

# INSTRUCTIONS FOR AUTHORS

## MANUSCRIPT CATEGORIES

All manuscripts submitted to Molecular Imaging and Biology (MIB) must be original; i.e., not published elsewhere (except in abstract form) and not under consideration for publication elsewhere. MIB publishes Articles, Brief Articles, Reviews, Commentaries, Special Topics, Letters to the Editor and Editorial (by invitation). Subject matter that will be considered is defined in our Aims and Scope. Subject matter that will not be considered are case studies (reproducibility reflected by statistical validity being an important component of manuscript evaluation), preclinical and clinical studies that report only observational studies using established agents such as 2-[<sup>18</sup>F]fluoro-2-deoxyglucose without inclusion of mechanistic or histologic correlates. Novelty and significance are among the critical concerns which are evaluated for submissions.

**ARTICLES** are full accounts of significant research or clinical investigations. Articles should be definitive in their conclusions. Articles should have the following sections: Title page, Structured Abstract, Introduction, Materials and Methods, Results, Discussion, Conclusions, Acknowledgments, Conflict of Interest Statement, and References. Articles should be no longer than 5500 words with no more than 6 figures.

**BRIEF ARTICLES** should have the same scientific quality and presentation format of full articles, but with more limited scope. Manuscripts should not be longer than four journal pages (approx. 3000 words) including references, tables, and figures with no more than 4 figures. Otherwise the brief article has the same sections as described for articles.

**REVIEWS** are **INVITED** accounts on topics of current relevance and interest to the molecular imaging audience. Although invited by the editor-in-chief, suggested review topics with an outline reflecting the proposed contents can be sent to the editor for consideration and may lead to an invitation. Reviews are informative and critical accounts provided by a forum of experts to cover a variety of subjects in new, emerging areas in the field or at appropriate times to consolidate a body of research into a conceptual presentation. In general, the length of review articles should not exceed 7000 words (references included) and be limited to eight figures.

**SPECIAL TOPICS** are articles that provide information that do not reflect original research, but inform on important topics or features which are outside the scope of reviews or commentaries. The size limitation of special topics articles is the same as that for review articles.

**PLEASE NOTE:** submissions in the above categories that exceed the specific lengths may be returned for revision prior to being considered for peer review or requested to be reduced in length once recommended for acceptance.

**COMMENTARIES** are **INVITED** accounts on topics of current significance in the field that could influence the scientific interests (new programmatic initiatives by NIH, NSF, DOE, Universities, and companies having a major impact on molecular imaging) or clinical practice (i.e., regulatory or clinical reimbursement) of the reader.

**LETTERS TO THE EDITOR** are encouraged on controversial research topics or to address current issues being addressed in Articles, Reviews, Commentaries, etc.

**EDITORIALS** are used by the editor-in-chief to highlight significant events, activities or articles. Authorship by other than the editor is by invitation only.

**CONFERENCE PROCEEDINGS AND CONFERENCE ABSTRACTS** may also be accepted for publication following a recommendation from the Editor-in-Chief.

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## COPYRIGHT INFORMATION

Submission of a manuscript implies: that the work described has not been published before (except in the form of an abstract or as part of a published lecture, review or thesis); that it is not under consideration for publication elsewhere; that its publication has been approved by all coauthors, if any, as well as, tacitly or explicitly, by the responsible authorities at the institution where the work was carried out. Transfer of copyright to the World Molecular Imaging Society becomes effective if and when the article is accepted for publication; that the manuscript will not be published elsewhere in any language without the consent of the copyright holders. A copyright transfer statement (CTS) is sent to the contact author on receipt of the submission.

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PLEASE NOTE: The manuscript is not put into review until both the CTS and COI forms are signed/completed by all authors and returned to the managing editor. As a privilege of membership, if one or more of the authors is a member of one of the constituent societies, the manuscript is put into review prior to receipt of the forms.

## ONLINE SUBMISSION REQUIREMENTS VIA EDITORIAL MANAGER

Manuscripts are submitted online to MIB via Editorial Manager. Please log directly onto the site at <http://www.editorialmanager.com/mibi/default.aspx> and upload your manuscripts following the instructions given on the screen.

