GUIDE FOR AUTHORS

INTRODUCTION
The journal *Enfermedades Infecciosas y Microbiología Clínica* is the official publication of the Sociedad Española de Enfermedades Infecciosas y Microbiología Clínica (SEIMC) (Spanish Society of Infectious Diseases and Clinical Microbiology). It has as its aim to respond to the challenges currently posed by everything associated with infectious diseases, from a clinical, microbiological and public health perspective.

The journal is included in Science Citation Index Expanded, Medline/PubMed, and SCOPUS.

Types of article
The Journal contains the following sections:

- **Originals.** Prospective works of clinical, pharmacological or microbiological research will be admitted, as well as original contributions on the aetiology, physiopathology, histopathology, epidemiology, diagnosis and treatment of infectious diseases in general. The recommended length of the text will be 3,000 words (including acknowledgements). A maximum of 30 bibliographic references and up to 6 figures and 6 tables will be accepted.

The structure of the articles will be as follows:

- **First Page** (See General Rules)

  **Abstract:** The originals in Spanish will be sent with an abstract translated into English and the originals in English will be submitted with an abstract translated into Spanish. This will be no longer than 250 words or no less than 150 words. The content of the abstract is structured into four subsections: Introduction, Methods, Results and Conclusion. In each of these, the aim of the research, the way it will be carried out, the most interesting results and the conclusions derived from these, respectively, must be stated.

  **Key words:** A minimum of 3 and up to a maximum of 10 key words used in the Index Medicus (Medical Subject Headings) will be included, Available at: http://www.ncbi.nlm.nih.gov/entrez/meshbrowser.cgi

  **Text:** It must be divided into the following sections: Introduction, Methods, Results and Discussion. Particularly complex articles may include sub-sections in some sections, so as to better understand its contents.

  **Introduction.** It will be as short as possible and must only provide sufficient explanation to understand the text that follows next. It must not be a review of the subject or an advanced
Methods. The selection of the subjects or experiments must be described; mention the methods and apparatus, (name and address of the manufacture in parentheses) and procedures used with sufficient detail to enable other researchers to reproduce the experiments with ease. If the methods or procedures are well used and known, their references must be provided and avoid describing them in detail. The statistics methods used must be adequately explained. When the experiments involve human beings it must be indicated that the procedures followed were authorised by the Clinical Trials and Research Committee of the corresponding institution, that they comply with all the legal requirements and consent has been obtained from the subjects. The drugs and products used must be mentioned with their generic names. Patient names, their initials or their history number must not be used, or any other data that might be able to identify them.

Results. Observations made should be stated, not interpreted. They must be presented in a logical sequence with the help of tables and figures. Unnecessary repetition of those results that are already shown in the tables must be avoided and be limited to highlighting the most significant results.

Discussion. Emphasis must be placed on the most significant aspects of the study and in the conclusions what is derived from this. Data already provided in the results section must not be repeated, except when it is required to compare them with those of other authors. It is necessary to clearly define the questions opened by the research carried ut so that it may encourage other authors to resolve them.

It is just as important for the authors them-selves to mention the contribution made by their work as well as pointing out its limitations.

Acknowledgements: (See general rules).

Bibliography: (See general rules).

Short Originals. Research works which, due to their special characteristics (series with a low number of observations, research works with very specific objectives and results, descriptive epidemiological studies, etc.) can be published in a shorter and more rapid form. These works should have a maximum of 1,400 words (including acknowledgements). A maximum of 15 bibliographic references and up to 2 figures and/ or tables will be accepted. The maximum number of authors is six. Each article should be structured like an original article (an abstract with a maximum of 150 words or no less than 100 words) with four sections.

Diagnosis at first sight. Works where the aim is to show images of a topic of clinical and/ or microbiological interest will be published in this section. The topic will be presented as a closed case; therefore, the title will not give details of the final result. It should be based on cases observed by the authors and will be presented in three sections: clinical description of the case, progress and final comment. The images should contain sufficient information so that, with the aid of the previously presented history, at least a presumptive diagnosis can be established. After presenting the images (1-3 figures) its interpretation and the final resolution of the problem will be commented upon. The maximum length will be about 700 words. The number of signatories must not exceed 4. The Editorial Committee reserves the right to select the images that it considers most representative.

Letters to the Editor. Discussion of works published in the last three months have preference
in this Section as well as the expressing of opinions, observations or experiences that, due to their characteristics, can be summarised in a short text. The section is divided into “Scientific Letters”, that is, works which contain clinical cases that can be presented in short form, and “Letters to the Editor”.

The maximum length will be about 700 words. One figure or table and a maximum of 10 bibliographic references will be accepted. The number of signatories must not exceed four. The title and key words in English and Spanish must be included.

**Consensus Documents.** ENFERMEDADES INFEC-CIOSAS Y MICROBIOLOGÍA CLÍNICA, as the official journal of the Spanish Society of Infectious Diseases and Clinical Microbiology (SEIMC), will only publish consensus documents that comply with its current rules (http://www.seimc.org). Consensus document produced by other Scientific Societies, in which SEIMC or one of its study groups has collaborated, will also have to comply with these rules. The final manuscript will be submitted for assessment to the Journal together with the corresponding authorization by the SEIMC Board of Directors or its authorized representative. The definitive acceptance of the consensus document will be decided by the Journal’s Editorial Committee, providing that it complies with its general rules and its editorial priorities. There should be a conflict of interest section in the article that clearly states that there was no financial support from any institution in the private sector. The Editorial Committee recommends that updated consensus documents should only be sent for publication when their content has changed significantly. Updates of previously published consensus documents should state clearly any additions introduced that make a new publication necessary.

