

Anales de Pediatría

AUTHORS INFORMATION PACK

GUIDE FOR AUTHORS

INTRODUCTION

ANALES DE PEDIATRÍA is the Official Publication of the Asociación Española de Pediatría [Spanish Association of Paediatrics]. This journal is published in electronic format and it is available in a bilingual Spanish and English version at http://www.aeped.es/anales-pediatria. It is an open-access, double-blind peer-reviewed journal, that will consider all manuscript submissions dealing with paediatrics and related specialties.

ANALES DE PEDIATRÍA does not accept manuscripts that have been previously published on preprint platforms.

Types of article

All manuscripts published in *ANALES DE PEDIATRÍA* should comply with the journal's publishing guidelines and follow the format of one of the article types described below:

Original articles

Research on epidemiology, aetiology, pathophysiology, pathology, diagnosis, prevention and treatment. Prospective, analytical study designs are recommended, including cross-sectional, longitudinal, case-control, cohort and controlled studies. Text length (excluding abstract, references, tables, and figure legends) should not exceed a total of 3,000 words. There should be no more than 40 references and a maximum of 8 figures or tables. We recommend that the article has a maximum of seven authors. In the case of multicenter studies, it will be possible to increase the number of authors after an adequate justification. If the number of authors is excessive, it is advisable to include them in the corresponding study group. It will be mandatory to include a graphical abstract (see "Graphical Abstract" section in this Guide for authors).

Scientific letters

Clinical case series or laboratory observations of special interest that implies a relevant contribution to understanding a disease within the context of current knowledge. The text (which should not have an abstract) should be no longer than 750 words and it may have a maximum of 6 references and 2 figures or tables. It should have no more than 5 authors. Single case reports will only be published under exceptional circumstances.

Images and videos in paediatrics

The aim of this type of article is to publish images illustrating clinical problems or relevant solutions for readers. The title should contain fewer than 8 words. The article should have a maximum of 4 authors. It may contain up to 3 figures and the accompanying text should not exceed 200 words, so that all the symbols in the images are adequately explained. It can also include a video in ".mp4" format that should not exceed a size of 150 MB. It should have a maximum of 3 references.

Letters to the Editor

This section is only open to correspondence on editorial matters and comments in response to articles published in *ANALES DE PEDIATRÍA* in the past four months or related to topics addressed in such articles. The text should be no longer than 500 words, and have a maximum of 4 references and 2 figures or tables. It should have no more than 4 authors.

Editorials

These articles discuss recent advances in paediatrics, preferably related to one of the articles published in the same issue. Editorials are commissioned by the Journal Editorial Board. They should not exceed 1.200 words or have more than 5 references.

Asociación Española de Pediatría

This section will include articles by the AEP Executive Committee, those produced at its request, publications by the AEP Committees and Working Groups, consensus articles by at least two of the AEP's Specialised Scientific Societies or their Working Groups or Committees, in which case they must be endorsed by the corresponding Specialised Societies.

Articles or manuscripts submitted for this section will require the approval of the AEP Executive Committee; when they are sent for publication and accepted, they will be informed of the order of publication in accordance with the dates of submission and the considerations of the journal's Editorial Committee and the AEP Executive Committee.

The size and structure of manuscripts should be the same as for original articles. The recommended number of authors is similar to that of the original articles.

Special articles

The Editorial Board of ANALES DE PEDIATRÍA will select and invite authors to write special articles or review subjects of particular interest in paediatric practice. Manuscripts submitted by institutions, working groups, and scientific societies will also be considered in this section. These proposals will be evaluated by the Editorial Committee and, where appropriate, by double-blind peer-review. Manuscript size and structure should be as the original articles. Authorship should also be as the original articles.

Other sections

The various scientific societies belonging to the Asociación Española de Pediatría may publish part of their summaries of meetings and congresses in the Spanish electronic version of *ANALES DE PEDIATRÍA*, at their request. Articles should be submitted as a single MS Word file in the order and structure intended for publication.

Contact details for submission

You can send your manuscript at https://www.analesdepediatria.org/es-envio-manuscritos

Open Access

This is an Open Access journal: articles can be consulted and downloaded immediately and permanently free of charge. This journal has no page charges. The <u>Creative Commons licence</u> present in each article defines the permitted uses of the article.

Language

This journal accepts articles written in Spanish or English, and it is published in both languages.

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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:

First page:

- One author has been designated as the corresponding author with contact details (E-mail address, Full postal address).
- All necessary files have been uploaded.

