

## INFORMATION FOR AUTHORS OF *ACTUALIDAD MÉDICA*

### GENERAL GUIDELINES

*ACTUALIDAD MÉDICA* is a centenary ([www.actualidadmedica.es](http://www.actualidadmedica.es)), national and international scientific journal that publishes clinical and basic research articles, didactic and opinion articles, letters to the editor, editorials and commentaries related to diseases and pathologies affecting humans in the field of internal medicine and other medical-surgical specialties.

It is the official journal of the Royal Academy of Medicine of Eastern Andalucía. It publishes 3 issues per year and accepts manuscripts in Spanish and English. It has a printed version (Spanish) and an on-line version (English and Spanish).

### RESPONSABILITIES AND ETHICS IN PUBLISHING

*ACTUALIDAD MÉDICA* considers research and publication misconduct to be a serious breach of ethics, and will take such actions as necessary to address such misconduct. Authors should refer to the [Committee on Publication Ethics \(COPE\)](#) and the International Committee of Medical Journal Editors for full information.

The journal *ACTUALIDAD MÉDICA* does not accept previously published material. Plagiarism and duplicate submission are serious acts of misconduct. Plagiarism takes many forms, from 'passing off' another's paper as the author's own paper, to copying or paraphrasing substantial parts of another's paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behavior and is unacceptable. Duplicate submission/publication occurs when two or more papers, without full cross-reference, share the same hypothesis, data, discussion points, or conclusions.

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Identifying information should not be published in written declarations, photographs or pedigrees. Do not reveal patients' names, initials or hospital numbers, for example in illustrative material. Photographs of human subjects must be accompanied by informed consent of the person(s) concerned and requires that the person should see the manuscript before publication, if the patient/s could be identified by the images or clinical data added to submission. Facial features must be unrecognizable. The Editorial Office may request the authors to supply a PDF copy (or paper copy) of an ethical committee approval for articles describing animal experiments or clinical studies/trials (patients, patient material, medical records), including a verified and official translation of such documents. State in the ethics section that the procedures of the study received ethics approval from the relevant and named national, regional or institutional ethics/review committee(s) responsible for human/animal experimentation. Supply the date of issue and registration number. If no ethics approval was received, explain why, including an explanation as to how the study adhered to the Helsinki Declaration (<http://www.wma.net/en/30publications/10policies/b3/index.html>).

### AUTHORSHIP

All data included in a submission must be real and authentic. All the authors included in a submission must have significantly contributed to the elaboration of the document, as well as they have to compulsorily provide retractions or corrections of mistakes, if necessary, when errors are found, promote publication of correction or retraction.

For original research and didactic articles, a maximum of 6 authors is recommended, although suggestions of a larger

number will be accepted. For all other manuscript types, 4 authors is considered an acceptable number of authors. Each author should specify how he or she wants his or her names cited (i.e., only the first last name, two last names or hyphenated two last names). If requested, each author should specify the type and degree of involvement in the manuscript.

#### PEER-REVIEW

*ACTUALIDAD MÉDICA* publishes a number of documents accepted after a peer-review process. Documents will be reviewed by blind reviewers who have no conflict of interest with respect to the research, the authors and/or the research funders. Documents will be treated by reviewers confidentially and objectively. Reviewers should point out relevant published work which is not yet cited. After reviewers' queries and decision, editors have the authority for rejecting or accepting or asking for the authors to participate in the peer-review process. Reviewers and editors should have no conflict of interest with respect to manuscripts they accept or reject.

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#### CONFLICT OF INTEREST

Authors are responsible for recognizing and disclosing any conflict of interest, or potential conflict of interest, that may bias their work, or could be perceived to bias their work, and acknowledge all financial support and any other personal connections. *ACTUALIDAD MÉDICA*

complies with the guidelines of the International Committee of Medical Journal Editors, that is available at <http://www.icmje.org>, including those on Conflict of Interest and Authorship. When such conflict exists, it must be specified in the Title page (as previously specified) and the Conflict of Interest form (see form) filled out and signed by the authors and submitted to the Editor of *ACTUALIDAD MÉDICA*. The authors should mention the nature of the relationship and involvement of the funding sources. If no conflict of interest exists, it should be stated as such. Any possible conflict of interest, financial or otherwise, related to the submitted work must be clearly indicated in the manuscript, or in a cover letter accompanying the submission.

