GUIDE FOR AUTHORS

INTRODUCTION

MEDICINA CLÍNICA, founded in 1946, is a journal devoted to promoting the research and the clinical practice among the specialist of internal medicine and other medical specialist. The journal publishes original scientific articles, editorials, short communications, reviews as well as other relevant information to internal medicine and related fields.

Types of article

The Journal publishes the following sections or article types:

ORIGINAL ARTICLES

Original research about etiology, physiopathology, pathology, epidemiology, clinical aspects, diagnosis, prognosis and treatment are recommended for this section. Analytic studies like transversal surveys, case-controls studies, cohort studies and randomized controlled trials will be preferentially considered for publication.

The article must have the following headings: Introduction; Patients and Methods; Results; and Discussion. The text is limited to a maximum of 3,000 – 4,000 words, not including references, abstract and figure legends. The abstract is limited to a maximum of 250 words and need to be structured. There should be no more than 30 references. The total combined number of tables and figures should not exceed 6.

BRIEF REPORTS

Original research with a limited number of patients or sample, and specific objectives and results are suitable for this section. The article must have the same headings as those from Original Articles. The text is limited to a maximum of 1,300 words, not including references, abstract and figure legends. The abstract is limited to a maximum of 180 words and need to be structured. There should be no more than 10 references. The total combined number of tables and figures should not exceed 3. Up to 6 authors are accepted.

CLINICAL REPORTS/ CASE SERIES

Submitted studies from case series with a remarkable contribution to medical knowledge will be considered in this section. The text is limited to 1,700 words not including figure legends and references. There should be no more than 10 references. The total combined number of tables and figures should not exceed 4. The abstract is limited to a maximum of 180 words and need
to be structured. Up to 4 authors are accepted.

**REVIEW ARTICLES**

Reviews of current work reflecting progress in various fields of medicine are requested from recognized specialists. Voluntary contributions will be subject to consideration by the Editorial Board. The text is limited to 4,200 words not including abstract, figure legends, and references. The abstract is limited to a maximum of 150 words and does not need to be structured. Up to 6 figures or tables will be accepted. References are limited to a maximum of 60. Up to 3 authors are accepted.

**SPECIAL ARTICLES**

Articles reflecting original opinions and interpretation of relevant topics, narrative and practical reviews are included in this section. Voluntary contributions will be subject to consideration by the Editorial Board. The text is limited to 4,000 words. Up to 4-5 figures or tables will be accepted. References are limited to a maximum of 30. Up to 4 authors are accepted.

**DIAGNOSIS AND TREATMENT**

Update articles focused on the progress of diagnosis and treatments, enhancing the benefits in continuous medical education for readers will be considered for this section. The text is limited to 3,600 words not including figure legends and references. There should be no more than 30 references. The total combined number of tables and figures should not exceed 4. Up to 3 authors are accepted.

**CONSENSUS AND GUIDELINES STATEMENTS**

Clinical practice guidelines and Consensus statements must be promoted and endorsed by at least two scientific societies or sponsored by Health authorities. An attached letter is required arguing the importance for the scientific community. Support tools such AGREE are required for the development of the clinical guidelines and consensus statements. The articles of this section will published completely at the WEB. In the print version only title, authors, affiliations and the structured abstract limited to a maximum of 250 words will be published.

**EDITORIALS**

They are always commissioned, although unsolicited editorials may occasionally be considered previous consultation with the Editor. The text is limited to a maximum of 2,000 words, tables and figures are not allowed. There should be no more than 20 references. Up to 2 authors are accepted.

**IMAGES IN MEDICINE**

Any kind of images (clinical, endoscopic, radiography, microbiological, pathological) of common medical conditions with visual remarks for learning are suitable for this section. The text is limited to a maximum of 200 words. Graphics resources (arrows, asterisk, etc..) can be mandatory for visual remarks. Articles of this section can be selected only for the Web edition.

**SCIENTIFIC LETTERS**

Letters containing original investigation with small number of cases and with an specific conclusion are the first choice for this section. Letters should contain fewer than 700 words, one
LETTERS TO THE EDITOR

Letters related to articles published by the journal are the first choice for this section as well as letters providing opinions and unusual observations and experiences. The letters related with published articles must be received within three weeks after the publication of the article and will be sent to the author of the article, who will have 4 weeks in which to answer. Letters should contain fewer than 700 words, one table or figure, and must contain no more than 5 references. After publication of the reply, no further correspondence will be accepted. Up to 3 authors are accepted.

The editorial office will inform authors of manuscript acceptance by the Editorial Board. In accordance with the referees’ reports, papers may be rejected or modifications suggested, if necessary. Authors are entirely responsible for the views, conclusions and methods presented in their manuscripts.

Practical information at submission

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Contact details for submission

You can send your manuscript at http://ees.elsevier.com/medcli/

Language

This journal is published in Spanish and in English language. Manuscripts can be sent in both languages. The journal will publish a version in printed and online format with the articles received in its original language, and another version only online with articles translated into English.

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. Ensure that the following items are present:
One author has been designated as the corresponding author with contact 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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- Relevant declarations of interest have been made
- 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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Please see our information pages on Ethics in publishing and Ethical guidelines for journal publication.

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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
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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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**Referees**

Please submit the names and institutional e-mail addresses of several potential referees. For more details, visit our [Support site](#). Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

**PREPARATION**

**Peer review**

This journal operates a single blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. [More information on types of peer review](#).

**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. 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.

**Material and methods**

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the
source. Any modifications to existing methods should also 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.

Conclusions
The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

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 and Objectives», «Patients or Materials and Methods», «Results» y «Conclusions».

**Graphical abstract**

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.
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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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• Embed the used fonts if the application provides that option.
• Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
• Number the illustrations according to their sequence in the text.
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**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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Reference to a book:
Reference to a chapter in an edited book:
281-304.

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