at the end of the text after the references. When graphs, scatter-grams or histograms are submitted the numerical data on which they are based should also be supplied.

This being a radiology journal, a high premium is placed on clear and sharp images. Images should be cropped to exclude unnecessary areas, uploaded in JPEG format and the file size kept within 4 MB. Ensure that the image has a minimum resolution of 300 dpi or 1800 x 1600 pixels in TIFF format. Images marked with symbols, arrows, or letters should contrast with the

background and should be digitally inscribed and not done manually with a pen. Labels, numbers, and symbols should be clear and of uniform size. The lettering for figures should be large enough to be legible after reduction to fit the width of a printed column.

If uploaded images are not of printable quality, the journal office may request for higher resolution images which can be sent at the time of acceptance of the manuscript. Send sharp, glossy, un-mounted, photographic prints, with height of 4 inches and width of 6 inches at the time of submitting the revised manuscript. The Journal reserves the right to crop, rotate, reduce, or enlarge the photographs to an acceptable size. Authors will be requested to pay \$20 for coloured illustrations.

1. Review Articles

These will be accepted from individuals who have done considerable work on the subject matter or are considered experts in the field. The set word count is up to 3000 words excluding tables, references and abstract. The manuscript may have up to 90 references.

2. Case Reports

These should consist of an Unstructured Abstract, Key-words, Introduction, Case report, Discussion, References, Tables and Legends. Unique, interesting and rare cases describing a great diagnostic or therapeutic challenge and providing a learning point for the readers will be given priority. These communications could be of up to 1000 words, excluding Abstract and references. They should be supported with at most 10 references.

3. Letter to the Editor

These should be short communications concerning some subject of particular interest. The letter could have up to 500 words and 5 references and should not have more than four authors.

References

References should be numbered consecutively as they appear in the text. They should be identified in the text by superscript Arabic numerals. In the list of references, all references in the text are numbered consecutively in the order they appear in the text. Journal titles should be abbreviated using the format in Index Medicus and should conform to the Vancouver Convention style.

I. Journal Articles

The reference should include surname and initials of all authors, article title, name of journal, year of publication, volume number, and the first and last pages.

Example

1. Umerah BC. Unfolding of the aorta (aortitis) associated with pulmonary tuberculosis. Br J Radiol. 1982; 55: 201-203.
2. Daramola JM, Ajagbe HA, Obisesan AA, Lagundoye SB, Oluwasanmi JO. Fibrous dysplasia of the jaws in Nigerians. Oral Surg Oral Med Oral Pathol. 1976; 42: 290-300.

I. Author(s) of a Book

The reference should include surname and initials of all authors, title book, edition, city, publisher, year and pages

Example:

Chapman S, Nakielny R. Aids to Radiological Differential Diagnosis. 3rd ed. London, W.B. Saunders Company Ltd, 1995; 339-346.

1. Author(s) of a Chapter in a Book

The reference should include surname and initials of all authors of the chapter of the book, title of chapter, editors(s) of the book, title of the book, edition, city, publisher, year and pages.

Examples: Rickards D, Jones S. Imaging Investigation of the Urogenital Tract. In: Sutton D, editor. Textbook of Radiology and Medical Imaging, Vol 2, 6th ed. London: Church Livingstone, 1998: 1119-

Checklist



Covering letter

- Signed by all contributors
- Previous publication / presentations mentioned
- Source of funding mentioned

- Conflicts of interest disclosed

Authors

- Last name and given name provided along with Middle name initials (where applicable)
- Author for correspondence, with e-mail address provided
- Number of contributors restricted as per the instructions
- Identity not revealed in paper except title page (e.g. name of the institute in Methods, citing previous study as 'our study', names on figure labels, name of institute in photographs, etc.)

Presentation and format

- Double spacing
- Margins 2.5 cm from all four sides
- Page numbers included at bottom
- Title page contains all the desired information
- Running title provided (not more than 50 characters)
- Abstract page contains the full title of the manuscript
- Abstract provided (structured abstract of 250 words for original articles, unstructured abstracts of about 150 words for all other manuscripts excluding letters to the Editor)
- Key words provided (three or more)
- Introduction of 75-100 words
- Headings in title case (not ALL CAPITALS)
- The references cited in the text should be after punctuation marks, in superscript with square bracket.
- References according to the journal's instructions, punctuation marks checked
- Send the article file without 'Track Changes'

Language and grammar

- Uniformly American English
- Write the full term for each abbreviation at its first use in the title, abstract, keywords and text separately unless it is a standard unit of measure. Numerals from 1 to 10 spelt out
- Numerals at the beginning of the sentence spelt out
- Check the manuscript for spelling, grammar and punctuation errors
- If a brand name is cited, supply the manufacturer's name and address (city and state/country).
- Species names should be in italics

Tables and figures

- No repetition of data in tables and graphs and in text
- Actual numbers from which graphs drawn, provided
- Figures necessary and of good quality (colour)
- Table and figure numbers in Arabic letters (not Roman)
- Labels pasted on back of the photographs (no names written)
- Figure legends provided (not more than 40 words)
- Patients' privacy maintained (if not permission taken)
- Credit note for borrowed figures/tables provided
- Write the full term for each abbreviation used in the table as a footnote

Protection of Patients' Right to Privacy



Identifying information should not be published in written descriptions, photographs, sonograms, CT scans, etc., and pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian, wherever applicable) gives informed consent for publication. Authors should remove patients' names from figures unless they have obtained informed consent from the patients. The journal abides by ICMJE guidelines:

1) Authors, not the journals nor the publisher, need to obtain the patient consent form before the publication and have the form properly archived. The consent forms are not to be uploaded

with the cover letter or sent through email to editorial or publisher offices.

2) If the manuscript contains patient images that preclude anonymity, or a description that has obvious indication to the identity of the patient, a statement about obtaining informed patient consent should be indicated in the manuscript.

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