#### INFORMED CONSENT

Authors must comment in the last paragraph of the Materials and Methods section that the patients included in the study gave their informed consent to participate after being thoroughly informed about the study. The editor of *ACTUALIDAD MÉDICA*, if deemed necessary, may request a copy of the informed consent from the authors.

#### MANUSCRIPT SUBMISSION

Manuscripts should be submitted online at [www.actualidadmedica.es](http://www.actualidadmedica.es) under the "**Manuscript Submission (Envío de Originales)**" link. Prior to submission, the corresponding author must register on the website. Manuscripts submitted to the journal must follow the guidelines and instructions presented on the site. The manuscript text (including first page or title page, abstract, main body, acknowledgements and references) should be included in a single file. Figures and tables should be attached as separate files, using a file for each table or figure.

#### SPECIFIC GUIDELINES FOR EACH TYPE OF ARTICLE

ORIGINAL RESEARCH ARTICLE

Original research articles are considered to be clinical or basic research studies related to internal medicine or medical-surgical specialties that represent the interest of the scientific community. The types of studies considered suitable for publication are case-control, cohort, case series, cross-sectional and controlled trial studies. For controlled trials, authors must follow the instructions and guidelines described in CONSORT available at <http://www.consort-statement.org> or other similar guidelines available on the web.

The maximum length of the text is 3000 words and should be divided into the following sections: Introduction, Materials and Methods, Results, Discussion and Conclusions. In addition, authors should include an abstract that does not exceed 300 words with the following structure: Objectives, Methods, Results and Conclusions. Three to six keywords should be included using terms from the MeSH database (Medical Subject Headings available at <http://www.nlm.nih.gov/mesh/MBrowser.html>) or the *Índice Médico Español*. For the writing of the manuscript and usage of the correct definition of medical terms, consult the *Diccionario de Términos Médicos* edited by the *Real Academia Nacional de Medicina*. Up to 40 bibliographic references will be accepted that follow the Vancouver guidelines (see below). A maximum of 6 tables and figures will be permitted. A figure can be a composite of several figures.

The manuscript should be submitted in MS Word format (.doc or .docx), tables also in MS Word format (.doc or .docx) and figures as .jpg or .tiff files with a resolution of at least 300 dpi.

#### ORIGINAL DIDACTIC ARTICLE

Original didactic articles are considered as those aimed at improving and providing new data on the practical or didactic approach to the most important teaching aspects within Health Sciences that will help improve daily teaching practices.

The maximum length of the text is 2500 words and should be divided into the same sections as previously described for Original Research Articles. The article must be accompanied by an unstructured abstract of up to 250 words. Three to six key words should be included. The maximum number of references is limited to 20. Up to 3 tables or figures can be added if necessary.

The manuscript and tables should be submitted in Word format (.doc or .docx) and figures as .jpg or .tiff files with a resolution of at least 300 dpi.

#### REVIEW ARTICLE

Review article is a systematic review intent on showing the current evidence on a medical or medical-surgical topic of interest while establishing a set of guidelines for certain diseases. Review articles may be directly solicited by the Editorial Board (Editor and Associate Editors) or may be submitted voluntarily by authors. The articles will be reviewed by the Editorial Board, by a member of the Advisory/Scientific Board and by external Reviewers.

The maximum length of the article is 4000 words divided into an Introduction, Body or Synthesis of the review (headings and subheadings may be used as deemed appropriate) and Conclusions. The abstract does not have to be structured with a maximum of 300 words. Three to six key words should be included. Up to 50 references and up to 10 tables or figures will be allowed.

The manuscript and tables should be submitted in Word format (.doc or .docx) and figures as .jpg or .tiff files with a resolution of at least 300 dpi.

