

Guidelines for authors of „Aktuelle Rheumatologie“

	Original paper	Review	Case Report	Letter to the editor/ Commentary	Submission via Scholar One Manuscripts (https://mc.manuscriptcentral.com/aktrheumatol)
Title	German and English short, informative, max. 200 characters 1 in each language				Only use the input field
Author names and institution addresses	Provide full surnames and names of all authors. Provide complete address of all involved institutions, including the name of the institution chairman. No author names, institutions and addresses in the main document				Only use the input field
Abstract	Publication in German: German and English; max. 4000 characters ¹ in each language Publication in English: English; max. 4000 characters ¹				Only use the input field for „Letter to the editor/ Commentary“: please enter “n/a” into the input field, since it is a mandatory field
	Provide the sections <ul style="list-style-type: none"> • Background • Patients and Methods <u>or</u> • Material and Methods • Results • Conclusion 	Non-structured abstract	Non-structured abstract		
Keywords	3-6 Keywords in German and English				Only use the input field for „Letter to the editor/ Commentary“: please enter “n/a” into the input field, since it is a mandatory field
Main Document	Publication is possible in German or English				Upload Manuscript and Reference list (without Abstract, figures or tables) as one Word document: <i>File Designation: 1. Main Document For Revision</i> Download the peer reviewed manuscript on your hard disk Use the Word feature „track changes“ to mark your modifications
Number of characters	Max. 36.000 Zeichen ¹	Max. 60.000 Zeichen ¹	Max. 18.000 Zeichen ¹	Max. 4500 Zeichen ¹	
Structure	<ul style="list-style-type: none"> • Introduction • Patients and Methods <u>or</u> • Material and Methods • Results • Discussion • References 	<ul style="list-style-type: none"> • Introduction • Text • References 	<ul style="list-style-type: none"> • Introduction • Text • References 		
Conflict of Interest	Please state your conflict of interest.				Only use the input field
Acknowledgement	All persons who made minor contributions to the study and all independent organisations that provided financial support must be listed.				Only use the input field
Legends	At the end of the main document, please list all figure and table legends.				

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Figures	<ul style="list-style-type: none"> • Colour or Black-and-White image files: *.tif, *.jpg (resolution: 300 dpi). • charts or drawings: in vector format, Word, PowerPoint or Excel; or as image file (e.g. *.tif oder *.jpg), resolution: 600 dpi • parts of figures: mark with small letters (a, b, c, d...) • every figure needs a legend 				Not integrated in the main document, upload individually <i>File Designation: 2. Figure</i> For *.tif and *.jpg files use the input field „Legend“ for the legend.
Code names / fake names / fictional personal data	<p>According to Thieme guidelines, data about actual persons must be systematically alienated to protect personal rights and to make code names always recognizable as such.</p> <p>If one or several persons are provided with code names in pictures or texts, the following options are to be used:</p> <ul style="list-style-type: none"> • Individual persons (for example individual persons on forms / exemplary filled in prescriptions / templates): <ul style="list-style-type: none"> ○ male: Herr M., M. Mustermann, Max Mustermann ○ female: Frau M., E. Musterfrau, Erika Musterfrau • Several persons (for example exemplary tables / charts / surveys / complex case examples): <ul style="list-style-type: none"> ○ male: Alexander, Alfred, Felix, Johannes, Julius, Karl, Leon, Ludwig, Niklas, Samuel ○ female: Anna, Charlotte, Clara, Emma, Frieda, Johanna, Laura, Lena, Mia, Sophie • Use of surnames: As standard, only abbreviated surnames are used. Valid abbreviations are: B., D., L., M., N., P., R., S., T. If absolutely necessary in an individual case, the following written-out German surnames are also valid: Bauer, Müller, Meyer, Schneider, Fischer. • Individual persons (English): <ul style="list-style-type: none"> ○ male: Mr. D., J. Doe, Jon Doe ○ female: Ms. D., J. Doe, Jane Doe • Several persons (English): <ul style="list-style-type: none"> ○ male: Andrew, Charles, David, George, James, Michael, Matthew, Robert, Thomas, William ○ female: Anne, Bridget, Catherine, Emily, Elizabeth, Jane, Melissa, Sarah, Susan, Victoria • If absolutely necessary in an individual case, the following written-out English surnames are also valid: Brown, Jones, Smith, Taylor, Williams. • If names from further language areas are required (for example Turkish, Russian, Spanish names), they must be unambiguously labeled as editorially changed names in the text as well as in the caption of figures (for example within a footnote or with the phrase “editorially changed names” in parentheses). • Further fictional data is combined with the word “Muster” or the word “sample” in English (for example Musterfirma, Musterinstitut, Sample Company, Sample Institute). Furthermore, the following applies: <ul style="list-style-type: none"> ○ addresses: Musterstraße 123, 1234 Musterstadt ○ date of birth without numbers: TT.MM.JJJJ ○ phone number: (01234) 56789-0 ○ medication: Mustermedikament ○ result: Musterbefund 				
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