GUIDE FOR AUTHORS

INTRODUCTION

ACTA OTORRINOLARINGOLÓGICA ESPAÑOLA is the official publication of the Spanish Society for Otolaryngology and Head and Neck Surgery. The journal publishes articles in Spanish and in English on all aspects to do with otorhinolaryngology and diseases of the neck and face, as well as related specialities. It regularly includes articles on basic or clinical research, brief communications, reviews, editorial articles or comments and letters to the editor.

Types of article

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The maximum extension of the text allowed is 5,000 words, excluding any tables. The number of figures and/or tables cannot be higher than eight.

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**Article structure**

*Subdivision - unnumbered sections*

Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

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State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

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Results should be clear and concise.

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The main conclusions of the study may be presented in a short Conclusions section, which may
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If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

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The headings will consist of: «Introduction and Objectives», «Patients or Materials and Methods», «Results» y «Conclusions».

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