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Authors will need the following in order to use Editorial Manager:

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Authors entering the journal's Editorial Manager site can either create a new account or use an existing one. When you have an existing account, use it for all your submissions and you can track their status on the same page. Please note: if you have submitted to MIB before via Editorial Manager and you cannot recall your login information, this can be obtained by checking the appropriate box in the login page. You will then receive an automatic e-mail with your user id and password. Otherwise please create a new account and then follow the instructions given on the screen. For those who have used Manuscript Central in the past, this site is no longer in use.

## GETTING STARTED

Once you have logged into your account, Editorial Manager will lead you through the submission process in a step-by-step orderly process. If you cannot finish your submission in one visit, you can save a draft and re-enter the process at the same point for that manuscript. While submitting your manuscript online, you will be required to enter data about your manuscript in the system. These include title, subtitle, author names and affiliations, and so forth as listed below under MANUSCRIPT PREPARATION. Support for special characters is available. At any point during this process, there are Help buttons available to see common questions and a support link to ask a specific question via email.

## UPLOADING FILES

Electronic files can be uploaded as Word documents (preferred) or as RTF documents. **Submissions of PDF files for any component of the submission (main text, figures, tables, etc.) is not acceptable.** You will be required to upload graphics in their required format. Please follow the instructions for FIGURES (ILLUSTRATIONS) below. The file size should not exceed 5 MB; larger files can take too long for referees to download and their browsers may time out.

RTF (Rich Text Format) is a common export property of most popular word processors. If you use Word, however, .doc or .docx is the preferred format. If you do not use Word, check your word processor to see if it can export or "Save As" your file in RTF format. WordPerfect, for example, contains this function. After uploading the main text of your article, you will be prompted for uploading graphics. Common graphics file formats such as JPEG (preferred), GIF, EPS, TIFF and many others are supported. **PLEASE DO NOT UPLOAD FIGURES AS PDF FILES, IN POWERPOINT OR IMBEDDED IN THE MAIN TEXT OF YOUR ARTICLE.**

Keep copies of your word-processing and graphics files. You may be contacted at various points in processing to respond to comments or make changes in either the main text of the document, or the figures, as required by reviewers and/or the editor.

## GRAPHICS QUALITY

If you are submitting electronic graphics that you have scanned, please follow the instructions for FIGURES (ILLUSTRATIONS) below.

## KEEPING TRACK OF MANUSCRIPT STATUS

After submission, you may return periodically and monitor the progress of your submission through the review process.

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If you are unable to submit your manuscript via Editorial Manager, please contact the Editor-in-Chief:

Raymond Gibson, Ph.D.  
115 Stoney Ford Road,  
Holland, PA 18966  
Phone: (215) 970-5145  
Email: [raymond\\_gibson@comcast.net](mailto:raymond_gibson@comcast.net)

## MANUSCRIPT PREPARATION

**MANUSCRIPT TEXT:** Acronyms should be maintained to a minimum. When used, the full descriptive name should be used the first time presented with the acronym included in parentheses afterward: e.g., positron emission tomography (PET), or phosphate buffered saline (PBS). If the acronym is only used when defined, then do not include the acronym. When an acronym is defined in the abstract (which requires a second use in the abstract), it must be defined again the first time it is used in the main text. Once defined, the use of the acronym must remain consistent throughout the manuscript.

Names of compounds should follow established chemistry nomenclature (e.g., Chemical Abstracts Service or IUPAC; See Chemical Abstracts Index Guide). For example, for commonly used molecular imaging probes, such as FDG, names such as [<sup>18</sup>F]fluorodeoxyglucose and [<sup>18</sup>F]deoxyglucose are not acceptable. The appropriate name is 2-deoxy-2-[<sup>18</sup>F]fluoro-D-glucose. However, following the proper use of the name, an acronym can be defined at the authors discretion, e.g., 2-deoxy-2-[<sup>18</sup>F]fluoro-D-glucose ([<sup>18</sup>F]DG). Subsequently in the manuscript the use of the acronym is acceptable.