If authorship is corporate, the first author will be the “Study Group of ... of the Spanish Society of Infectious Diseases and Clinical Microbiology (SEIMC)/other participating Societies and Institutions” followed by the authors of the consensus document grouped under a single Writing Committee. The first two authors and the last author of the Writing Committee will be the three coordinators of the consensus document. The writers and then the reviewers of the consensus document will be cited after the two first coordinators in the order decided by the Study Group.

The journal will publish the consensus document accepted by the Editorial Committee as an Executive Summary, comprising a maximum of 3,000 words, not including the unstructured abstract, which will have a maximum of 150 words. These will be accompanied by the tables and figures considered necessary for clear and concise interpretation of the information. The references will be limited to 1-10 citations and the title will start with the sentence “Executive Summary of the consensus document on...”. The complete consensus document will be published as additional online material to the Executive Summary, also available at SEIMC Web. The aim of publishing the Executive Summary is to offer readers a synopsis of the consensus document, but with sufficient detail and clarity to understand the scope and most relevant points of the document as a whole.

**Other sections.** The journal also includes the sections: Editorials, Revisions and Continuous Medical Training. These papers are commissioned by the Editorial Committee from the authors. However, spontaneous collaboration will be accepted, after the editors have been consulted in writing. In any case, the manuscripts will be subject to revision by the Editorial Committee. Revisions (including acknowledgments, if any) must not exceed 5,000 words. A maximum of 60 references and 6 figures and/or tables will be accepted (if there are more, they will only be published as online material). These must be accompanied by an unstructured abstract in Spanish and English of a maximum 150 words. The key words will be added in both languages.
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**Language**
Authors can submit their articles in Spanish or English. The Journal will publish two versions, one version fully translated into English, and another version with the articles in the original language in which they were accepted. The two versions will be published "on line" exclusively. Manuscripts received originally in English and subsequently accepted for publication will only be included in this version in the final summary of the journal. The journal itself will arrange all translation into English of manuscripts received and accepted in Spanish, and for grammar and spell checking the articles accepted in English. The final reference of each manuscript for the bibliometric databases will always be its English version.

**Submission checklist**
You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

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- Full postal address

All necessary files have been uploaded:
**Manuscript:**
- Include keywords
- All figures (include relevant captions)
- All tables (including titles, description, footnotes)
- Ensure all figure and table citations in the text match the files provided
- Indicate clearly if color should be used for any figures in print

**Graphical Abstracts / Highlights files** (where applicable)
**Supplemental files** (where applicable)

Further considerations
- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa

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- A competing interests statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed
- Referee suggestions and contact details provided, based on journal requirements

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**BEFORE YOU BEGIN**

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Human and animal rights
If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans; Uniform Requirements for manuscripts submitted to Biomedical journals. Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

All animal experiments should comply with the ARRIVE guidelines and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed.

Declaration of interest
All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding.

Authors must disclose any interests in two places: 1. A summary declaration of interest statement in the title page file (if double-blind) or the manuscript file (if single-blind). If there are no interests to declare then please state this: 'Declarations of interest: none'. This summary statement will be ultimately published if the article is accepted. 2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches. More information.

Submission declaration and verification
Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' section of our ethics policy for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service Crossref Similarity Check.

Authorship
All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted.

Changes to authorship
Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only
before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

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In line with the position of the International Committee of Medical Journal Editors, the journal will not consider results posted in the same clinical trials registry in which primary registration resides to be prior publication if the results posted are presented in the form of a brief structured (less than 500 words) abstract or table. However, divulging results in other circumstances (e.g., investors' meetings) is discouraged and may jeopardise consideration of the manuscript. Authors should fully disclose all posting in registries of results of the same or closely related work.

Reporting clinical trials
Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template flow diagram are available online.

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Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

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PREPARATION
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*Title page (with author details)*: This should include the title, authors' names affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.

*Blinded manuscript (no author details)*: The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

**Use of word processing software**

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

**Article structure**

*Subdivision - unnumbered sections*

Divide your article into clearly defined sections. Each subsection is given a brief heading (Introduction, Methods, Results and Discussion). 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'.

*Introduction*

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

*Methods*

Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

*Results*

Results should be clear and concise.

*Discussion*

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.
Appendices
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.

Essential title page information
• **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

• **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

• **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**

• **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Structured abstract
A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

The headings will consist of: «Introduction», «Methods», «Results» y «Conclusions».

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Although a graphical abstract is optional, its use is encouraged as it draws more attention to the online article. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. You can view Example Graphical Abstracts on our information site.

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Keywords
Immediately after the abstract, provide a maximum of 6 keywords, using British spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Abbreviations
Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements
Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources
List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

Units
Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

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Image manipulation
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• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Provide captions to illustrations separately.
• Size the illustrations close to the desired dimensions of the published version.
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• Submit graphics that are disproportionately large for the content.

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Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

**References**

*Citation in text*
Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

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Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

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**Reference style**

**Text:** Indicate references by superscript numbers in the text. The actual authors can be referred to, but the reference number(s) must always be given.

**List:** Number the references in the list in the order in which they appear in the text.

**Examples:**

Reference to a journal publication:

Reference to a book:

Reference to a chapter in an edited book:

Reference to a website:

Reference to a dataset:

Note shortened form for last page number. e.g., 51–9, and that for more than 6 authors the first 6 should be listed followed by 'et al.' For further details you are referred to 'Uniform Requirements for Manuscripts submitted to Biomedical Journals' (J Am Med Assoc 1997;277:927–34)(see also Samples of Formatted References).

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