



Revista de Gastroenterología de México

AUTHORS INFORMATION PACK

GUIDE FOR AUTHORS

INTRODUCTION

The *Revista de Gastroenterología de México* (Mexican Journal of Gastroenterology) is the official publication of the Asociación Mexicana de Gastroenterología (Mexican Association of Gastroenterology). Its pages are open to the members of the Association, as well as to all members of the medical community interested in using this forum to publish their articles in accordance with the following editorial policies. The journal publishes original work in the broad field of Gastroenterology and provides information on the specialty and related areas that is up-to-date and relevant. The scientific works include the areas of clinical, endoscopic, surgical, and pediatric Gastroenterology, along with related disciplines.

Types of article

Editorial Committee will evaluate for publication Original Articles, Scientific Letters, Clinical Images in Gastroenterology, Brief Communications and Letters to the Editors. The journal also publishes Review articles, Clinical Guidelines, Editorials and Consensus, only at the express request of the Editorial Committee.

Manuscript preparation of Original articles

First page or title page

The title page must contain the initials of the first name(s) followed by the last name of each of the authors. Each name must be followed by superscript letters in alphabetical order that identify only the affiliations of each of the authors (names of the services, departments, and institutions they belong to, including the city, state, and country). Author's institutional posts or positions are not to be included. The corresponding author must be indicated with an asterisk identifying him or her as such (see the examples):

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Columbus, Ohio, USA

Contact information for the corresponding author* should appear at the lower left of the first page and include the author's first and last names, address, telephone number, and email address. When a paper is sent to the *Revista de Gastroenterología de México*, the authors must be aware that the only official form of communication between them and the Editorial Committee is by email. It is the authors' responsibility to maintain a current and functioning email address.

Abstracts

Abstract in Spanish. All original articles must include the following sections: *Introducción y objetivos, Material y métodos, Resultados, Conclusiones*, a maximum of 5 keywords each separated with a semi-colon, and a Word count that should not exceed 250 words. A minimum of abbreviations is suggested.

Abstract in English. It is the authors' responsibility to provide a title and an abstract in English that have been revised by an expert in the language. All original articles must include the following sections: *Introduction and aims, Materials and methods, Results, Conclusions*, and should not exceed 250 words. A maximum of 5 keywords are included at the end of the abstract, each word separated by a semi-colon. A *Word count* follows the *Keywords*. The content of the abstract should be the same in Spanish and English. A minimum of abbreviations is suggested.

Structure of the manuscript text

Introduction and aims. This section should be brief and provide only the explanation necessary for the reader to understand the text to be presented. It should include the research basis and its intent. It should not contain tables or figures. Cite only the references that are strictly necessary. The aim(s) of the work should be clearly stated and included as the final paragraph of this section.

Materials and methods. The materials utilized in the work, human or experimentation, are described here, along with their characteristics, the selection criteria, and techniques employed. Direct or bibliographic data must be provided so that the related experience can be repeated by the reader. The following of good clinical practice and animal experimentation norms must be stated. The center where the study has been conducted must be named, along with the study's time frame or duration, patient characteristics, the selection criteria employed, and techniques used. A precise description of how the study was carried out, the type of study design, inclusion and exclusion criteria, treatment guidelines, statistical analysis, etc. will be included, providing enough details so that the experience can be repeated based on the information provided. The bibliographic search should be described in the text, together with the key words, the years covered, and the last update. All methods used, including the statistical ones, must be specified. A brief description of the ethical norms followed by the researchers is given in relation to studies on humans as well as on animals. Studies on humans must have the express approval of the local ethics and clinical trial committee and be thus stated in the manuscript.

Results. The observations with the method employed are related, not interpreted, in this section. These data are explained in the text and complemented by tables and figures.

Discussion and conclusions. The authors should explain their own opinions on the topic here, emphasizing the following: 1) the significance and practical application of the results; 2)

considerations as to a possible methodology inconsistency and the reasons why the results can be valid; 3) the relation to similar publications and comparison between areas of agreement and disagreement, and 4) indications and directives for future research. In addition, care should be taken that the discussion not become a review of the theme nor a repetition of the concepts that appeared in the introduction. Study results should not be repeated either. The conclusions of the study should be included as the final paragraph of this section.

References

Consult the Reference preparation guidelines.

Tables

Each table should be on a separate page within the text document and numbered progressively with Arabic numerals. Include a brief title for each one and if necessary, a note, as well as the definition of the symbol(s) used. Superscript Arabic numerals should be used in footnotes in the tables. If abbreviations are used they should be defined just below the table.

Figures

Figures should be professionally designed. Clinical photographs, radiographs, and surgical specimens should only be presented in JPEG, EPS, or TIFF digital image formats in high resolution quality or its equivalent in 300 dpi. No original drawings, printed photographs of any kind, or radiographs will be accepted. If photographs of persons are sent they must preserve the individual's anonymity or be accompanied by a letter granting permission for their use. The figures should be uploaded separately to the EES. All figures should be cited following their descriptions in the text and numbered consecutively.