Additional frequently cited radiotracers are: 3'-dexoy-3'-[<sup>18</sup>F]fluorothymidine ([<sup>18</sup>F]FLT) and 6-[<sup>18</sup>F]fluoro-L-DOPA ([<sup>18</sup>F]FDOPA). For chemical entities with complex structures, the best approach is to provide a figure of the structure with the name used in the manuscript provided in the figure legend.

**Format for citing isotopes:** As indicated above, when including the isotope it should be provided with the number in superscript and the isotope in brackets. The isotope should be placed next to the element name. In a full chemical name, this allows one to determine which of the atoms has been isotopically labeled. If the radionuclide is used outside of a specific chemical or radiotracer name, then use, for example: "fluorine-18 labeled" or "The radiotracer was labeled with carbon-11 on the amine nitrogen."

Use a normal, plain font (e.g., 12-point Times Roman) for text

Double-space the text

Use italics for emphasis

Use the automatic page numbering function to number the pages

Do not use field functions

Use tab stops or other commands for indents, not the space bar

Use the table function, not spreadsheets, to make tables

**TITLE PAGE:** should include:

A concise and informative title

The name(s) of the author(s)

A shortened title to be used as a running head

The manuscript category

The affiliation(s) and address(es) of the author(s). If different for some or all of the authors, footnotes are used (i.e., superscripted 1, 2, etc.) to identify which author is associated with which institution.

The e-mail address, telephone and fax numbers of the corresponding author

**ABSTRACT:** Please provide a structured abstract of no more than 300 words which should be divided into the following sections:

Purpose (stating the main purposes and research question)

Procedures

Results

Conclusions

**KEYWORDS:** Following the abstract, please provide up to 10 keywords or phrases for indexing.

**TABLES:**

Tables should be prepared using, for example, the insert table function of Word. Tables are not to be uploaded in figure formats (e.g., JPERG or TIFF).

All tables are to be numbered using Arabic numerals.

Tables should always be cited in text in consecutive numerical order.

For each table, please supply a table heading which appears above the table. The table title should explain clearly and concisely the components of the table.

Identify any previously published material by giving the original source in the form of a reference at the end of the table heading.

Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

All tables should be supplied on a separate page at the end of the main document and have callouts in the text.

**FIGURES (ILLUSTRATIONS)**

All figures need to be at least 150 dpi resolution. Resolution higher than 300 dpi is not necessary and increases file size.

All figures are to be numbered using Arabic numerals

Figure parts or panels should be denoted by lowercase letters. For panels, place the lower case letters in the upper left corner of the panel.

Figures should always be cited in text in consecutive numerical order

For each figure, please supply a figure caption. Figure captions should be presented together under the category "Figure Legends".

Make sure to identify all elements found in the figure in the caption

Identify any previously published material by giving the original source in the form of a reference at the end of the caption

For more information about preparing your illustrations, please follow the hyperlink to the artwork instructions below

**ACKNOWLEDGEMENTS:** of people, grants, funds, etc. should be placed in a separate section before the reference list. The names of funding organizations should be written in full.

**REFERENCES:** References should be double-spaced and numbered consecutively in the order in which they are first mentioned, not alphabetically. Identify references in the text, tables, and legends with brackets (e.g., [1]). References cited only in table or figure legends should be numbered in accordance with a sequence established by the first mention in the text of the particular table or figure. All works cited in text must be listed and all references in the list must be cited in the text. Do not include personal communications or unpublished data in the reference list.

Journal abbreviations are those of the Index Medicus. The Council of Biology Editors (CBE) Style Manual should be followed for style. In any article with more than six authors, the use of "et al." will prevail. When using "et al.", the first three authors must be listed. Examples:

**ARTICLE REFERENCE:**

1a. Phelps ME (2000) Positron emission tomography provides molecular imaging of biological processes. *Proc Natl Acad Sci (USA)* 97:9226-9233

1b. Wang H, Chen X (2011) Visualization of Copper Metabolism by <sup>64</sup>CuC12-PET. *Mol Imaging Biol* DOI: 10.1007/s11307-011-0483-5

**BOOK REFERENCE:**

2. Eckelman WC, Gibson RE, Rzeszotarski WJ, et al. (1979) The design of receptor binding radiotracers. In: *Principles of Radiopharmacology*. Ed. Colombetti L. New York: CRC Press, pp 251-274.