Anonymous manuscript:

- Include keywords.
- All figures (include relevant captions).
- All tables (including titles, description, footnotes).
- Ensure all figure and table citations in the text match the files provided.
- Indicate clearly if color should be used for any figures in print.
- Check that the body of the manuscript (with figures, tables, references, and acknowledgments) or the graphical abstract do not include the authors' identification or their affiliations.

Graphical Abstracts / Highlights files (where applicable).

Supplemental files (where applicable).

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- The manuscript has been 'spell checked' and 'grammar checked'.
- All references mentioned in the Reference List are cited in the text, and vice versa.
- Permission has been obtained for use of copyrighted material from other sources (including the Internet).
- A competing interests statement is provided, even if the authors have no competing interests to declare.
- Journal policies detailed in this guide have been reviewed.
- Referee suggestions and contact details provided, based on journal requirements.

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BEFORE YOU BEGIN

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Please see our information pages on <u>Ethics in publishing</u> and <u>Ethical guidelines for journal publication</u>.

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If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with <u>The Code of Ethics of the World Medical Association</u> (Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the <u>Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals</u> and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms <u>sex and gender</u> should be used correctly.

Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

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Research and/or Ethics Committees In the methods' section, authors should state that procedures undertaken by participants were performed after obtaining informed consent from parents. The study must have been reviewed and approved by the Research and/or Ethics Committees of the institution where the study was conducted. In the case of research involving animals, authors should indicate whether they have complied with the corresponding recommendations issued by institutional and national regulatory bodies on laboratory animal care and use. In clinical case descriptions in any sections of the journal, mainly when the patient is identifiable either by the description of the disease or in the figures that accompany the article, the authors have to declare that they are in possession of a written informed consent signed by the parents to state their permission to publish the text and any images. Likewise, in all cases, authors should declare that they have followed the protocols in place at their healthcare institutions with regard to access to medical records when such data is to be used for research purposes and dissemination among the scientific community.

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Declaration of interest

In the section Additional Information, authors are obliged to specify whether there are any conflicts of interest that affect their manuscript. In particular, in the case of commercial products, authors must declare whether they hold an agreement with any of the companies whose products appear in the submitted

manuscript or whether they have received financial support of any kind from such companies. The purpose of this is to discuss how these circumstances can be referred to in the article with the affected authors. In all cases, the requirements stated in An Esp Pediatr 2002; 56: 497-499

must be fulfilled, and any such relationships that have existed in the past five years must be expressly declared. More information.

Submission declaration and verification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' section of our ethics policy for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service Crossref Similarity Check.

Authorship

Only authors who have made an intellectual contribution to the work should be credited in the list of authors. Assisting in data collection or participating in a particular test are not sufficient criteria in themselves to be credited as an author. In general, authorship should be based on the fulfillment of the following requirements:

- 1. Participation in the conception and design, or acquisition of data, or analysis and interpretation of the data, that has resulted in the article in question.
- 2. Participation in manuscript writing and any revisions.
- 3. Final approval was given to the version to be published.

Those whose contributions do not justify authorship may be acknowledged individually or together as a group under a single heading. The Editorial Secretariat of ANALES DE PEDIATRÍA shall not be liable for any disputes arising from the authorship of the articles published in the Journal.

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.

Clinical trial results

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 <u>CONSORT checklist and template flow diagram</u> are available online.

Registration of clinical trials

Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

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 These restrictions do not apply to abstracts pertaining to conference proceedings or other scientific meetings.
- The authors are responsible for the research.
- The authors have participated in its conception and design; data analysis and interpretation; drafting and review of the manuscript; and in the approval of the final text that has been submitted to ANALES DE PEDIATRÍA.

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Please submit the names and institutional e-mail addresses of several potential referees. For more details, visit our <u>Support site</u>. Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

The manuscript will first be examined by the Directors' and Editors' Team and if it is considered valid, it will be sent for external review. The Directors' and Editors' Team reserves the right to reject work that it considers not to be appropriate either immediately or after peer review. It may also propose revisions to the manuscript as deemed necessary. Before the article is published in print or in electronic format, the corresponding author will be sent the proofs by email, which should be corrected and returned within 48 hours of reception.

Article elements

The parts of a standard (original) article should be ordered on separate pages as follows: Title page, abstract and keywords, main text, references, tables, and figure legends. All pages should be consecutively numbered.

Title page

This should be a separate document. The title page should contain the following details:

- Article title. This should be as explicit as possible and must not exceed 85 characters, excluding spaces. It should not include words such as "child", "childhood" "paediatrics", because they are already implicit in the journal name.
- Running title not exceeding 40 characters, excluding spaces.
- List of authors in the order that they are to appear in the publication. Use the first name

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- Name, address, telephone, and email of the corresponding author.
- Word count of the main text, excluding the abstract, references, tables, and figure legends.
- · Submission date.

