



# Reumatología Clínica

## AUTHORS INFORMATION PACK

### GUIDE FOR AUTHORS

#### INTRODUCTION

*Reumatología Clínica* ([www.reumatologiaclinica.org](http://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. The magazine may consider and publish articles in English. Studies published in this journal are especially focused on Spanish and Latin American populations, including Mexico.

The journal includes, in addition to material described below, Continuing Medical Education articles and Consensus Statements. 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. Also, 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. It is very important to comply with the maximum length for every type of article: 1,500 words for Editorials and 6,000 words for Reviews, Special Articles and Consensus. Complementary research documentation as supplementary material is welcome.

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 appear in [this list](#).

#### Types of article

**Originals** Research work about etiology, physiopathology, pathological anatomy, epidemiology, clinical presentation, diagnosis, prognosis, and treatment. Recommended designs include cross-sectional surveys, case studies and controls, cohort studies, and controlled trials. Maximum recommended length: 3000 words and up to 6 figures, 6 tables and 30 bibliographical references. It is advisable for the number of authors to be no more than 6. For controlled clinical trials, CONSORT regulations must be followed (<http://www.consort-statement.org/>).

**Short Originals** Works which can be published in a shorter and faster way (series with a low number of observations, research works with a very specific aim and results, descriptive epidemiological studies, among others), will be considered in this section. Maximum length of 1500 words, up to 15 bibliographical references, and no more than 2 tables or figures and 6 authors. Each work must be structured as an original article.

**Case Reports** 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: Abstract, Introduction, Clinical Observation, Discussion, and Conclusions. Maximum length of 600 words, up to 1 figure and 1 table, and no more than 6 authors and 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. Cases presented in Clinical Pathology Sessions may be sent. Maximum length: 6.000 words. 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. 2) Differential diagnosis written by the discusser of the case: 6 pages maximum. 3. Clinical diagnosis by the discusser. 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 discusser and 10 by the presenter, included in the text.

**Letters to the Editor** Preference is given 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. Maximum length of 600 words, 1 figure or 1 table, 10 bibliographical references and 4 authors. 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, including presentation of the clinical case, diagnosis and progress, brief comment to discuss the findings observed, and a maximum of 10 bibliographical references and 4 authors. Whenever possible, the photograph should include graphic resources (arrows, asterisks).

### Contact details for submission

You can send your manuscript at <https://www.editorialmanager.com/REUMATOLCLIN/default.aspx>

### Language

This journal is published in Spanish and in English language.

### 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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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

**¿ **Permission has been obtained for use of copyrighted material from other sources (including the Internet)****

- ¿ 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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### **Studies in humans and animals**

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. The manuscript should be in line with the [Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals](#) and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms [sex and gender](#) should be used correctly.

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. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

### **Informed consent and patient details**

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in an Elsevier publication. Written consents must be retained by the author but copies should not be provided to the journal. Only if

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### **Declaration of interest**

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### **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

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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.

### *Registration of clinical trials*

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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*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.

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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.

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#### 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.

## **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.

## *Highlights*

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### **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 «Discussion and 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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### **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,

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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.

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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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- Submit each illustration as a separate file.
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Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

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- Submit graphics that are disproportionately large for the content.

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Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF) or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color online (e.g., ScienceDirect and other sites). [Further information on the preparation of electronic artwork](#).

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Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

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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

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As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

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**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.

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**Examples:**

Reference to a journal publication:

1. Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. *J Sci Commun* 2010;163:51-9. <https://doi.org/10.1016/j.Sc.2010.00372>.

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2. Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. *Heliyon*. 2018;19:e00205. <https://doi.org/10.1016/j.heliyon.2018.e00205>.

Reference to a book:

3. Strunk Jr W, White EB. The elements of style. 4th ed. New York: Longman; 2000.

Reference to a chapter in an edited book:

4. Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. *Introduction to the electronic age*, New York: E-Publishing Inc; 2009, p. 281-304.

Reference to a website:

5. Cancer Research UK. Cancer statistics reports for the UK, <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/>; 2003 [accessed 13 March 2003].

Reference to a dataset:

- [dataset] 6. Oguro M, Imahiro S, Saito S, Nakashizuka T. Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1; 2015. <https://doi.org/10.17632/xwj98nb39r.1>.

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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