

EDITORIAL POLICIES
AND
INSTRUCTIONS FOR AUTHORS

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EDITORIAL POLICIES

Aims and scope

The Portuguese Journal of Pediatrics (PJP) was founded in 1938 and is an official organ of the Portuguese Society of Pediatrics (SPP). It is a Portuguese scientific double-blind peer-reviewed journal published in English. It aims to publish high-quality clinical to experimental pediatric and maternal-fetal conditions. The PJP publishes original articles, review articles, case series, case reports, images in Pediatrics, editorials, letters to the editor, guidelines, perspectives, and other content to improve clinical practice. It is published online trimestrial.

The accuracy of the PJP contents and the views expressed are the authors' sole responsibility. All published articles constitute property of the PJP and cannot be reproduced, partly or entirely, without the editor's authorization.

Manuscripts submitted to the PJP must comply with the norms included in the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, created by the International Committee of Medical Journals Editors (ICMJE), updated in December 2019, available online in <http://www.icmje.org/icmje-recommendations.pdf>.

The PJP's review and publication process respect the Editorial Policy Statements issued by the Council of Science Editors (https://www.councilscienceeditors.org/wp-content/uploads/CSE-White-Paper_2018-update-050618.pdf).

The Portuguese Journal of Pediatrics has adopted its current name in 2018 and follows the former Acta Pediátrica Portuguesa.

Editorial independence

It is SPP's responsibility to appoint and dismiss the Editorial Board of the PJP and establish a contract at the time of their appointment. That contract includes the Editorial Board's rights, duties, authority, and conflict resolution mechanisms. In addition, mutually agreed indicators evaluate the performance of the Editorial Board.

The PJP adopts the definition of editorial freedom of the ICMJE described by the World Association of Medical Editors, which states that the Editor-in-Chief assumes complete authority over the journal's editorial content and on publication of its content. The SPP, as proprietor of the PJP, does not interfere in the process of evaluating, selecting, programming, or editing any manuscript, either directly or by maintaining an environment that can strongly influence the decisions. The editor bases the editorial decisions on the quality of the articles submitted their importance to the readers of the PJP, not on any business implications they may have for the journal. The editor is also free to express critical but responsible views on all aspects of medicine without fear of reprisals.

Revenue sources

The journal is supported by the Portuguese Society of Pediatrics and commercial advertising. There are no article processing charges, no submission fees, no subscriptions, or other organizational supports.

Publishing best practices

Authorship and responsibility

As mentioned in the ICMJE Requirements, authorship refers to a substantial contribution to the manuscript. Therefore, in the Authorship Responsibility Statement, each author must specify his contribution to the work.

Individual contributions statement signed by each author

Authors must meet the four criteria for authorship:

1. Have a direct and substantial intellectual contribution to the conception or design of the article;
2. Participate in the analysis and interpretation of data;
3. Participate in the drafting of the manuscript, critical review of the content, and approval of the final version;
4. Acknowledge that they are accountable for the accuracy and integrity of the work.

Contributors who do not meet these four criteria for authorship but have contributed to the study or manuscript should be recognized in the Acknowledgements section, specifying their contribution.

Each manuscript must have a 'corresponding author'. However, all the authors should have participated significantly to take public responsibility for the content and authorship credit.

The corresponding author must obtain written permission from everyone mentioned in the acknowledgements.

Obtaining funding, collecting data, or the general supervision of the workgroup, by itself, does not justify authorship.

Group authorship

When a large group of authors perform a work, this group must decide who the authors listed in manuscripts are before starting to work.

All group members listed as authors should meet all the four criteria of authorship, including the approval of the manuscript's final version and should take public responsibility for the totality of the work on behalf of other co-authors. In addition, all group members must complete the declaration of conflicts of interest form individually.

When authors publish on behalf of the group, the corresponding author must specify the group name if it exists. Other co-authors and collaborators should be listed as such in an appendix.