**SMRM ABSTRACT AND PROCEEDING REFERENCE:**

3. Ponomarev V, Serganova I, Ageyeva L, et al. (2001) A new reporter gene for multimodality imaging: xanthine phosphoribosyl transferase and red fluorescent protein fusion [abstract]. *J. Nucl. Med.* 42: 70P

Please note: do not include DOI numbers for references that have appeared in print with a journal year, volume number and inclusive pagination.

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#### ARTWORK INSTRUCTIONS

#### MULTIMEDIA ARTICLE & DYNAMIC MANUSCRIPT SUBMISSION (I.E. STREAMING VIDEOS)

All multimedia submissions must be sent directly to the Editor-in-Chief at the address listed above.

Multimedia articles are papers where the heart of the article is the video and, generally, only an abstract and references are included. Dynamic articles are regular articles with video(s) included as electronically supplementary material. Upon submission of multimedia or dynamic articles, the author(s) will be required to submit the video in the following format:

#### MULTIMEDIA ARTICLES

All submissions must be in English

Long submission (10 minutes maximum) or short submission (approximately 3 minutes)

Abstract with bibliographic references (see MANUSCRIPT PREPARATIONS above. 3 copies and a CD is required saved as a Microsoft Word file format)

Multimedia file for review and submission: submit videos as either .mp4 or .mov

#### DYNAMIC MANUSCRIPTS

A dynamic manuscript is a print article with imbedded video material. Up to 3 (one minute maximum each) videos per manuscript submission will be accepted. Make sure to note in your manuscript the placement of the video clips. All standard instructions for manuscript and video submission should be followed for a dynamic manuscript submission

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#### Supplementary Material: ESM

We invite contributing authors to publish additional, article-related materials on the web site that complement and reinforce information published in the print journal.

If electronic supplementary material (ESM) is submitted, it will be published as received from the author in the online version only. All standard instructions for manuscript and video submission should be followed. ESM may consist of information that cannot be printed: animations, video clips, sound recordings information that is more convenient in electronic form: sequences, spectral data, large original data, e.g., additional tables, illustrations, etc.

If supplying any ESM, the text must make specific mention of the material as a citation, similar to that of figures and tables (e.g., ". . . as shown in the animation (Online Resource 3)").

Figures and tables for ESM are embedded within a document (e.g., Word.doc) with a title page containing: article name, journal name, authors, author affiliations and information for the contact author.

Upon submission of articles with video as Electronic Supplementary Material, the author(s) will be required to submit the video according to the following specifications:

To accommodate user downloads, keep to the recommended upper limit for the size of the different file types. Larger-sized files may require very long download times, and some users may experience other problems during downloading.

Individual video clips should not exceed 6 minutes or 60 MB. Anything exceeding 6 minutes must be submitted in two separate videos. Video formats supported by Springer are: avi, wmv, mp4, mov, m2p, mp2, mpg, mpeg, flv, mxf, mts, m4v, 3gp.

The content of these files must be identical to that reviewed and accepted by the editor-in-chief. All narration should be in English.

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## REVISED MANUSCRIPTS

If a manuscript is deemed appropriate for publication pending minor/major revision, the author is given a timeframe of up to three months to return the revised manuscript. Reviewer and editor queries should be clearly addressed upon return of the revised manuscript. If a revision period longer than three months is needed, the Editor in Chief may grant the author additional time if deemed appropriate. Revisions taking significantly longer than three months should be withdrawn and resubmitted as a new manuscript.

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After a submission is accepted and processed through production, a proof of the article is made available to the author. The purpose of the proof is to check for typesetting errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor.

The article will be published online after receipt of the corrected proofs. This is the official first publication citable with the DOI. After release of the printed version, the paper can also be cited by issue and page numbers. After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

## 1. ETHICAL RESPONSIBILITIES OF AUTHORS

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- Consent to submit has been received from all co-authors and responsible authorities at the institute/organization where the work has been carried out before the work is submitted.
- Authors whose names appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.

In addition:

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- Upon request authors should be prepared to send relevant documentation or data in order to verify the validity of the results. This could be in the form of raw data, samples, records, etc.