Figure legends (detailed description of each figure)

Figure legends should appear on a separate page and be doublespaced, each one beginning with an Arabic numeral. Detailed figure descriptions should be given in this section, not just simple statements that the figure is a chest or abdominal x-ray, for example. When arrows are used, identify what they are signaling. In graphs, the significance of each bar color or pattern should be indicated, as well as its statistical significance, when applicable. If abbreviations are included they should be defined in the figure legends.

Preparation of Scientific letters

The Journal's Editorial Committee will evaluate the Clinical descriptions that contain information that can be of clear educational value for the readers of the Journal. Case studies of 4 patients or fewer may be included that describe new aspects, a therapeutic challenge, treatments of pathologies with new drugs and/or relevant evaluations of the mechanisms of the disease, its diagnosis, or treatment. The maximum length is 850 words and the text should not be divided into sections. Two figures or tables may be included. The reference list should not have more than 10 references. Scientific letters do not include an abstract. The maximum number of authors is 5.

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This section is for images that are of clinical interest or useful for teaching. A maximum of 5 photographs are accepted in the JPEG, EPS or TIFF digital image formats at the best possible resolution (300 dpi). The text should not exceed 15 single-spaced lines that will be used as the

legends accompanying the photograph(s). Images with a maximum of 3 authors are accepted. A reference list is not required. No images printed on any kind of paper will be accepted. The Editors reserve the right to reject all images of inadequate quality or resolution. Images do not include an abstract.

Preparation of Letters to the Editors

The *Revista de Gastroenterología de México* accepts Letters to the Editors in relation to articles published in the Journal from the two latest issues. The Letter should have a title that refers to the article being discussed and it is the authors' responsibility to provide the title in Spanish and English. The letter should begin with the phrase, "To the Editors: ...". It should be no longer than 500 words. The authors' own data is acceptable if they strengthen the discussion of the article. If such is the case, a maximum of one table, figure, or illustration is allowed. There is a maximum of 5 references, including the obligatory reference of the article being discussed (previously published in the *Revista de Gastroenterología de México*). Consult the Reference preparation guidelines. Once the Letter to the Editors has been received, the authors of the article under discussion will be contacted to give them the opportunity to write a Letter of Response, and both will be published in the same issue of the Journal. If more than one Letter is received, all will be sent to the authors of the corresponding article so they can be answered.

Preparation of the Brief Communications

These are brief reports of preliminary or limited data corresponding to original research that is in progress, observations or case series with data on the pathogenesis, diagnosis, treatment, or prognostic factors of gastrointestinal, hepatic and/or pancreatic disorders. The authors are responsible for providing the title in Spanish and English. An abstract no longer than 150 words in Spanish and English must be included. The body of the article should not be longer than 1,200 words and should have only one table, figure, or illustration. The following sections are included: Introduction, Materials and methods, Results, and Discussion. There is also a maximum of 10 references (consult the Reference preparation guidelines).

Preparation of the Review Articles (by invitation)

These are articles that investigate, describe, and analyze the current state of knowledge on a subject of interest in Gastroenterology and related disciplines. They can be written by one or more collaborating authors, but only at the express request of the Editorial Committee. They may encompass aspects of pathogenesis, new diagnostic techniques, experimental treatments, emerging therapies, and new classifications of a nosologic entity. The abstract and text are not divided into sections. The Spanish and English abstracts should not exceed 250 words each, with a maximum of 5 keywords. Each Review article has a minimum of 5,000 words and a maximum of 7,500 words and no more than 250 references (structured as indicated in the Reference preparation guidelines). There is a maximum of 6 tables or figures.

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Language

The *Revista de Gastroenterología de México* accepts manuscripts in Spanish and English for their publication. The Journal publishes two versions, one in Spanish (printed and online formats) and one in English (online format). Accepted articles in Spanish are all translated into English and appear in the Journal's online version. Accepted articles in English are translated into Spanish and appear in both the printed and online versions of the Journal.

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:

- E-mail address
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All necessary files have been uploaded:

Manuscript:

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- 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

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- 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)
- Relevant declarations of interest have been made
- Journal policies detailed in this guide have been reviewed
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BEFORE YOU BEGIN

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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. If there are no conflicts of interest then please state this: 'Conflicts of interest: none'. [More information](#).

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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

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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Our online submission system guides you stepwise through the process of entering your article

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The editorial process includes the following phases:

1. The manuscripts are reviewed by the Administrative Editor to make sure they follow the Journal guidelines, and if they do not, they are returned to the authors to be completed.
2. Manuscripts are assigned to the Editors.
3. All manuscripts are submitted to peer review. The Editors assign the manuscript to two reviewers.
4. The reviewers may suggest the following decisions: Rejected, Accepted without Changes, Accepted with Minimal Modifications, Accepted with Major Modifications
5. Once the evaluations are received, the Editors discuss them to make their decision. The manuscripts can be Accepted immediately, they can be returned to the authors so the modifications suggested by the Reviewers can be carried out, or they can be Rejected. If there are differing opinions, a third Reviewer can be requested. If the Editors deem it necessary, a Technical Reviewer can be summoned, such as a statistics specialist.
6. In the case of modifications, the authors must submit a new version through the EES within a maximum time limit of one month from the notification, together with a letter written in the "Respond to Reviewers" section of the EES, in which they give a detailed description of the modifications made, including the proposals by the Editorial Committee, as well as those indicated by the reviewers consulted. If this is not done, the work will be rejected.

