

Reumatología Clínica (www.reumatologiaclinica.org) is a bimonthly peer review journal focused in clinical and epidemiological studies in rheumatology and related fields. Published in Spanish, it also has an on-line English version. Studies published in this journal are especially focused on Spanish and Latin American populations, including Mexico. The journal includes, in addition to original material, Continuing Medical Education articles and Consensus Statements. Manuscripts must be written in accordance with the REUMATOLOGÍA CLÍNICA: Instructions for Authors available at www.reumatologiaclinica.org. Failure to follow these instructions will inevitably lead to a delay in the editorial process and eventual publication of the manuscript, and could be a cause for the rejection of the work.

All manuscripts must be sent using the Elsevier Editorial System (EES) at the following Internet address: <http://ees.elsevier.com/reumatolclin>, where all the necessary information for sending the work can be found. The use of this method enables us to monitor the status of the article directly through this website. All pages of the manuscript, including those containing references, tables, and figure captions must be presented with double spacing, using a 12 point letter type and with margins of between 2 and 2.5 centimetres. All the pages must be numbered consecutively, including references, tables, and figure captions. The acronyms used in the manuscript should consist in:

<http://www.elsevier.es/ficheros/docsrevistas/reumaacronyms.pdf>

EDITORIAL POLICY

Reumatología Clínica subscribes to the editorial policy shown in "Uniform requirements for manuscripts submitted to biomedical journals: Writing and Editing for Biomedical Publication," available at: <http://www.ICMJE.org>

Authorship. The list of authors must only include those persons who fulfil all the following requirements:

- 1) To have taken part in the planning and performance of the work which has resulted in the article in question.
- 2) To have taken part in the writing of the text and in its possible reviews.
- 3) To have approved the version of the text which is finally to be published.

Conflict of interest. The authors must indicate any financial relationship which might give rise to a conflict of interest in relation to the published article. Even if the authors consider there to be no such conflict, they must still indicate said relationships.

Ethical responsibilities. When experiments which have been carried out on human beings are described, it is essential to indicate whether the procedures followed comply with the ethical standards of the human experimentation committee responsible (institutional or regional), and in accordance with the World Medical Association and the Declaration of Helsinki (<http://www.wma.net/s/ethicsunit/helsinki.htm>). Hospital names,

initials, or numbers must not be used, particularly in figures. When animal experiments are described, it is essential to indicate whether these have been carried out in accordance with the standards of an international research institution or council, or with a national law regulating the care and use of laboratory animals. Moreover, a written declaration to this effect must be included.

Informed consent. The authors must mention in the methods section that the procedures used in patients and controls have been carried out after obtaining informed consent. If patient photographs or data are reproduced, the authors are responsible for obtaining written consent, authorizing their publication, reproduction, and dissemination in printed media and on the Internet.

GUIDELINES FOR THE DIFFERENT SECTIONS

Originals

Research work about etiology, physiopathology, pathological anatomy, epidemiology, clinical presentation, diagnosis, prognosis, and treatment. The designs recommended are of an analytic type, in the form of cross-sectional surveys, case studies and controls, cohort studies, and controlled trials. The maximum recommended length of text is 3000 words (10 pages) and up to 6 figures and 6 tables will be admitted. The work shall be arranged in the following way: Structured Abstract in English and Spanish (Resumen), Introduction, Patients (Subjects) or Material and Methods, Results, and Discussion. It is advisable for the number of authors to be no more than 6. A maximum of 30 bibliographical references will be allowed. For the preparation of controlled clinical trials, CONSORT regulations must be followed. Available at: <http://www.consort-statement.org/> The magazine may consider and publish articles in English.

Short Originals

Works which, because of their particular characteristics (series with a low number of observations, research works with a very specific aim and results, descriptive epidemiological studies, among others), can be published in a shorter and faster way, will be considered in this section. These works must have a maximum length of 1500 words (5 pages), up to 15 bibliographical references, and no more than 2 tables or figures. There may be no more than 6 authors. Each work must be structured as an original article, including a structured Abstract in English and Spanish (Resumen).

