

# Hong Kong Journal of Radiology

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## Categories of Manuscripts

Category	Description	Abstract	Text (excl. abstract and references)	Tables plus Figures	References
<b>Review Article</b>	Systematic reviews or meta-analyses of recent developments in a specific topic. Scoping reviews of the literature that identify area(s) for future research will also be considered. No new information is described, and no subjective opinion or personal experiences are expressed.	Structured with headings: Objective(s), Methods, Results, Conclusion.  ≤250 words	≤5000 words	≤20	≤60
<b>Original Article</b>	Provides new information based on original research. Includes prospective studies with in-depth statistical analysis, unique retrospective observations of a disease or disorder, and studies of novel applications of an interventional procedure or treatment method.	Structured with headings: Objective(s), Methods, Results, Conclusion.  ≤250 words	≤3500 words	≤20	≤50
<b>Perspective</b>	Narrative review articles discussing recent developments in a specific topic. No new information is described; may include subjective opinion or personal experiences.	Unstructured  ≤250 words	≤2500 words	≤20	≤60
<b>Pictorial Essay</b>	Teaching exercise with message in the figures and legends. Emphasis is on quality of the illustrations and clinical relevance of the message.	Not required	≤2500 words	≤20	≤15
<b>Case Report</b>	Brief discussion of a case with unique features not previously described. Additional cases (case series) may be added to augment the discussion. The discussion should be succinct and focus on a specific message.	Not required	≤1500 words	≤8	≤15
<b>Brief Communication</b>	This includes post-meeting commentary, update on new imaging or therapeutic advances, brief description of a specific technique or procedure or new equipment. Teaching exercise aimed at describing a certain radiological or radiotherapeutic technique for trainees and practising radiologists is also welcome.	Not required	≤1500 words	≤8	≤15
<b>Letter to the Editor</b>	Short letter on any matter of interest to journal readers, including comments on an article that has previously appeared in the journal. The authors of the article commented on would be invited to reply.	Not required	≤500 words	≤5	≤15

## Information for Authors

### Manuscript Submission

Manuscripts should be submitted via the HKAMedTrack online submission system at [www.hkamedtrack.org/hkjr](http://www.hkamedtrack.org/hkjr). Before submission, please ensure that your article meets the requirements detailed below.

### Before Submission

#### General

*HKJR* adheres to the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals of the International Committee of Medical Journal Editors (ICMJE; <http://www.icmje.org>), and the Core Practices of the Committee on Publication Ethics (COPE; <https://publicationethics.org>).

Manuscripts must be unpublished works that are not under consideration by another publication.

#### Reporting Guidelines

To improve the quality and clarity of published articles, *HKJR* recommends the use of reporting guidelines in the preparation of manuscripts, such as those advocated by the [EQUATOR Network](#) (for example, CONSORT for randomised trials, or CARE for case reports).

#### Funding

Any sponsor(s) of the research involved, along with grant number(s) should be provided.

#### Conflicts of interest

All authors must provide a statement reporting any conflicts of interest. Where none exist, please state 'The authors have no conflicts of interest to declare.' Authors may use the ICMJE [Conflict of Interest](#) form.

#### Ethics

All studies must be conducted in accordance with the Declaration of Helsinki.

For all studies involving living humans (including those involving human tissue, retrospective studies, and database studies), an appropriate ethics review board must be consulted. A statement must be included in the manuscript that provides the name of the review board and approval number (or waiver).

A statement on patient/guardian consent must also be included, indicating how patients provided informed consent (eg, written or verbal), or that the requirement for patient consent was waived by the review board.

For studies involving animals, appropriate ethics approval is required, and this should be stated in the manuscript.

### Preparation of Manuscripts

In general, manuscripts should be prepared following the 'IMRaD' structure as recommended by the ICMJE (<http://icmje.org/recommendations/browse/manuscript-preparation/preparing-for-submission.html>).

#### Blinded Manuscript

Please provide a blinded manuscript. The title page (if any) should be provided separately. Any identifying information (eg, references to past publications, name of an author's institution) should be masked or removed from the blinded manuscript. Manuscripts should be submitted in Word format (.doc or .docx).

#### Supplementary Material

Supplementary material will only be considered in exceptional circumstances. Any such material should be submitted for review with the manuscript. Accepted supplementary material will be formatted and proofread by the journal and published online only.

#### Language

Manuscripts must be written in English. For accepted manuscripts, an abstract in Traditional Chinese will also be required.

## Authors

For each author, please provide the full name, qualifications (maximum of two), and affiliation (where the study was conducted). The authors' names in Chinese characters, if available, should also be provided.

The full name, postal address, telephone and fax numbers, and email address of the corresponding author must be provided. The corresponding author, on behalf of the authors, is responsible for all contact with the journal.

## Title

The title should concisely convey the main topic of the study. Avoid obvious terms such as "a study of" or "novel". If appropriate, please include the study design in the title (eg, 'randomised controlled trial', 'systematic review', 'case report'). An abbreviated title of <45 characters is also required

## Abstract

A structured abstract of ≤250 words is required for Review Articles and Original Articles. The abstract should provide a complete summary of the article, including the aims/purpose, main methods, key results, and conclusions.