PREPARATION

Double-blind review

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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

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Article structure

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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].

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

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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.

Artwork

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Whilst it is accepted that authors sometimes need to manipulate images for clarity, manipulation for purposes of deception or fraud will be seen as scientific ethical abuse and will be dealt with accordingly. For graphical images, this journal is applying the following policy: no specific feature within an image may be enhanced, obscured, moved, removed, or introduced. Adjustments of brightness, contrast, or color balance are acceptable if and as long as they do not obscure or eliminate any information present in the original. Nonlinear adjustments (e.g. changes to gamma settings) must be disclosed in the figure legend.

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General points

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References

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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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Reference style

Reference preparation guidelines

The Editors of the *Revista de Gastroenterología de México* reserve the right to reject any article with incorrectly structured references. It is the responsibility of the author to make sure that the references are correctly organized and can be found by all readers.

The citation style of the Journal is the numbered Vancouver style. The references should be numbered progressively in the order in which they first appear in the text, tables and figures, and they should be written in Arabic numerals with no parentheses and then followed by the necessary punctuation.

Journal articles

The writing should follow the indications of the International Committee of Medical Journal Editors in the style of the *Index Medicus*. The list of correct abbreviations appears annually in the January issue of the *Index Medicus* and can also be consulted in *PubMed*.

All authors must be included (capitalized last names followed by first name initials in capital letters) when there are 3 or fewer. When there are more, the first 3 are named, followed by the

term “et al.”

Each author’s name is separated by a “comma”(,) and the last author’s name is separated from the title of the article by a “period”(.). The title of the work must be written out completely in the original language. Journal abbreviations follow the indications in the *Index Medicus* and *PubMed*. The year of publication comes after the Journal abbreviation with no separating punctuation and it is then separated from the journal volume by a “semicolon” (;). It is not necessary to put the journal number or month of publication in those journals that publish their issues with continuous pagination. The volume should be followed by a “colon” (:) separating it from the first and last pages of the designated article. The first and last pages are hyphenated (-).

Examples:

1. Rawsthorne P, Shanahan F, Cronin NC, et al. An international survey of the use and attitudes regarding alternative medicine by patients with inflammatory bowel disease. *Am J Gastroenterol* 1999;94:1298-303.
2. Lizardi-Cervera J, Vázquez-Elizondo G, Becerra-Laparra I, et al. Estudio comparativo de la presentación clínica y complicaciones de la diverticulitis aguda colónica en pacientes mayores y menores de 65 años. *Rev Gastroenterol Méx* 2008;73:153-8.

Book chapter

All authors must be included (capitalized last names followed by first name initials in capital letters) when there are 3 or fewer. When there are more, the first 3 are named, followed by the term “et al.”. Each author’s name is separated by a “comma” and the last author’s name is separated from the title of the chapter by a “period”. The title of the chapter must be written out completely in the original language followed by a “period” and then the Word “In” for publications in English or “En” for publications in Spanish followed by a colon (:). Include the names of the Editors in the same format as that for authors. After the last name put a “comma” (,) and the word editor(s) followed by a “period” (.). Write the title of the book followed by a “period” (.). Then write the number of the edition, if it is not the first, followed by a “period” (.), the city in which it is edited, followed by a colon (:), the name of the publisher, followed by a “semicolon” (;), the year of publication, followed by a “comma” (,), and then the abbreviation “pp.” followed by the hyphenated (-) first and last pages of the chapter.

Examples:

1. Sherman S, Lehman GA. Complications of endoscopic retrograde cholangiopancreatography and endoscopic sphincterotomy: management and prevention. In: Barkin JS, O’Phelan CA, editors. *Advanced therapeutic endoscopy*. New York: Raven Press; 1990, pp. 201-10.
2. Denis K, Kennett RH, Kinman N, Molinario C, Sherman L. Defining the B-cell repertoire with hybridomas derived from monoclonal fragment cultures. In: Kennett RH, McKearn TJ, Bechtol KB, editors. *Monoclonal antibodies. Hybridomas: a new dimension in biological analyses*. 2nd ed. New York: Plenum Press; 1981. pp. 49-59.

The term “personal communication” should not be used. In contrast, the term “in press” may be used when the paper has already been accepted by a journal, and in that case, the name of said journal must be specified. All other cases referring to abstracts, books, conference publications, technical and scientific reports, newspaper articles, Internet pages, or electronic material may be consulted directly at www.nlm.nih.gov/citingmedicine/.

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AFTER ACCEPTANCE

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