Case Reports

Description of 1 or more clinical cases (short series of cases) of exceptional observation, which make an important contribution to knowledge about the physiopathology or other aspects of the process. They must consist of the following sections: Abstract and Resumen, Introduction, Clinical Observation, Discussion, and Conclusions. The text shall have a maximum length of 600 words, and up to 1 figure and 1 table shall be admitted. It is advisable for there to be no more than 6 authors and for it not to include more than 10 bibliographical references.

Clinical Pathology Lecture Series

Clinical cases in the form of clinical pathology discussions, selected for their clinical relevance and their interest in the differential diagnosis process, will be published in this section. Cases presented in Clinical Pathology Sessions taking place in

Hospitals or Scientific Societies, always from the Rheumatology field, may be sent. The publication shall consist of the following sections:

1) Presentation of the case(s), written by the presenter: 4 pages maximum. X-rays and other image techniques (up to a maximum of 3) necessary for the illustration of the discussion may be presented (follow required characteristics for RC image files). 2) Differential diagnosis written by the discussor of the case: 6 pages maximum. 3) Clinical diagnosis by the discussor. 4) Result written by the presenter, with pathological anatomy discussion if appropriate (1 page maximum). 5) Observations and final result by the presenter (2 pages maximum). 6) References: maximum of 20 referred to by the discussor and 10 by the presenter, included in the text. The work must be sent on A-4 sheets, with letter font 12 and double spacing.

Letters to the Editor

Preference is given in this section to those letters which make reference to works published the previous month and those which offer opinions, observations or experiences whose characteristics enable them to be summed up in a short text. The maximum length shall be 600 words (2 pages) and a maximum of 1 figure or 1 table and 10 bibliographical references will be admitted. The number of authors must not exceed 4. The letter shall begin with the following phrase: "Mr Editor" and shall continue with a short introduction, description of the material and methods, presentation of results, and discussion, but without separating or heading the different sections.

Clinical Rheumatology in Images

Images of any type (ectoscopic, endoscopic, radiological, microbiological, pathological anatomy) which are highly demonstrative and which in themselves contain a didactic message will be published in this section. Those which combine several different aspects of those mentioned will take preference. They must be accompanied by a text of fewer than 300 words (1 page), including the following aspects: presentation of the clinical case, diagnosis and progress, brief comment to discuss the findings observed, and a maximum of 10 bibliographical references. A maximum of 4 authors will be admitted, with their place of work. Whenever possible, the photograph should include graphic resources (arrows, asterisks).

Other Sections

The magazine includes other sections (Editorials, Reviews, and Special Articles) which are usually commissioned by the Editorial Committee. Authors wishing to collaborate spontaneously in any of these sections must first consult the associate editor of the magazine. The rules in these cases are the following:

Reviews: length from 3000 to 9000 words (10–15 pages), maximum number of authors 3. It must be preceded by a non-structured abstract/resumen with a maximum of 150 words. In the introduction, excessive historical details shall be avoided, more emphasis being placed on recent issues. Sub-sections are recommended to make reading easier. When necessary, they may be accompanied by personal tables, figures, or schemes adapted to the general standards of the magazine. The bibliography shall follow the general standard of the publication.

Editorials: maximum length of 1500 words (5 pages) and a single author; in exceptional cases, 2 authors will be admitted. Not to be divided into sub-sections. Tables, figures, and abstract not

admitted. The bibliography shall follow the general standard of the publication.

Special articles: these shall follow the same rules as Reviews. Medical experiences with a health or social content will also be assessed for publication as Reports. In addition, the magazine will publish Consensus Conferences regarding the diagnosis or treatment of diseases, provided they are promoted by official health authorities or by national or international scientific societies.

