

## Instructions for Authors for RoFo

Manuscript Element/ Manuscript Type	Original Article, Rapid Communication	Review, Consensus, Guideline and Recommendation	Pictorial Essay	The interesting Case	Editorial, Letter to the Editor	Submission via ScholarOne: <a href="https://mc.manuscriptcentral.com/rofo">https://mc.manuscriptcentral.com/rofo</a>
<b>Author and Institution Information</b>	Please note that both shared primary and senior authorship is generally not accepted. All affiliations <i>in English</i> . <b>Names, addresses and any information indicating the identity of the author</b> must not be included in the manuscript. For case reports and editorials, we recommend not to include more than 6 authors.					Entry only in specified input fields.
<b>Title</b>	English and German. Short, concise, informative. Max. 30 words for each language recommended (Authors who do not know German may provide English only).					Entry only in specified input fields.
<b>Abstract</b>	English and German (Authors who do not know German may provide English only. Note: German abstracts submitted by non-German-speaking authors are reviewed by a professional translator.). <ul style="list-style-type: none"> <li>English and German abstract together max. 4450 characters (including spaces).</li> <li><i>Original Article and Rapid Communication</i> should include the following sections: Purpose, Materials and Methods, Results, Conclusion, Key points</li> <li><i>Review</i>: a short, unstructured summary of the major points of the article</li> <li>Key points at the end of the abstract: 3 to max. 5 bulleted sentences with max. 12 words each.</li> </ul>		<b>No abstract</b> (please insert "n/a" in the appropriate window when submitting your manuscript online)			Entry only in the specified input field. Please do not include in main text document. Note regarding <i>key points</i> : The bullets are chosen from the list of "special characters".
<b>Keywords</b>	English; 3 – 6 keywords		No keywords (please insert "n/a" in the appropriate window when submitting your manuscript online)			Entry only in specified input fields. You can choose from the key words in the list or enter your own key words in the input fields.
<b>Main text: Language</b>	German and/or English ( <i>Rapid Communication</i> : preferably English)		German or English			Upload manuscript text and bibliography (excluding abstract(s), figures and tables): <i>File Designation</i> : 1. Main Document REVISIONS: Save the manuscript that has been reviewed in Scholar One to your hard drive. Make changes to manuscript using "Track Changes" in Word.
<b>Main text: Maximum Length</b>	<i>Original Articles</i> : 12,500–20,500 characters, <i>Rapid Com.</i> : max. 15,000 char. (including spaces)	Max. 30,500 characters (including spaces) are recommended.	Max. 12,500 char. (including spaces)	Max. 6,000 char. (including spaces)	Max. 10,000 char. (including spaces)	
<b>Main text: Structure</b>	Introduction, Materials and Methods, Results, Discussion, Conclusion. Clinical relevance of the study: 3 – 4 sentences (bulleted) at the end of the main text.	Introduction followed by article-specific structure.	Introduction, short main text (most of the message is written in the figure legends), Discussion, Conclusion. <b>No Keypoints</b>	Introduction, Case report, Discussion, Conclusion. <b>No Keypoints</b>	Article-specific structure	
<b>Main text: Fig. and Tab. references</b>	Complete figure and table references: chronological and abbreviated as "Fig...." and "Tab....".				Typically no Figures and Tables	
<b>Main text: Literature references</b>	Numbered according to the sequence in which they appear in the text. Complete reference numbers must be provided in brackets in the text. Literature citations are listed at the end of the article in the sequence in which they appear in the text and are cited according to the format below.					

Manuscript Element/ Manuscript Type	Original Article, Rapid Communication	Review, Guideline and Recommendation	Pictorial Essay	The interesting Case	Editorial	Submission via ScholarOne: <a href="https://mc.manuscriptcentral.com/roefo">https://mc.manuscriptcentral.com/roefo</a>
<b>Figures</b>	Max. 12 figures (or tables) are recommended.	Reviews: Max. 10 figures (or tables) are recommended.	Max. 20 figures are recommended.	Max. 4 figures are recommended.	Typically no figures	Upload in Scholar One individually; <i>File Designation: 2. Image</i> Figure legends including figure number should be entered in the appropriate field during the file upload – look for “Caption/ Legend” during file upload. (Do not submit figure legends via Word file.)
	<ul style="list-style-type: none"> <li>Color/grayscale figures: *.tif, *.jpg (300 dpi with a width of 8.5 cm)</li> <li>Graphics/line figures: Vector files as PDF; or image files (e. g. *.tif, *.jpg), minimum resolution: 600 dpi.</li> <li>Multi-part figures: Designate each part with a lower case letter (a, b, c, d, etc.).</li> <li>Figure legends: Always with German and English legend (Authors who do not know German may provide English only).</li> <li>Multi-part figures structured using lower case letters (a, b, c, d, etc.) require a legend following the same structure.</li> <li><i>Original Articles, Rapid Communications and Reviews:</i> For manuscripts in German language: Once a manuscript has been accepted, English versions of all graphics, labeled images, and tables must be additionally provided. However, it accelerates the review process considerably if these are already provided at the time of submission.</li> </ul>					
<b>Tables</b>	<ul style="list-style-type: none"> <li>Always with German and English legend (Authors who do not know German may provide English only).</li> <li><i>Original Articles, Rapid Communications and Reviews:</i> For manuscripts in German language: Once a manuscript has been accepted, English versions of all graphics, labeled images, and tables must be additionally provided. However, it accelerates the review process considerably if these are already provided at the time of submission.</li> </ul>				Typically no videos	Upload all tables together as one Word file; <i>File Designation: 3. Table</i>
<b>Videos</b>	<ul style="list-style-type: none"> <li>Format: *.avi, *.mpg, *.mov or *.wmv. Numbering according to the sequence in which they appear in the main text (video 1, video 2, etc.).</li> <li><i>Original Articles, Rapid Communications and Reviews:</i> For manuscripts in German language: Once a manuscript has been accepted, English versions of all graphics, labeled images, and tables must be additionally provided. However, it accelerates the review process considerably if these are already provided at the time of submission.</li> </ul>				Typically no videos	Upload in ScholarOne: <i>File designation: 4. Video</i>
<b>Citation Format</b>	<i>Original Articles:</i> Max. 30, <i>Rapid Comm.:</i> Max. 15 references are recommended.	<i>Reviews:</i> Max. 50 references are recommended.	Max. 10 references.	Max. 5 references are recommended.	Max. 10 references.	
	<p><b>Journal articles:</b> Reisinger EC, Geerdes-Fenge H, Wossidlo C al. Long/Post-Covid – An Interdisciplinary Challenge. <i>Rofo</i> 2025; 197: 1388-1394</p> <p><b>Online publications:</b> Kostova J, Andreisek G, Müller MA. Pulmonary Sarcoidosis: Imaging and Diagnostic Limitation. <i>Rofo</i> 2025. DOI: 10.1055/a-2722-6934</p> <p><b>Books:</b> Vogl TJ (eds.). Radiologische Differenzialdiagnostik Kopf-Hals-Region. 1. Aufl. Stuttgart: Thieme, 2024</p> <p><b>Chapter in a book:</b> Vogl T, Helal R. Axiale Aufnahme der Schädelbasis. In: Vogl T, Hrsg. Radiologische Differenzialdiagnostik Kopf-Hals-Region. 1. Auflage. Stuttgart: Thieme; 2024: 17</p> <p>(If more than 3 authors, please abbreviate with “et al.”). More examples s. <a href="#">main guidelines</a></p> <p>The bibliographical abbreviation for RōFo is: <b>Rofo</b></p>					