If there is a suspicion of misconduct, the journal will carry out an investigation following the COPE guidelines. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. If misconduct has been proven, this may result in the Editor-in-Chief’s implementation of the following measures, including, but not limited to:

- If the article is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, depending on the nature and severity of the infraction, either an erratum will be placed with the article or in severe cases complete retraction of the article will occur. The reason must be given in the published erratum or retraction note.

## 2. DISCLOSURE OF POTENTIAL CONFLICT OF INTERESTS

Authors must disclose all relationships or interests that could influence or bias the work. Although an author may not feel there are conflicts, disclosure of relationships and interests affords a more transparent process, leading to an accurate and objective assessment of the work. Awareness of real or perceived conflicts of interests is a perspective to which the readers are entitled and is not meant to imply that a financial relationship with an organization that sponsored the research or compensation for consultancy work is inappropriate. Examples of potential conflicts of interests that are directly or indirectly related to the research may include but are not limited to the following:

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- Financial support for attending symposia
- Financial support for educational programs
- Employment or consultation
- Support from a project sponsor
- Position on advisory board or board of directors or other type of management relationships
- Multiple affiliations
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- Intellectual property rights (e.g., patents, copyrights and royalties from such rights)

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The corresponding author collects the conflict of interest disclosure forms from all authors. In author collaborations where formal agreements for representation allow it, it is sufficient for the corresponding author to sign the disclosure form on behalf of all authors. Examples of forms can be found [here](#).

The corresponding author will include a summary statement in the text of the manuscript in a separate section before the reference list, that reflects what is recorded in the potential conflict of interest disclosure form(s). See below examples of disclosures:

Funding: This study was funded by X (grant number X).

Conflict of Interest: Author A has received research grants from Company A. Author B has received a speaker honorarium from Company X and owns stock in Company Y. Author C is a member of committee Z.

If no conflict exists, the authors should state:

Conflict of Interest: The authors declare that they have no conflict of interest.

### 3. STATEMENT OF HUMAN AND ANIMAL RIGHTS

When reporting studies that involve human participants, authors should include a statement that the studies have been approved by the appropriate institutional and/or national research ethics committee and have been performed in accordance with the ethical standards as laid down in the 1964 Declaration of Helsinki and its later amendments or comparable ethical standards.

If doubt exists whether the research was conducted in accordance with the 1964 Helsinki Declaration or comparable standards, the authors must explain the reasons for their approach, and demonstrate that the independent ethics committee or institutional review board explicitly approved the doubtful aspects of the study.

The following statements should be included in the text before the References section:

Ethical approval: "All procedures performed in studies involving human participants were in accordance with the ethical standards of the institutional and/or national research committee and with the 1964 Helsinki declaration and its later amendments or comparable ethical standards."

The welfare of animals used for research must be respected. When reporting experiments on animals, authors should indicate whether the institutional and/or national guidelines for the care and use of animals were followed.

For studies with animals, the following statement should be included:

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If articles do not contain studies with human participants or animals by any of the authors, Springer recommends including the following sentence:

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For retrospective studies, please add the following sentence:

"For this type of study formal consent is not required."

### 4. INFORMED CONSENT

All individuals have individual rights that are not to be infringed. Individual participants in studies e.g., have the right to decide what happens to the (identifiable) personal data gathered and to what they have said e.g., during a study or an interview as well as to any photograph that was taken. Hence it is important that all participants gave their informed consent in writing prior to inclusion in the study. Identifying details (names, dates of birth, identity numbers and other information) of the participants that were studied should not be published in written descriptions, photographs, and genetic profiles unless the information is essential for scientific purposes and the participant (or parent or guardian if the participant is incapable) has given written informed consent for publication. Complete anonymity is difficult to achieve in some cases, and informed consent should be obtained if there is any doubt. For example, masking the eye region in photographs of participants is inadequate protection of anonymity. If identifying characteristics are altered to

protect anonymity, such as in genetic profiles, authors should provide assurance that alterations do not distort scientific meaning.

The following statement should be included:

Informed consent: "Informed consent was obtained from all individual participants included in the study."

If identifying information about participants is available in the article, the following statement should be included:

"Additional informed consent was obtained from all individual participants for whom identifying information is included in this article."



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