PRESENTATION AND STRUCTURE OF WORKS

All originals accepted become the permanent property of the magazine, and may not be reproduced either partially or totally without the permission of the magazine. In the event of publication of his work, the author grants to Elsevier España, S.L., the exclusive rights of reproduction, distribution, translation, and public communication (by any audio, audiovisual, or electronic medium) of his work. Works published or presented at the same time in another magazine will not be accepted. Pages shall be numbered consecutively at the bottom centre. Each part of the manuscript shall start a page in the following order:

1. The first page of the article shall include the following information, in the order indicated: title of the article (in English and Spanish), full name and one or both surnames of the authors, full name and address of the place of work, postal address, e-mail address, and other specifications when considered necessary. In the case of a corporate author, a minimum of 1 signatory and a maximum of 6 are recommended. The other participants should appear in an appendix. The first page must be presented on a separate sheet from the text of the manuscript.

2. Text: it is recommended for the text to be written in the impersonal form. The work should be clearly divided into sections, and the general scheme should preferably be following:

a) Abstract/Resumen. Must be attached in English and Spanish with these headings. The length of the Abstract/Resumen should be a maximum of 250 words for Originals, 180 words for Short Originals and Clinical Notes, and approximately 150 words for Clinical Cases and Reviews. In the case of Originals and Short Originals, its content must be structured and divided into 4 sections: Objectives, Patients or Material and Methods, Results, and Conclusions. Each of these sections shall describe, respectively, the aim of the research, the way it was carried out, the most notable results, and the conclusions arising from the results. For Reviews and Clinical Cases, the Abstracts/Resúmenes must not be divided into sections, and must contain, briefly, the main findings and contributions of the work they represent. At the end of the abstract, the key words must appear, in accordance with those included in the Medical Subject Headings (MeSH) of Index Medicus/Medline, in English, available at: <http://www.nlm.nih.gov/mesh/meshhome.html> and be translated into Spanish.

b) Introduction. This shall be brief and should only provide enough explanation for the reader to understand the following text. It must not contain either tables or figures. It must include a final paragraph clearly explaining the aim(s) of the work.

c) Patients (subjects), Material and methods. This section includes the centre where the experiment or research has been carried out, the duration of the same, the characteristics of the series studied, the selection criteria used and the techniques employed, providing sufficient details to enable a particular experience to be repeated on

the basis of the information. The statistic methods used must be described in detail. The fact that the work has been approved by the reference ethical committee must be clearly stated.

d) Results. These describe, without interpreting, the observations made with the method used. This information shall be set out in the text accompanied by the tables and figures.

e) Discussion. The authors must explain their own opinions on the subject. These should include:

Meaning and practical application of the results.

Considerations regarding a possible inconsistency of the methodology and the reasons for which the results might be valid.

Relation to similar publications and comparison between areas of agreement and disagreement.

Indications and guidelines for future research.

Conclusions should not be drawn. Furthermore, the discussion should not become a review of the subject, and the concepts which appeared in the introduction should not be repeated. The results of the study should not be repeated either. At the end of the discussion, a brief comment shall be made by way of conclusion.

f) Acknowledgements. When considered necessary, a mention shall be made of the persons, centres, or bodies that have collaborated in or supported the execution of the work. If any commercial implications exist, these should also appear in this section.

g) Conflict of interest. The authors must indicate any financial relationship which might give rise to a conflict of interest in relation to the published article. Even if the authors consider there to be no such conflict, they must still indicate said relationships.

3. References: to be presented according to the order of appearance in the text, with the corresponding consecutive numbering. In the article, the number of the reference shall always be shown in superscript, in accordance with the "Uniformity requirements for manuscripts submitted to biomedical journals: writing and editing for biomedical publication," created by the International Committee of Medical Journal Editors (<http://elsevier.es> and <http://www.ICMJE.org>). Magazine names must be abbreviated in accordance with the style used in the Index Medicus/Medline: "List of Journals Indexed," which is included every year in the January edition of the Index Medicus, also available at:

<http://www.ncbi.nlm.nih.gov/entrez/jrbrowser.cgi>

Where possible, the inclusion of text books and the minutes of meetings as bibliographical references shall be avoided. It is advisable to avoid the use of imprecise phrases as bibliographical references, and "unpublished observations" and "personal communication" may not be used as such, although they may be quoted in brackets within the text.