Changes in authorship

Authors must determine the authorship order and resolve any disagreements before submitting the manuscript. Changes in authorship (whether in order or number of authors) should be discussed and approved by all the authors. The authors should explain by e-mail any requests for changes in authorship after the initial submission and before publication.

After submission, any change in authorship must be approved in writing by all the authors. After accepting the manuscript, changes to authorship or the authors' order are not allowed

Role of the corresponding author

The corresponding author communicates with the journal during submission, peer review, and publication process on behalf of all co-authors. The corresponding author is also responsible for ensuring all the journal's administrative requirements (including providing authorship details, approval by the ethics committee, conflict of interest forms, and informed consent).

Guidance for submission of studies

The PJP recommends the guidelines for publication of the EQUATOR network (<http://www.equator-network.org>), namely the CONSORT declarations and their extensions (randomized trials, <http://www.consort-statement.org>), STROBE (observational studies, <https://www.strobe-statement.org>), STARD (diagnostic/prognostic studies, <http://www.equator-network.org/reporting-guidelines/stard>), PRISMA (systematic reviews and meta-analyses, <http://prisma-statement.org>), SQUIRE (quality improvement studies, <http://www.squire-statement.org>) and CARE (case reports, <http://www.care-statement.org>).

Statistical reporting should be done under the Statistical Analysis and Methods in the Published Literature (SAMPL Guidelines, <http://www.equator-network.org/2013/02/11/sampl-guidelines-for-statistical-reporting>).

Duplicate submission and publication

The PJP does not accept material submitted to another journal at the same time or already published, except for published abstracts of presentations at scientific meetings.

The PJP endorses the ICMJE policy regarding overlapping publications (<http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/overlapping-publications.html>).

Plagiarism policy

Whether it's intentional or not, plagiarism is a severe violation. We define plagiarism as the reproduction of another work with at least 25% similarity and without citation. The PJP uses specific software for similarity checks.

If plagiarism is detected before the acceptance, the author will be allowed to reformulate the manuscript. However, the authors will be responsible for legal issues resulting from plagiarism after publication, and the manuscript will be retracted.

Ethical considerations

The authors must ensure that the study submitted complies with the ethical and legal principles during research and publication phases, including the World Medical Association Declaration of Helsinki revised in 2013 (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/>), the ICMJE (www.icmje.org) and the Committee on Publication Ethics (COPE) (<http://publicationethics.org/resources/guidelines>) guidelines.

Ethical Committee Approval

When applicable, the authors must provide evidence of approval by the ethics committee(s) of the involved institution(s). This information must be included in the appropriate section of the manuscript.

Informed Consent

Before publication, studies involving patients or voluntaries require the subject's written consent (or parent/guardian). The authors are responsible for obtaining patients' informed consent regarding any reported clinical and biological data, published photographs, and videos. This information must be stated in the appropriate section of the manuscript.

Privacy

The PJP follows the General Data Protection Regulation (Law No. 58/2019 of 8 August). Accordingly, any information non-consented of patients, mainly photographs, identification, or hospital record numbers, is not accepted, even after taking appropriate measures to preserve anonymity. Furthermore, names, initials, or other forms of identification must be removed from photos or other images.

Studies involving animals

Studies involving animal experiments must be conducted following the guidelines defined in the "Guide for the care and use of laboratory animals" by the National Institute of Health. All animal studies should also comply with the ARRIVE (Animal Research: Reporting of In Vivo Experiments) guidelines. The authors should also comply with the national legislation that regulates this type of study (Decree-Law No. 113/2013 of 7 August 2013). The manuscript should clearly explain that the guidelines mentioned above were followed.

The PJP holds the right to reject any manuscript based on the ethical misconduct of human or animal studies.

Language

The manuscripts submitted to PJP must be written in English, except for the abstract translated into Portuguese.

Open access policy

All articles in this journal are Open Access and meet the requirements of the funding agencies or academic institutions.

The number of downloads for each article is shown on its webpage at pjp.spp.pt.