Abbreviations and clinical or technical jargon should be avoided. Please refer to the [Categories of Manuscripts](#) for details.

## Key Words

Five relevant index terms should be provided, selected from the Medical Subject Headings (MeSH; [www.ncbi.nlm.nih.gov/mesh](http://www.ncbi.nlm.nih.gov/mesh)).

## Tables

Tables should be typed double-spaced on separate pages in as simple a format as possible. They should be numbered and concisely titled. Abbreviations should be defined in footnotes.

## Figures

The number of illustrations should be restricted to the minimum necessary to support the textual material. The illustrations should be carefully marked with the figure number. Illustrations should be submitted in .jpg format with a resolution of 350 dpi or above and in separate file(s) from the manuscript file. Reproduction of colour illustrations will be charged to the author. Legends should be provided to indicate the anatomical area and pathological condition shown. All symbols and abbreviations should be defined in the legend. Please ensure that legends and illustrations correspond.

## References

The references should be numbered in the order in which they are first cited in the text. Each reference citation should be in superscript Arabic numerals after full-stops and commas. At the end of the article, the full list of references should be presented in [Vancouver style](#). Include the complete title, and names and initials of all authors. Examples are shown below:

Periodicals

1. Ngan H, Fok M, Wong J. Role of lymphography in chylothorax following thoracic surgery. Br J Radiol. 1988;61:1032-6.

Books

2. Fan ST, Ngan H, Wong J. Hepatocellular carcinoma. In: Pitt HA, Carr-Locke DL, Ferrucci JT, editors. Hepatobiliary and pancreatic disease: the term approach to management. Boston: Little Brown; 1995. p 135-48.

Books edited by author

3. Osborn AG. Diagnostic neuroradiology. Chicago: Mosby-Year Book; 1994. p 284-329.

Please refer to the latest ICMJE recommendations on Manuscript Preparation for further information on references and for general guidance on style:

<http://icmje.org/recommendations/browse/manuscript-preparation/>

## Acknowledgement(s)

Any individuals who contributed substantially to the study but do not qualify for inclusion as authors should be acknowledged. Written permission from acknowledged individuals is required.

## After Submission

### Copyright

On acceptance of an article by the journal, the corresponding author will be asked to transfer copyright of the article to the Journal. The Copyright Transfer Form can be downloaded [here](#). *HKJR* has a fully Open Access policy, and publishes all articles under a [Creative Commons license \(CC BY-NC-ND 4.0\)](#). For any use other than that permitted by this license, written permission must be obtained from *HKJR*.

### Editing

Accepted manuscripts undergo technical editing and copy-editing, so that style and language are consistent with international standards and *HKJR* style, and to ensure that the journal can be clearly understood by our international readers. The corresponding author is sent the edited manuscript (galley proof). A few days are usually given for the authors to check the paper, respond to any queries, and to suggest changes. After acceptance, only minimal changes will be allowed; substantial changes will incur charges, and the addition of new material may require another round of peer review. Authors are responsible for all statements made in their work, including changes made by the copyeditor.

### Proofs

The corresponding author is sent the final version (page proof) of the manuscript to proofread. The corresponding author is responsible for ensuring that all authors read and approve the final version of the manuscript.

### Reprints

Authors with papers published in *HKJR* are entitled to receive 20 complimentary offprint copies of their published paper. These will be sent to the address of the corresponding authors. Authors who do not want to receive the offprint copies should inform the Editorial Office at [hkir@hkam.org.hk](mailto:hkir@hkam.org.hk) while checking the page proofs. Quotes for extra copies of reprints are available from the Editorial Office.

### Costs to Authors

There are no submission or page charges for publication in *HKJR*. However, the journal may charge for the following author requests:

- (a) colour printing - HK\$3,500 per colour photo or figure; or
- (b) substantial alterations or excess figure(s) or table(s) added after acceptance of the manuscript - HK\$200 per layout page.

## Information for Reviewers

All manuscripts submitted to the *Hong Kong Journal of Radiology* are subject to double-blind peer review (except editorials and letters to the Editor which are reviewed internally).

### Invitation to review

Individuals invited to review articles for *HKJR* must have sufficient expertise in the area of research to evaluate the originality, scientific content, conclusions, and importance of the research. Reviewers are required to respond to the review request and to complete the review by the deadline (typically within 2-3 weeks). Reviewers should decline the review if they have any reason to think they cannot deliver an objective review within the timeframe given.

### Conflicts of Interest

Reviewers must disclose any potential financial or personal conflicts of interest relating to the study.

### Online review process

*HKJR* uses an online peer review platform, HKAMedTrack. Once your review is complete, please use this platform to respond to some questions and submit your comments for the Editors.

