

BJR

The British Journal of Radiology

GUIDELINES FOR REVIEWERS

Articles included in the *British Journal of Radiology* cover a wide range of subjects, including diagnostic radiology, radiotherapy, oncology, nuclear medicine, ultrasound, radiation physics, radiation protection and radiobiology. In considering papers, the Editors have in mind the relevance of the work reported to the applications of radiation in medicine. The notes given below are discussed in more detail in the BJR Instructions for Authors.

(1) BJR includes the following categories of paper:

- Commentaries
 - *Based on a current hot topic* — the author should present the current position of the topic and alternative perspectives on it, before expounding her/his own perspective and ideas.
 - *Based on a scientific meeting* — the author should summarize the course of the meeting and the status of the topic covered, perhaps highlighting controversial areas, and discuss the main points to emerge from the meeting.
- Review articles
- Full papers
- Short communications
 - Includes work-in-progress articles, short reports, technical notes etc. and should be as concise as possible, including only absolutely necessary references.
- Case reports — should describe one of the following:
 - *previously unreported*... clinical condition; relevant imaging observation on recognized disease or lesion; interventional technique in a recognized disease; complication of a radiological procedure.
- Pictorial reviews
 - Provides an up-to-date visual portrayal of a topical issue, having particular educational value.
- Cases of the month
 - A short report illustrating a point of particular educational value. Must be presented in the correct format (given in BJR Instructions for Authors).
- Letters to the Editor

(2) General guidelines for referees

(a) Title

The title should accurately reflect the subject of the paper, and should contain words that would allow it to be accurately identified in a title keyword search.

(b) Abstract

The abstract is a crucially important component and should be an accurate and succinct précis of the paper. Key statistics should be included, and an abstract should not exceed 250 words or contain references, tables or figures. As a guide, brief answers to the following questions should be provided:

- Why did they carry out the study?
- How did they do it?
- What did they find?
- What does it mean?

(c) Main text

Text should be organized to include an introductory section followed by: Methods and materials/patients; Results; Discussion; Conclusion; Acknowledgements (if relevant); References; Tables; Figure captions. Repetition between sections and of table data in the text should be avoided. Abbreviations may be used where appropriate but must always be defined where first used. Names and locations of manufacturers of all equipment and non-generic drugs should be included. To maintain clarity, only three levels of subheading should be used. The use of footnotes should be avoided. The appropriate length of a paper implies neither

too much nor too little detail and explanation. *Please remember that referees are asked to focus on questions of content rather than questions of style.*

(d) References

BJR uses the Vancouver system of referencing, but referees are not asked to check the format of references. Please comment, rather, as to the current relevance and comprehensiveness of the references: are they up-to-date and suitably complete? Please indicate, in your comments to the Editor/authors, any vital references that should be added or any unnecessary and/or redundant references that should be removed.

(e) Tables

Tables should be cited in the text but provided on separate sheets. They should be numbered numerically, with Arabic numerals (1, 2, 3...) and each should have a short descriptive title. Data in tables should be arranged for maximum clarity, and may have footnotes where necessary. The format of the table should be clear and unambiguous, like the data: in both respects, please indicate any potential problems.

(f) Figures

Figures should be of good quality, and should be cited in the text. Please check the quality of images and diagrams. Please comment on the appropriateness and usefulness of the figures, and suggest additional figures or removal of figures where necessary. Arrows should be used to indicate subtle but salient points. Captions should enable the figure to be understood independently of the text. In the case of colour figures, please indicate whether or not it is vital for them to be printed in colour.

(g) Units, symbols and mathematics

Authors should use the International System of Units (SI). Units of radiation should be given in SI. All radiation factors must be listed (dose/time/fractionation). Please indicate when equations, mathematics or statistics may need to be verified. Please also indicate when data might need to be verified. An appropriate level of significant figures should be used — please check these.

(h) Appendices

Authors are discouraged from including appendices if the material can be included in the main text. Please indicate whether any appendices provided are actually necessary.

(3) Statistical guidelines

- The aim of the study should be clearly described and a suitable design, incorporating an appropriate number of subjects, used to accomplish the aim.
- Details should be provided on selection criteria, whether data were collected prospectively or retrospectively, and any exclusions or losses to follow-up that might affect the study population.
- Information on subject characteristics in groups being compared should be given for any factors that could potentially bias the comparison of the groups.
- Measures of variation should be included for all important results, when either means or medians are presented, and it should be clear which measure is being quoted. (If more than two groups are being compared, then an analysis of variance should be performed before undertaking comparisons of pairs of groups.)
- Statistical procedures should be described and referenced for all *p*-values given, and the values from which they were derived should also be included. The validity of statistical procedures should be confirmed. Data may sometimes be transformed to achieve normality; non-parametric tests should be used when the conditions for normality are not met.
- The results of the evaluation of a test procedure should state clearly the criteria used to define positivity, and the sensitivity, specificity, and positive and negative predictive values should all be quoted together with their 95% confidence limits.

(4) Ethical concerns

All work should adhere to accepted ethical standards. Patient details should not be revealed, especially in illustrative material. All data and work must be original and previously unpublished, and all authors should qualify for authorship. Please draw the Editor's attention to any potential ethical concerns or problems in a paper.