Copyright

Considering third party use, the PJP is licensed under a Creative Commons' Attribution-NonCommercial (by-nc)' license. The journal allows the author(s) to hold the copyright of their work (all usages allowed except for commercial purposes). In addition, the journal allows the author(s) to retain publishing rights without restrictions. License information will be permanently attached to published content, ensuring that this data will not change in the case of a journal changing policies for new submissions. Please contact us at editorinchief.pjp@spp.pt for permissions related to the commercial use of the article(s).

The author is responsible for obtaining permission to reproduce illustrations, tables, etc., from other publications.

Upon acceptance of an article, the authors will be asked to complete a "Publishing Agreement". An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a Publishing Agreement form or a link to the online version of this agreement.

The PJP follows Sherpa/RoMEO policies on copyright and auto-archiving (<http://www.sherpa.ac.uk/romeo/>).

Auto-archiving

The author is entitled to post the manuscript in their institution's repository, as long as the publication journal is stated and it complies with the Creative Commons license.

This journal utilizes the [LOCKSS](#) system to create a distributed file system among participating libraries and create permanent journal archives for preservation and restoration.

Article-processing charges

There is no article processing charge (no submission fees even for the publication of colour images).

Permissions

All previously published and copyrighted material, including illustrations (figures and tables), must be accompanied by the written permission of the copyright holders.

Conflicts of interest and funding sources

Public trust in the scientific process and the credibility of published articles depend partly on how transparently conflicts of interest are handled during the planning, implementation, writing, peer review, editing, and publication of scientific work.

A conflict of interest exists when professional judgment concerning a primary interest (such as patients' welfare or the validity of research) may be influenced by a secondary interest (financial gain).

Financial relationships are the most easily identifiable conflicts of interest and are the most likely to undermine the credibility of the journal, the authors, and science itself. However, conflicts can occur for other reasons, such as personal relationships or rivalries, academic competition, and intellectual beliefs. Authors should avoid entering into agreements with study sponsors, both for-profit and nonprofit, that interfere with authors' access to all of the study's data or that interfere with their ability to analyze and interpret the data and to prepare and publish manuscripts independently when and where they choose.

All participants in the peer-review and publication process must consider their conflicts of interest when fulfilling their roles and must disclose all relationships that could be perceived as potential conflicts of interest.

Therefore, all authors must complete and submit the ICMJE Form for Disclosure of Potential Conflicts of Interest available at: <http://www.icmje.org/disclosure-of-interest/>. This information will be kept confidential during the manuscript review and will not influence the editorial

decision but will be published if the article is accepted. If there are no conflicts of interest, the authors must state this.

This information should be provided under the section entitled "Declaration of Conflicts of Interest", which should appear after the "Acknowledgements" section and before the "References" section. In addition, the absence of any conflict of interest must also be declared.

Editors, members of the editorial board and journal staff as authors

The PJP considers original papers submitted by editors, editorial board members, and journal staff, but they are not involved in editorial decisions about their scholarly work. After submission, an editorial assistant verifies if any member of the PJP team is an author. In this case, members are excluded from publication decisions. The PJP has two Editors-in-Chief, and one of them (without authorship responsibility) is assigned to coordinate and oversee the review process.

Clinical trials

The PJP supports initiatives that contribute to better disclosure of clinical trial results. This includes prospective registration of clinical trials in public databases. Under the ICMJE recommendations, the PJP requires the registration of all clinical trials included in manuscripts submitted for publication in this journal.

ICMJE adopts the World Health Organization's definition of the clinical trial: "any study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes". This definition includes Phase I to Phase IV trials. In addition, ICMJE defines health-related interventions as "any intervention used to modify a biomedical or health-related outcome" and health-related outcomes as "any biomedical or health-related measures obtained in patients or participants".

Registration in a public clinical trials database is mandatory for PJP's publication data from clinical trials, following the recommendations of the ICMJE. The trials must be registered before or at the beginning of the patient recruitment period. The trial registration number (TRN) and registration date should be included as the last line of the manuscript abstract.