#### CLINICAL CASES

The preparation and submission of Interesting clinical cases that have a clear message for the reader will be considered. Common clinical cases without interest for the scientific community will not be considered. The maximum length of clinical cases is 1500 words

subdivided into an Introduction, Clinical Case and Discussion. The abstract should not exceed 150 words and does not need to be structured. A maximum of 3 figures or tables will be allowed. The maximum number of bibliographic references is 10.

The manuscript and tables should be submitted in Word format (.doc or .docx) and figures as .jpg or .tiff files with a resolution of at least 300 dpi.

#### LETTERS TO THE EDITOR

Articles included in this section may be open commentaries about a topic of interest to the medical community or critiques of recently published papers (within the past 6 months) in the journal *ACTUALIDAD MÉDICA*. In exceptional cases, critiques or commentaries of articles published in other Journals will be accepted if they have a clear medical interest. The maximum length of the submitted text is 500 words without structure. It is not necessary to include an abstract or key words. One figure or table may be included accompanying the letter. As a maximum 5 bibliographic citations are permitted.

The manuscript and table should be submitted in Word format (.doc or .docx) or the figure as .jpg or .tiff files with a resolution of at least 300 dpi.

#### BOOK REVIEW

In this section, critique and commentaries of books related to the medical or medical-surgical field, highlighting the important formal and scientific aspects as well as the key contributions to clinical practice will be permitted. The maximum length is 500 words. Abstract and key words are not necessary and neither tables nor figures will be accepted except for the cover of the book. The manuscript should be submitted in Word format (.doc or .docx).

#### FORMAL GUIDELINES FOR MANUSCRIPT PREPARATION

Each manuscript should be structured as previously described for each article type. As a general rule, manuscripts should be written on DIN A4 paper size with 10-point letter size, Times New Roman font, with 2.5cm margins, and 1.5 spacing with justified text alignment. Articles may be submitted in Spanish or English, which are the two official languages of the journal.

During manuscript preparation, abbreviations may be used that have been previously described and clarified at first appearance in the text. Use of common scientific abbreviations is recommended. The use of abbreviations is not allowed in the title nor the abstract but only in the main body of the manuscript. Special care should be taken in the correct and appropriate expression of the units of measurement.

It is considered important and editorial rule that during the preparation of the manuscript the authors follow the instructions related to the structure of each type of article as previously described. The general structure of the articles should be as follows:

##### · First page or Title Page

- It should include a Title with no more than 90 characters and be clear and descriptive,
- Name and Last Name(s) of the authors,
- Institutional affiliations of all authors,
- Full name, address, e-mail and phone number of the Corresponding Author,
- Running title: not exceeding 50 characters,
- Word count not including the abstract and number of tables and figures, if appropriate.

##### · Second page or Abstract Page and key words

An abstract must be included, if required, for the given manuscript type. A structured abstract should include Objectives (clearly and

concisely describe the purpose of the study), Methods (indicate study design, tests, type of study, patient selection procedures and statistical analysis), Results (most significant results with corresponding statistical analysis) and Conclusions (emphasis on the most important findings).

Three to six keywords should be included if required.

· Third page or Abstract Page and key words in English

The same instructions apply as the previous page but written in English. (If the manuscript is written in English, this page is not required.)

· Main Text and Body of the manuscript with different sections

-Introduction: Provide the main background and objectives of the study.

- Materials and Methods: This is a fundamental and critical part of the manuscript. Specify the period of the study, study population, study design, procedures and instruments used in the study and the inclusion and exclusion criteria. Authors should include the type of statistical analysis carried out for the variables studied and analyzed. Also, state whether the study complies with the ethical requirements of the institutional review board or ethics committee of the center where the study was carried out.

-Results: The results should be clear, concise and well described. Author should attempt to summarize part of the results in tables to avoid confusion during the reading. It is recommended to not repeat the information depicted in tables or graphs in the text.

-Discussion: Results should be discussed with respect to existing data in the literature in a clear and scientifically adequate manner. Avoid repeating comments or data previously described in the preceding sections as much as possible.

-Conclusions: Highlight the most important findings using brief and direct comments.

-Acknowledgements

-References or Bibliography: References used during the writing of the manuscript and cited in the text should be included. References should be numbered in the order they appear in the text and included in the text as Arabic numerals within parentheses. Generally, Vancouver guidelines should be followed when referencing previous works. Different examples are provided below to aid authors. If a citation type does not appear in the examples, please review the Vancouver guidelines.