### Comments for the authors

In addition to responding to the questions on the online form, please provide thorough comments for the authors in 3 parts:

1. **Summary:** Provide a summary of the manuscript in your own words, highlighting the aims and purpose of the study, the conclusions, and novelty and importance of the work to the field.
2. **Main points:** Provide some key points of interest. Reviewer comments should be objective, acknowledging positive aspects of the material under review, as well as identifying negative aspects constructively, and indicating areas for improvement. Reviewers should explain and support their judgement clearly enough that editors and authors can understand the basis of the comments.
3. **Minor points:** All manuscripts are copyedited after acceptance, so please do not comment on matters of English grammar or style. However, comments on aspects that the copyeditor might overlook, such as missing references, misused or uncommon terminology, or unclear descriptions of procedures, are welcomed.

### Comments for the Editor (confidential)

Do not copy the review comments here. This is an additional section for comments for the Editors that will be considered confidential and not shared with the authors. Reviewers should use this space to disclose any potential financial conflicts of interest. The manuscript will be blinded, but if you suspect that one or more authors is a collaborator or direct competitor, this should also be disclosed here.

### Confidentiality

Material under review should not be shared or discussed with anyone outside the review process unless approved by the editor. Reviewers should not retain copies of submitted manuscripts and should not use the knowledge of their content for any purpose unrelated to the peer review process.

## Editorial Policies

### Pre-submission inquiries

Pre-submission inquiries are welcomed, for authors who wish to submit a review article. Inquiries should be addressed to the Editor-in-Chief ([hkjr@hkam.org.hk](mailto:hkjr@hkam.org.hk)).

### Peer review process

*HKJR* operates a double-blind peer-review process.

Authors should not recommend the names of any reviewers but may give the names of people whom they wish exclude as reviewers at the beginning of the manuscript file.

All submitted manuscripts are initially reviewed internally. Those manuscripts that do not comply with the Information for Authors, or those that are of insufficient priority for publication, are rejected. The remaining manuscripts are assigned to the Editor-in-Chief or an Editor to send for external peer review (except editorials and letters to the Editor which are reviewed internally). Reviewers and Editors (including the Editor-in-Chief) who are authors of the paper, who disclose any other conflicts of interest relating to the study, or who recuse themselves for any other reason are excluded from the review process. Peer review and author identities are kept confidential. Reviewers are invited by emails and submit comments via the [HKAMedTrack](#) online submission system. Three independent reviewers are invited for each manuscript; two to three weeks are usually given.

Manuscripts that require revision are returned to authors, and two to three weeks are usually given for re-submissions; a request for a revision does not indicate that the manuscript will be accepted. When preparing a revision, authors should clearly respond to each point raised by each reviewer, indicating where appropriate changes were made in the manuscript.

When appropriate, a manuscript will be reviewed by the journal's statistical advisor to specifically appraise the statistical content. *HKJR* reserves the right to send a paper for further rounds of peer review if necessary. The final decision rests with the Editor-in-Chief.

### Conflicts of interest

*HKJR* follows the ICMJE definition of conflict of interest. Authors may use the ICMJE [Conflict of Interest](#) form when submitting a manuscript.

### Authorship

*HKJR* follows the [ICMJE Recommendations](#) for defining authorship, using the following four criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All individuals meeting these requirements should be credited as authors. Individuals who contributed substantially to the study but do not meet these requirements should be acknowledged.

## Ethical policies and procedures

### Plagiarism and fabrication

All manuscripts are assessed for plagiarism using VeriGuide (<http://www.veriguide.org/>) before being sent for peer review.

### Duplicate submission and redundant publication

Manuscripts are considered on the understanding that they are submitted solely to *HKJR* and have not been published previously, either in print or electronically, and are not under consideration elsewhere.

Redundant publication is publication of a paper that overlaps substantially with one already published. When submitting a paper, authors should make a full statement to the Editor-in-Chief about all submissions and previous reports that might be regarded as a redundant publication of the same or similar work. If in doubt, submit copies of any material that has been previously published or that is being considered elsewhere at the time of manuscript submission. If redundant publication is attempted without such notification, authors should expect editorial action to be taken; at the least, rejection of the manuscript.

### Image manipulation

If the journal is made aware of suspected image manipulation in any published articles, the relevant [COPE flowchart on Image Manipulation in a Published Article](#) is followed.

### Appeals

If authors wish to appeal a decision, they should contact the Editorial Office [hkjr@hkam.org.hk](mailto:hkjr@hkam.org.hk), stating clearly the reason(s) for appeal and how the manuscript could be revised or clarified to address limitations identified by the editor(s) or reviewer(s).

If the Editorial Board considers that the appeal is with merit, authors will be invited to submit a revised manuscript. Invitation to submit a revised version after appeal is not a guarantee of acceptance. The manuscript will enter a new round of peer review.

### Allegations of Misconduct

The Publisher and the *HKJR* Editorial Board take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred, including plagiarism, citation manipulation, and data falsification/fabrication. In the event that *HKJR* is made aware of any allegation of research misconduct relating to a published article, the [COPE 'Retraction guidelines'](#) guide decisions on whether retraction, correction, or other action is appropriate. Allegations of misconduct should be reported to the Editor-in-Chief ([hkjr@hkam.org.hk](mailto:hkjr@hkam.org.hk)). If the alleged misconduct involves any of the Editors, the Publisher should be contacted ([hkampress@hkam.org.hk](mailto:hkampress@hkam.org.hk)).