Purely observational studies (those in which the assignment of the medical intervention is not at the investigator's discretion) do not require registration.

Availability of data

The PJP strongly suggests that all datasets on which the manuscript's conclusions rely should be available to readers. Raw data on which the manuscript is based can be requested during the review process or up to ten years after publication. Therefore, we encourage authors to ensure that their datasets are either deposited in publicly available repositories (where available and appropriate) or presented in the main manuscript or additional supporting files in machine-readable format (such as spreadsheets rather than PDF files) whenever possible.

The PJP requires an "Availability of Data" section at the end of each manuscript. For drug or medical device trials, this section must include at least the relevant data of each patient, properly anonymized, available upon justified request to the authors.

We suggest one of the following forms for this statement:

"Availability of data: individual patient data [and/or] complete dataset [and/or] technical appendix [and/or] statistical analysis specifications are available in [/DOI] [with free access/but

the following restrictions apply] [from the corresponding author]. Subjects gave informed consent for the availability of data [either informed consent was not obtained from the participants, but the data are anonymized, and the risk of identification is low [or] informed consent was not obtained. Still, the potential benefits of the availability of these data justify the potential risks, as...]".

If data are not available, the statement should mention: "Availability of data: additional data are not publicly available." This statement does not apply to clinical trials of drugs or medical devices.

Appeals and Complaints

Any appeal on a decision or complaint during peer-review, or post-publication, must be submitted in writing to the Editor-in-Chief. All cases are handled in line with COPE guidelines.

Advertising

The PJP accepts only advertising relevant to the area of Pediatrics, including prescription and nonprescription drugs, other pharmaceutical products or medical devices.

The decision of accepting adverts is made by the editorial board and authorized by the Portuguese Society of Pediatrics.

Bibliographic databases/Repository

The PPJ is indexed/listed in:

- Scopus
- SciELO
- Committee on Publication Ethics (COPE)
- Directory of Open Access Journals (DOAJ)
- SherpaRomeo
- Índice de Revistas Médicas Portuguesas
- Free Medical Journals
- Latindex
- RCAAP Repositórios Científicos de Acesso Aberto de Portugal
- Directório Luso-Brasileiro

INSTRUCTIONS FOR AUTHORS

Manuscript submission

The PJP provides authors with an online-only submission and review system of articles directly at <https://pjp.spp.pt> or through the SPP's website (<http://www.spp.pt>). In the online platform, authors submit their papers and monitor their status throughout the review process. In addition, they are notified by e-mail whenever their articles undergo relevant changes during the editorial process.

To submit a manuscript, the authors must follow the following steps:

- **Create a user account** by registering at the PJP's website (<https://pjp.spp.pt>)
- **Manuscript submission:** after the registration/login process is complete, the authors can submit and track the progress of their articles. Each submission is identified with a unique identification number.

Questions should be directed to the support team at pjp@spp.pt.

Required documents

Before submitting a paper, authors must prepare the following documents:

- The **Cover letter** (template available at <https://pjp.spp.pt/about/submissions>) should be written and signed by the corresponding author and provide the relevant data to justify the article's publication and its originality. Moreover, it must state that the manuscript was only submitted on the PJP, was not previously published, adheres to the structure and style standards adopted by the PJP, complies with ethical and legal guidelines, and indicates sources of funding.
- The **Authorship responsibility statement** (template available at <https://pjp.spp.pt/about/submissions>) should be filled out by the corresponding author and signed by all authors and specifying the contribution and responsibility of each one for data validity and the article's content. Finally, it should state that everyone accepts the copyright transfer to the PJP. Although editors and proofreaders develop efforts to ensure the scientific and technical quality of the manuscripts, the ultimate responsibility of the content (including accuracy and precision of the observations and opinions expressed) is the sole responsibility of the authors to whom the article's intellectual property belongs.
- **Declaration of Conflicts of Interest** (ICMJE template, available at <http://www.icmje.org/disclosure-of-interest/>). Authors must declare any potential conflicts of interest that could cause a bias or be seen as a bias in the conduct of their work in the individual ICMJE template declaration. Consequently, authors must disclose all financial and personal relationships concerning the submitted work. They should also identify any benefits associated with the article's publication, including stock or economic interests in companies or other institutions, wages or awards, grants or other forms of funding, consulting, patent rights or any other type of financial relations.

