Format violation checklist

This year, authors were given clear instructions on how to anonymize a paper and what was considered a formation violation. Authors were referred to this document: <u>Submitting to</u> <u>MICCAI: Avoiding Desk Reject</u> when preparing for their manuscripts.

You can find a list of common offenses and actions to be taken below. If you identified any offense, including offense you deem serious but not listed below, please inform us by emailing the submission platform manager at <u>submission support@miccai2020.org</u>.

Please note that the authors can choose to use either a Springer MS Word or Springer Latex template for their manuscripts. The PDF outputs of the two are slightly different. You can find two sample PDFs generated using both <u>Word</u> and <u>Latex</u> templates on the conference website under the <u>Instructions for Area Chair</u> page.

Offense	Action
Over 8 pages of content	Inform Submission Support/Desk Reject
Over 2 pages of references	Inform Submission Support/Desk Reject
not using Springer template	Inform Submission Support
Border margins deviate from the template	Inform Submission Support/Desk Reject
reduced font size in text	Inform Submission Support/Desk Reject
reduced font size in table	OK but have to be legible
increased font size in text	Inform Submission Support
shrink size of section headings	Inform Submission Support
author information not anonymized	Inform Submission Support/Desk Reject
no placeholder for author section	Inform Submission Support
Identifiable author information in	
acknowledgement section	Inform Submission Support
grant information, data set information that can	
be used to identify authors	Inform Submission Support
white space between sections removed	Inform Submission Support/Desk Reject
white space between text and figure/table	
removed	Inform Submission Support/Desk Reject
wrapping text around tables/figures OR insert	
figures/table to the text as an inline object	Inform Program Chair/Desk Reject