-Article: All authors should be included unless there are more than 6, in which case the first three should be listed followed by "et al". E.g., *Nisengard R, Bascones A. Invasión bacteriana en la enfermedad periodontal. Av odontotoestomatol. 1987; 3: 119-33.*

-Volume with supplement: *Shen HM, Zhang KF. Risk assessment of nickel carcinogenicity and occupational lung cancer. Environ Health Perspect. 1994; 102 Supl 1: 275-82.*

-Issue with supplement: *Ozben T, Nacitarhan S, Tuncer N. Plasma and urine sialic acid in non-insulin dependent diabetes mellitus. Ann ClinBiochem. 1995; 32 (Pt 3): 303-6.*

- Article in press: It should be referenced as an article, but adding the doi if available. E.g., *Arrabal-Polo MA, Arias-Santiago S, Arrabal-Martin M. What is the value of bone remodeling markers in patients with calcium stones? Urol Res. doi: 10.1007/s00240-012-0511-1.*

-Books: *Carranza FA.Jr. Glickman's clinical periodontology. Saunders: Philadelphia; 1984.*

-Book chapter: *Takey H, Carranza FA Jr. Treatment of furcation involvement and combined periodontal endodontic therapy. In: Carranza FA.Jr. Glickman's clinical periodontology. Saunders: Philadelphia; 1984.*

- Editors or compilers as authors: *Norman JJ, Redfern SJ, editors. Mental health care for*

*elderly people. New York: Churchill Livingstone; 1996.*

- Internet document: *Donaldson L, May, R. Health implications of genetically modified foods [cited January 1. 2013]. www.doh.gov.uk/gmfood.htm*

- Tables

Tables should be created following the same guidelines as the main text for the font type, size and spacing. Each table should be included in a separate page and should be numbered with Arabic numerals in the order they appear in the text. Each table should have a clear and concise title describing the content. Tables should be created in .doc or .docx format.

-Figures

Graphs as well as photographs, drawings and diagrams are considered to be figures. Figures should be numbered in the order of appearance in the text. Each figure should be accompanied by an explanatory title that should be included in the body of the manuscript after the Reference or Bibliography section. Each figure should be submitted as a separate .tiff or .jpg file with a resolution of at least 300 dpi. An explanatory figure caption should also be included.

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Editors. Afterwards, the manuscript will be sent to at least two external reviewers or the Consejo Rector or members of the Scientific Committee without the authors' names nor their personal data nor their affiliations in order to ensure an objective and proper review process. Once the external reviewers' report is received, the Editorial Committee will make a decision, which will then be forwarded to the authors. This first review process will not take longer than two months. If a manuscript requires changes, modifications or revisions, authors will be notified and allowed time to make changes. The amount of time will depend on the number of required changes. When the revised version is submitted, authors should highlight the changes in a different color and attach a response letter to the reviewers clearly explaining the performed changes.

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After the acceptance of the article it will be sent to press and the proofs will be sent to the author. The author should review the proof and give their approval as well as indicate any mistakes and modifications within 48 hours. At that time, changes in the scientific content or the number or order of authors will not be permitted.

If typographical errors or other mistakes are found in the final publication, the Editorial Board together with the authors will publish an appropriate clarification in the following issue of the journal.

In the extreme case in which the authors insist on making unauthorized changes before the final publication of the article or violate the previously stated principles, the Editorial Board of *ACTUALIDAD MÉDICA* reserves the right to not publish the article.

## **ACKNOWLEDGEMENT**

In appreciation, reviewers will receive a diploma recognizing their contribution as reviewers of *ACTUALIDAD MÉDICA* (requires request to the Editor). The Editorial and Scientific Boards will add new reviewers each year and are always open to reviewers' suggestions on improving the scientific quality of the journal.

## **EDITORIAL POLICY AND ADVERTISING**

The journal *ACTUALIDAD MÉDICA* reserves the right to accept commercial advertisement related to the world of Health Sciences if it deems appropriate.

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The Editorial Committee

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