When applicable, authors should also submit:

- a) Informed consent of each participant, if applicable;
- b) Informed consent concerning each person appearing in photographs, even after attempting to conceal their identity;

- c) Authorization to reproduce/use previously published material (for example, illustrations);
- d) Declaration of approval by the ethics committees of the institutions involved, if applicable.

All documents must be provided during the submission process through the online platform or by e-mail (pjp@spp.pt).

Any other personal, professional, political, religious, or other forms of relationship that readers may consider likely to influence the article should also be reported. This information will be kept confidential during the manuscript review and will not affect the editorial decision but will be published if the paper is accepted.

The existence of conflicts of interest for publishing an article does not constitute a reason for rejection, as long as the said conflicts are appropriately declared. For any queries on what constitutes a relevant financial or personal interest, authors should contact the Editor-in-Chief.

Structure of the manuscript

Frontpage

- a) Title (concise and objective, preferably with less than ten words).
- b) Name of all authors (clinical or professional name) and respective affiliation (department, institution, city). All authors must provide an ORCID ID at submission by entering it into the submission system's user profile.
- c) Address and e-mail of the corresponding author.
- d) Brief title for the header (with a maximum of 40 characters).
- e) Type of article.
- f) Word count (separately for the abstract and the main text).
- g) Number of figures and tables.
- h) Statement of conflict of interests.

Second page

- a) Abstract in English and Portuguese (maximum word count according to the article type). The abstract should not contain references and abbreviations.
- b) Keywords (three to six) must comply with Medical Subject Headings (MeSH) terminology found at <http://www.nlm.nih.gov/mesh/>. In manuscripts that do not require an abstract, the keywords should be presented at the end of the main text.

Following pages

The following pages should include the article's main text according to the specific sections of each type. In addition, acknowledgements, financing sources, awards and previous presentations should be mentioned after the text and before the references.

After the references, the illustrations should be presented individually on a new page, in the following order: tables and figures.

Article types

The PJP accepts the following article types:

- a) Editorials;
- b) Original articles reporting clinical or basic research;
- c) Review articles;
- d) Systematic reviews and meta-analyses;
- e) Case reports;
- f) Case series;
- g) Images in Pediatrics;
- h) Perspectives (these articles written at the invitation of the Editor-in-Chief and consist of comments on articles published in the journal or on topics of particular relevance);
- i) Letters to the Editor, consisting of concise opinions on recently published articles or topics of particular relevance;
- j) Guidelines;

A resume table can be found at the end of this section.

Manuscript text

Editorials

Editorials are the responsibility of the Editorial Board or by invitation of the Editor-in-Chief and are a comment on current topics or articles published in the journal.

They should not exceed 1200 words (excluding references and captions of illustrations), 15 references and may contain an image (table or figure). They have no abstract.

Original articles

Original articles must include the following sections: Introduction, Methods, Results, Discussion, Acknowledgements (if applicable), References, Tables and Figures. At the end of the discussion, the authors must present two short sections on "What is Known" and "What is new", with three small sentences each.

Original articles should not exceed 4000 words (excluding references and captions of illustrations), up to six images (tables, figures) and up to 60 references. The abstract should be written in Portuguese and English and should not have more than 250 words.

Review articles

Review articles are comprehensive articles that synthesize old ideas and suggest new ones. They cover large fields. They can be of clinical or basic science research. Although this is published by the invitation of the Editor-in-Chief, the journal occasionally accepts unsolicited review articles about important issues or recent advances. Before you submit a review, please send a brief outline (no more than 500 words) to the Editor-in-Chief indicating the importance and novelty of the subject and why you are qualified to write it. A submission invitation does not guarantee acceptance.