Examples of Quotation

Magazine

a) Standard magazine article. List all authors if 6 or less; if 7 or more, list the first 6, followed by the expression "et al." Example:
10. Solter NA, Wasserman SL, Auster KF. Cold urticaria: release into the circulation of histamine and eosinophilic chemotactic factor of anaphylaxis during cold challenge. *N Engl J Med.* 1976;294:687-90.

b) Work published by a corporation or unspecified author. Example:

10. The Committee of Enzymes of the Scandinavian Society for Clinical Chemistry and Clinical Psychology. Recommended method for the determination of gammaglutamyltransferase in blood. *Scand J Clin Lab Invest.* 1976;26:119-25.

Books and other monographs

c) Personal author(s). Example:

10. Osler AG. Complement: mechanism and functions. Englewood Cliffs: Prentice-Hall; 1976.

d) Corporate author. Example:

10. American Medical Association Department of Drugs. AMA drug evaluations (3.rd ed.) Littleton: Publishing Sciences Group; 1977.

e) Editor, compiler, director, or author. Example:

10. Rhodes AJ, Van Rooyen CEE, compiladores. Textbook of virology for students and practitioners of medicine and other health sciences (5.th ed.) Baltimore: Williams & Wilkins; 1968.

f) Chapter of a book. Example:

10. Weinstein L, Swartz MN. Pathogenetic properties of invading microorganisms. En: Sodeman WA Jr, Sodeman WA, editores. Pathology: mechanisms of disease. Philadelphia: WB Saunders; 1974; p. 457-72.

g) Articles in ordinary periodicals (not magazines).

Example:

10. Shaffer RA. Advances in chemistry are starting to unlock mysteries of the brain: discoveries could help alcoholism and insomnia, explain mental illness. *The Wall Street Journal* 12 de agosto, 1977, 1 (col. 1), 10 (col. 1).

4. Tables: tables will be presented on separate pages and will include: a) table number in Arabic numerals; b) corresponding heading (title); and c) only 1 table per sheet. Tables should be clear and without rectifications; initials and abbreviations shall always be accompanied by an explanatory footnote. If a table occupies more than 1 sheet, its title shall be repeated on the following sheet. The magazine will admit tables occupying a maximum of 1 printed page. When a statistical study has been carried out, the technique employed and level of significance shall be indicated at the foot of the table, if not included within the text.

5. Figures. Photographs shall be carefully selected, ensuring they are of good quality and omitting those which do not contribute to a better understanding of the text. Electronic photographs in the regular formats (high quality TIFF, GIF, or JPEG) will be accepted. Black and white photographs shall have a minimum resolution of 300 points per inch, with a maximum of 2MB. Colour illustrations will be admitted, following economic agreement. Colour images shall have a minimum resolution of 600 points per inch and shall not exceed 2MB either. It is very important for photographic copies to be of maximum quality; they shall be presented in such a way that opaque bodies (bones, contrast materials) appear in white. Whenever considered necessary, graphic resources shall be used (arrows, asterisks) to highlight the significant part of the photograph. As far as possible, the identification of patients shall be avoided; in any case, their written permission must be obtained. Graphs (up to a maximum of 6) must be prepared electronically and be of high quality. The same rules as in the section corresponding to photographs shall be taken into account. Photographs and graphs shall be numbered correlatively and jointly, in the same way as the

figures. Both images and figures shall be accompanied by a caption with a brief description of the image or figure; the abbreviations used shall also be defined.

The editors will acknowledge receipt of the works sent to the magazine and inform about their acceptance. All manuscripts shall be subject to blind peer review. In exceptional cases, Letters to the Editor may be accepted directly by the editorial committee.

Whenever the latter suggests modifications to an article, the authors must send, along with the new version of the article, a letter explaining in detail the modifications made, both those suggested by the Editorial Committee itself and those which appear in the reports of the experts consulted, and a copy of the new version of the manuscript in which the changes made can be clearly seen (marked in a different colour or highlighted).