



### TABLE OF CONTENTS

●	<b>Description</b>	<b>p.1</b>
●	<b>Abstracting and Indexing</b>	<b>p.1</b>
●	<b>Editorial Board</b>	<b>p.1</b>
●	<b>Guide for Authors</b>	<b>p.3</b>



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### DESCRIPTION

The *Journal of Coloproctology* (JCOL) is an official publication of the Brazilian Society of Coloproctology (SBPCP) in partnership with Elsevier Editora Ltda. and is dedicated to the medical community in Brazil and Latin America. *Journal of Coloproctology* is listed in Web of Science and SciELO databases. JCOL is affiliated to the International Committee of Medical Journal Editors.

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## GUIDE FOR AUTHORS

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The Journal of Coloproctology (JCOL) publish articles that contribute to the improvement and the development of the practice, research, and training in Coloproctology and related specialities. Also published in English version, starting in vol. 31, issue 3, 2011. The guidelines are based on the format proposed by the International Committee of Medical Journal Editors (ICMJE) and published in the article: Uniform requirements for manuscripts submitted to biomedical journals, which was updated in April 2010 and is available on the Website (<http://www.icmje.org>).

### *Manuscript categories*

**Editorial** The text should have up to 900 words and 5 references.

### **Original article**

The text should have up to 3000 words, not including references and tables. It should have up to 5 tables and/or figures. The number of references should not exceed 30. Their structure should contain the following:

**Introduction:** it should be brief, defining the studied problem and highlighting its importance and gaps in knowledge.

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**Discussion:** it should be limited to the obtained data and results, emphasizing the new and important aspects observed in the study and discussing the agreements and disagreements with previously published studies.

**Conclusion:** it should correspond to the study objectives or assumptions, based on the results and discussion, aligned with the title, proposition and method.

### **Clinical information**

Clinical case reports, presentation of technical notes, methods and devices. They should address questions of interest to Coloproctology and related specialities. Their structure should contain the following:

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**Presentation of clinical case, or technique, or method, or device:** it should be described with clarity and objectiveness. It should present significant data for Coloproctology and related specialties, and have up to five figures, including tables.

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Patients' initials and dates should be avoided, showing only relevant laboratorial exams for diagnosis and discussion. The total number of illustrations and/or tables should not exceed 3 and the limit of references is 20. When the number of presented cases exceed 3, the manuscript will be classified as a Case Series, and the rules for original articles should be applicable. .

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**Systematic review:** broad research method, conducted through a rigorous synthesis of results from original studies, either quantitative or qualitative, with the purpose of clearly answering a specific question of relevance to Coloproctology and related specialties. It should include the search strategy of original studies, the selection criteria for studies included in the review and the procedures used in the synthesis of results obtained from reviewed studies, which may or may not include meta-analysis.

**Integrative review:** research method that presents the synthesis of multiple published studies and enables general conclusions regarding a specific area of study, contributing to enhanced knowledge of the investigated theme. It should follow standards of methodological rigor, clarity of result presentation, enabling the reader to identify the real characteristics of studies included in the review.

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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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