Review articles should not exceed 4000 words (excluding abstract, references and captions of illustrations), up to six images (tables, figures) and up to 75 references. The abstract should be written in Portuguese and English and should not have more than 350 words.

Systematic reviews and meta-analyses

The purpose of a systematic review should be to produce a conclusion based on evidence. Methods must provide a clear indication of the literature search strategy, data mining, classification of evidence and analysis. PRISMA guidelines (<http://www.prisma-statement.org/>) must be followed.

All systematic reviews should be registered in PROSPERO (<http://www.crd.york.ac.uk/PROSPERO/>).

Systematic reviews may or may not use statistical methods (meta-analysis) to analyze and summarize the results of the included studies.

The text should not exceed 4,000 words, excluding a structured abstract (up to 350 words). In addition, it cannot include more than 80 references and up to six illustrations (tables, figures).

Case reports

Case reports should include the following sections: Introduction, Case Report and Discussion. At the end of the discussion, the authors must present two short sections on "What is Known" and "What is new", with three small sentences each.

CARE guidelines (<http://www.care-statement.org/>) must be followed.

It should not have more than five authors, and all authors must have had a substantial individual contribution to the writing of the manuscript and not only be involved in the patient care. Those who were only interested in patient care should be listed in the appendix.

The text must not exceed 2000 words (excluding abstract, references and captions of illustrations), four images (tables, figures) and 25 references. The abstract should be written in Portuguese and English and should not have more than 350 words.

Case series

These articles describe sets of cases in a perspective of reflection on a particular experience of diagnosis, treatment or prognosis. The text must include the following sections: Introduction, Methods, Results, Discussion. At the end of the discussion, the authors must present two short sections on "What is Known" and "What is new", with three small sentences each. It should not exceed 4000 words (excluding abstract, references and captions of illustrations), up to six images (tables, figures) and up to 60 references. The abstract should not exceed 250 words and should be structured similarly to the main text.

Letters to the Editor

Letters to the Editor are critical comments about an article published in the journal or a short note about a given topic or clinical case.

If it includes a critical comment about an article, the following general structure must be used: identify the article (reference 1); justify your writing; provide evidence (from the literature or personal experience); provide a summary; cite references. The author answers must comply with the same structure. The manuscript will be accepted faster if it refers to an article published recently.

Letters to the Editor should not exceed 600 words (excluding references and captions of illustrations), ten references, and may include a figure or table. They have no abstract.

Images in Pediatrics

Images in Pediatrics are an important contribution to clinical learning and practice. This section is intended to publish clinical, radiological, histological and surgical images, among others. The title should not have more than eight words. Authors must be at most four and the images of high quality and educational value. The text should describe a brief medical history and relevant physical examination data, laboratory and clinical follow-up, as appropriate.

Images in Pediatrics should not exceed 300 words, no more than five references and up to four figures. Captions should be brief and informative. Arrows or other symbols should be included as necessary to facilitate understanding of the images. They have no abstract.

Perspective

This type of manuscript is submitted at the invitation of the Editorial Board. However, unsolicited papers can be accepted (and, thus, encouraged) and can cover a wide variety of themes in health care, including current or emerging problems, controversies in the field of paediatrics, management and health policy, medical education, history of medicine, society issues, and epidemiology. An author wishing to suggest an article in this category should send the respective abstract by e-mail to the Editor-in-Chief, indicating the authors (no more than three authors are recommended) and the article's title for evaluation.

Upon acceptance of the proposal, the final paper must contain a maximum of 1200 words (excluding references and captions of illustrations), two images (table, figure) and up to 10 references. An abstract is not mandatory.

Guidelines

The submission of consensus and guidelines of the Portuguese Pediatric Society or other societies should be made by its respective Presidents or their representatives by contacting the Editorial Board. The authorship is attributed to the Section or Society in question. The approval date, the author's names and their institutional affiliation must appear at the end of the text.

Clinical practice guidelines should not exceed 4000 words, up to six illustrations (tables or figures) and up to 100 references. An abstract is not mandatory.