PREPARATION

Peer review

This journal operates a peer review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. Editors are not involved in decisions about papers which they have written themselves or have been written by family members or colleagues or which relate to products or services in which the editor has an interest. Any such submission is subject to all of the journal's usual procedures, with peer review handled independently of the relevant editor and their research groups. More information on types of peer review.

Double-blind review

This journal uses double-anonymized review, which means the identities of the authors are concealed from the reviewers, and vice versa. <u>More information</u> is available on our website. To facilitate this, please include the following separately:

Title page (with author details): This should include the title, authors' names affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.

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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 formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the <u>Guide to Publishing with Elsevier</u>). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Article structure

Subdivision - unnumbered sections

An impersonal writing style is recommended. It is advisable to divide the manuscript into sections. For original articles, use the following sections: Introduction, Material or Patients and Methods, Results and Discussion. We recommend starting each section on a new page. In general, make minimum use of abbreviations. Internationally-recognised abbreviations are permitted and uncommon abbreviations should be expanded at first mention. Avoid using abbreviations in the title or abstract. Authors may use either the metric system or SI (International System) for units of measure. If SI units are chosen, it is advisable to add the metric unit in brackets immediately afterward. Use generic drug names. Identify instruments used for laboratory tests and other techniques by adding the brand name and manufacturer's address in brackets.

Introduction

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

Material and methods

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

The authors should mention in the methods section that the procedures used on patients and controls have been performed after obtaining informed parental consent.

Results

Results should be clear and concise.

Discussion

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

Essential title page information

• Title. Concise and informative. Titles are often used in information-retrieval systems. Avoid

abbreviations and formulae where possible.

- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
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Structured abstract

The structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

Original articles should have an abstract of approximately 250 words, structured as follows: Introduction, Material or Patients and Methods, Results, and Conclusions. These sections will describe, respectively, the research question, the way the study was conducted, the most noteworthy results, and conclusions that can be drawn from the results. Authors should ensure that the abstract gives details of the most important results because the English version of the abstract will be entered in MEDLINE.

Graphical abstract

This element will be mandatory in the "Original" section. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531×1328 pixels (h \times w) or proportionally more. The image should be readable at a size of 5×13 cm using a regular screen resolution of 96 dpi. The PPT format or MS Office documents will be used and this template will be followed. Authors can make use of Elsevier's Illustration and Enhancement service to ensure the best presentation of their images and in accordance with all technical requirements: Illustration Service.

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Three to ten keywords should be appended to the abstract, chosen from MeSH® terms in the Index Medicus, available at: http://www.ncbi.nlm.nih.gov/mesh. Scientific letters should not have an abstract or keywords.

Abbreviations

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, 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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Follow internationally accepted rules and conventions: use the international system of units (SI). If other units are mentioned, please give their equivalent in SI.

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- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
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- Size the illustrations close to the desired dimensions of the published version.
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TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.

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- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

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Figure captions

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Number tables with Arabic numerals in the order they appear in the text. Tables should be double spaced on a separate page and not exceed a full page. The title, placed at the top,

should concisely describe the contents so that the table can be understood without having to read the main text. Define any abbreviations at the bottom of the table. Do not repeat the same data in the main text, tables and figures.

References

Citation in text

References should be numbered consecutively in the order they appear in the text, in superscript format. References to journal articles should be ordered as follows: Authors, with surname(s) followed by first name initial without punctuation, separating each author by a comma; full title in the original language, abbreviated journal name as listed in Index Medicus, year of publication, volume number, and inclusive page numbers. List all authors unless there are more than six, in which case list the first six and then add "et al". Follow a similar style for book references.

The list of references should not include citations such as "personal communication", "in press" or "submitted for publication", or congress abstracts that have not been published in a scientific journal. If it is considered essential to cite such references, do so in the corresponding place in the main text and mention their source.

For reference format, refer to the recommendations issued by the National Library of Medicine: https://www.nlm.nih.gov/bsd/uniform-requirements.html

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Please note the format of such citations should be in the same style as all other references in the paper.

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3. García Nieto V, Santos F, Rodríguez Iturbe B, editors. Nefrología Pediátrica. 2nd ed. Madrid: Grupo Aula médica; 2006. Capítulo de libro Franco M, Sánchez-Lozada LG, Herrera Acosta J. Fisiología glomerular. In: García Nieto V, Santos F, Rodríguez Iturbe B, editores. Nefrología Pediátrica. 2nd ed. Madrid: Grupo Aula médica. 2006. p. 9-38.

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5. Cancer Research UK. Cancer statistics reports for the UK, http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/; 2018 [accessed 13 March 2018].

Reference to a dataset:

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

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