Submission of Manuscripts

Please use *yearbook@imia-services.org* as e-mail address for this and for all further correspondence with the editors and with the editorial office (Heidelberg University Hospital, Center for Information Technology and Medical Engineering, Speyerer Strasse 4, D-69115 Heidelberg, Germany, phone: +49 6221 56-2002, fax: +49 6221 56-2004; Editorial Assistant is Martina Hutter).

The article should be sent as a WORD document together with a document in PDF format for reviewing.

Authors are kindly requested to carefully follow all instructions on how to write a paper.

Authors are responsible for obtaining permission to reproduce any copyrighted material and this permission should be acknowledged in the paper. Authors should avoid the use of names of patients. Patients should not be recognizable from photographs unless their written permission has first been obtained.

Review

Receipt of papers will be acknowledged and manuscripts may be forwarded to three experts for their opinion. They will be asked to comment on the significance of the work (including its scientific impact and importance to the field), quality of scientific and/or technical content, originality and innovativeness, reference to related literature, organization, and clarity of expression. A more detailed description of these quality criteria can be downloaded from http://iig.umit.at/yearbook.

Preparation

Contributions are submitted in the English language only. Use 'American English' instead of 'British English', unless you are from a British English speaking country (e.g., U.K., India). Use a spell checker and consult, if necessary, a native English speaking expert before submitting your article.

Pages should be numbered consecutively beginning with the title page. Where appropriate, the paper should be organized into the following sections: Summary, Introduction, Objectives, Methods, Results, Discussion, Conclusions, Acknowledgments, and References. Tables, figures and legends are to be placed at the end of the paper. Survey articles should not exceed 8 pages in print (about 34,000 characters including spaces) review articles should not exceed 10 pages in print (about 44,000 char. incl. spaces).

Title Page

The first page of the article should contain: (1) a concise but informative title of the paper; (2) initial(s) and last name of each author, to be followed by their institutional affiliation(s); (3) the name and address of the author (plus telephone, fax, e-mail address) to whom correspondence and galley proofs should be sent.

Summary and Keywords

The Summary should not exceed 250 words (or 1600 characters including spaces). Authors of original papers are requested to write a structured summary, adhering to the following headings: objectives, methods, results, conclusions. The Summary should be typed on a separate page. At the end of the Summary, the contents of the paper should be specified by, at most, five keywords. We recommend using MeSH keywords.

Text

Apart from the main headings such as Introduction and Methods, subheadings should be used where appropriate. Such sections may also be numbered. The sections Methods and Results should be presented in logical order and credit should be given to the existing literature.

Tables and Figures

Tables and figures are not revised and should therefore be of high quality and suitable for reproduction. Type size should be chosen so that any reduction in the width of the columns will not affect legibility. Use a uniform type size, and avoid boarders around tables and figures.

Each table should be typed double-spaced, using a separate sheet for each table. The tables should be numbered consecutively. A self-explanatory and concise legend should appear at the top of the table.

All figure(s) will be referred to in the text using Arabic numbers (e.g., 'Fig. 3') and should also be numbered consecutively. All figures will have an appropriate legend and these will be typed together (double-spaced, in numerical order) on separate sheet(s) of paper at the end of the typescript.

Figures should be sent to the publisher as digital documents or as original drawings in black ink, or as highcontrast, sharp photographs on glossy paper. Output from laser printers is also allowed, but must fulfill the resolution requirements mentioned below.

> Do not save graphics in .DOC, but in .TIF or .EPS format with a minimum resolution of 800 dpi (line drawings) or 300 dpi (photographics, screen pictures). Good laser printouts of line drawings may be used for scanning, but color, telefax and matrix printer printouts are unsuitable.

Please note that in theprint version of the IMIA Yearbook figures are only published in grayscales, however, color figures will be published in the online version. We recommend to use color only if it is necessary to understand the figure. If you wish to do so, you can provide your figures both in grayscales and color.

Formulas

Special care should be taken with the presentation of formulas. Please make sure that your printer does not distort the clarity of formulas. Check that any 'dots', 'dashes', 'minus signs', etc. are legible and not likely to be misinterpreted.

References

In the text, number the references consecutively in the order in which they first appear, using Arabic numerals. Use the style that is based on the formats used by the US National Library of Medicine in MEDLINE (sometimes called the 'Vancouver style').

For details see the guidelines from the International Committee of Medical Journal Editors (http://www.nlm.nih.gov/bsd/uniform_requirements.html).

Examples:

1. Lindberg DA, Siegel ER. On assessing the impact of medical information: does MEDLINE make a difference? Methods Inf Med 1991;30:239–40.

2. van Bemmel JH, Musen M, editors. Handbook of Medical Informatics. Heidelberg: Springer; 1997.

Acknowledgments

Scientific advice, technical assistance, and credit for financial support and materials may be grouped in a section headed 'Acknowledgment(s)' that will appear at the end of the text (immediately after the conclusions section).

General Remarks

Methods of Information in Medicine does not want to publish material that has already appeared elsewhere. We do accept some papers that have been published as abstracts, some manuscripts that have already appeared in a language other than English, e.g. selected high-quality papers of (inter-) national conferences.

This journal follows the guidelines of the International Committee of Medical Journal Editors (http://www.icmje.org/index.html) and the Proposals for Safeguarding Good Scientific Practice of the German Research Association (http://www.dfg.de/aktuelles_presse/reden/stellungnahmen/download/self-regulation_98.pdf).

Copyright Authorization

Copying of work is permitted under conditions that it is for non commercial or for non-profit educational purposes. This extends to placing work on the author's Homepage in the World Wide Web. However, reference must always be made in both print and digitalworks to Schattauer Publishers as the original source of publication.

This consent does not extend to copying for advertising, promotional purposes, or for resale. For these purposes, permission must be sought from the Publisher. Inquiries outside the terms stated here should be sent to Schattauer Publishers, *Methods of Information in Medicine,* Hölderlinstr. 3, D-70174 Stuttgart, Germany.

Online Access

Once published, all articles appear online at http://www.schattauer.de/index.php?id=1384.