Manuscript word-limit

Article type	Abstract	Keywords	Main text structure	Max. words	Tables/figures	References
Editorial	None	None	Unstructured	1200	Total up to 1	Up to 15
Original article	Max. 250 words; structured (Introduction and Objectives, Methods, Results and Discussion)	Up to 6	Introduction; Methods; Results; Discussion; Summary; Acknowledgments; if any; References; and figure legends, if any	4000	Total up to 6	Up to 60
Review article	Max. 350 words; unstructured	Up to 6	Introduction; thematic sections at the discretion of the authors; Conclusion(s); Acknowledgments, if any; References; and figure legends, if any	4000	Total up to 6	Up to 75
Systematic review and meta-analyses	Max. 350 words; structured	Up to 6	PRISMA	4000	Total up to 6	Up to 80
Case report	Max. 150 words; unstructured	Up to 6	Introduction; Case report; Discussion; Conclusion(s) (optional); References; and figure legends, if any	2000	Total up to 4	Up to 25
Case series	Max. 250 words; structured (Introduction and Objectives, Methods, Results and Discussion)	Up to 6	Introduction; Methods; Results; Discussion with Conclusion(s); Summary, Acknowledgments, if any; References; and figure legends, if any	4000	Total up to 6	Up to 60
Images in Pediatrics	None	Up to 6	Unstructured	300	Total up to 4	Up to 5
Perspective	None	Up to 6	Unstructured	1200	Total up to 2	Up to 10
Letter to the Editor	None	Up to 6	Unstructured	600	Total up to 1	Up to 10
Guidelines	None	Up to 6	Introduction; thematic sections at the discretion of the authors; Conclusion(s); Acknowledgments, if any; References; and figure legends, if any	4000	Total up to 6	Up to 100

Guidelines on the contents of the different sections

Introduction

The introduction should contain the scientific arguments that contextualize the subject matter, substantiate the realization of the study and identify its objectives. Therefore, this section should only have the necessary references for these purposes.

Methods

In this section, the author should describe:

- a) Study sample or population (specifying its definition and means of identification, recruiting and selection);
- b) Study location in time and space without disclosing author's identification or the institution where the study took place;
- c) Study design;
- d) Data collection methods;
- e) Data analysis methods. Statistical methods should be described in sufficient detail. The computer program (and its version) used for data analysis should be mentioned, as well as its manufacturer.

Ethical considerations should be stated at the end of this section, including the approval of ethics committees and obtaining informed consent, if applicable.

Results

Following a logical sequence, the results must be presented in the text and complemented by illustrations (tables, figures). Authors should mention only the main observations of the images, and redundant information should not be provided.

Discussion

The discussion should not include repeated information contained in the other article sections. Instead, it should focus on the relation of the results with other studies; innovative aspects of the study, and the conclusions that result from them. Only the indispensable references to discuss the study results should be included. At the end of the discussion, possible limitations should be pointed out. The conclusion must be under the study's objectives. Authors must avoid statements and conclusions that are not fully supported by the research results.

Style guides

Use of word-processing software

The file must be saved in the native format of the word processor. The text should be in a single-column format. Keep the text layout as simple as possible.

To avoid unnecessary errors, you are strongly advised to use your word processor's grammar and spelling checking functions.

General requirements

All articles submitted to the journal must comply with these instructions. Failure to do so will result in the return of the manuscript and a possible delay in publication.

- Manuscripts should be sent in DOC, DOCX or RTF format and should not be blocked or protected.
- The text of the manuscript should be typed double-spaced. Do not format the text in multiple columns.
- All margins should be at least 30 mm.
- Line numbers must be included in continuous mode.
- All pages should be numbered consecutively in the top right-hand corner, beginning on the title page.
- Specify any special characters used to represent characters, not on the keyboard.

References

Citations in the text

Superscript Arabic numerals are used in the text. Authors may be identified, but the reference number must always be given.

References to unpublished data and personal communications should be made directly in the text and should not be numbered. Citation of a reference as "in press" implies that it has been accepted for publication.

Format of the reference list

Ensure that all the references mentioned in the Reference List are cited in the text and vice versa. References should be listed using Arabic numerals in the order they are cited in the text. The reference list should be added as part of the text, not as a footnote. Reference software specific reference codes are not allowed.

References to published articles should include the name of the first author followed by the names of the other authors, article title, journal name and the year of publication, volume and pages. Journal names should be abbreviated according to the Medline style.

A detailed description of the formats of different reference types can be found in "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (http://www.nlm.nih.gov/bsd/uniform_requirements.html). List all the authors if there are six or fewer. Et al. should be added if there are more than six authors.

It is mandatory to indicate the DOI (Digital Object Identifier) in all references that have it.

Examples

Published article

Wallace IF, Berkman ND, Watson LR, Coyne-Beasley T, Wood CT, Cullen K, et al. Screening for speech and language delay in children 5 years old and younger: a systematic review. *Pediatrics* 2015;136:448-62. DOI: 10.1542/peds.2014-3889

Article in press

Hunter G, Blankenburg R, Andrews J, Stevenson T. An unusual case of abdominal pain and hyponatremia in a 16-year-old girl with disordered eating. *Pediatrics* 2017 (in press) DOI: 10.1542/peds.2017-0291.

Book

Murray PR, Rosenthal KS, Pfaller MA, Kobayashi GS. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

Book chapter

Castellano Barca G, Hidalgo Vicario M, Ortega Molina M. Transtorno del comportamiento alimentário. In: Castellano Barca G, Hidalgo Vicario M, Redondo Romero A, editores. *Medicina de la adolescência – atención integral*. Madrid: Ergon; 2004. p.415-29.

Thesis

Borkowski MM. *Infant sleep and feeding: a telephone survey of Hispanic Americans* [thesis]. Mount Pleasant: Central Michigan University; 2002.

Web page

At a minimum, the full URL and the date on which the document was consulted must be given. In addition, any other information, if known (author name, date, reference to a publication of origin, etc.), must also be given.

Programa nacional de luta contra a tuberculose. Sistema de vigilância (SVIG-TB). Direção-Geral da Saúde – Divisão de Doenças Transmissíveis [retrieved March 2005]. Available at: <http://www.dgsaude.pt/upload/membro.id/ficheiros/i006875.pdf>.

Footnotes

Footnotes should be avoided. When necessary, they must be numbered consecutively and appear at the bottom of the appropriate page.

Acknowledgements (optional)

Before references, the acknowledgement should appear in a separate section at the end of the manuscript. It intends to thank those who contributed to the study but not weight authorship. In this section, you can thank all of the sources of support, whether financial, technological or consulting, as well as individual contributions.

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Excessive and unnecessary use of acronyms and abbreviations should be avoided. Instead, they should only be used to facilitate readability, reducing the repetition of long technical terms.

Study location

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Numbers

Numbers one through nine must be written in length, except when they have decimals or if followed by units of measure. Numbers greater than nine are written in digits, except at the beginning of a sentence. The point is to be used as a decimal separator. A thousand separator should not be used.

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Units of Measure

Units of measure in the International System of Units should be used. Measurements of length, height, weight and volume should be expressed in metric units (meter, kilogram, or litre) or decimal multiples. Temperatures should be written in degrees Celsius (°C), blood pressure in millimetres of mercury (mmHg), and hemoglobin in g/dL. All measurements should be referred to in the biochemical or hematological metric system according to the International System of Units (SI).

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Tables and figures

Tables and figures should be numbered in the order in which they are cited in the text with Arabic numerals and identified as a Figure or Table.

Each Table and Figure included in the manuscript must be referred to in the text, e.g. "An abnormal immune response can be at the source of the symptoms of the disease (Table 2). In addition, it is associated with the other two lesions (Fig. 1).

Abbreviation of the word "Figure" (as "Fig.") is allowed while it is not. In captions, both words are written unabbreviated.

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