Instructions for authors

The Revista Brasileira de Cirurgia de Cabeça e Pescoço (Brazilian Journal of Head and Neck Surgery), ISSN 0100-2171 is the official scientific journal of the Brazilian Society for Head and Neck Surgery and the Latin American Federation of Societies for Head and Neck Surgery. It is a multidisciplinary journal published quarterly, forming a single volume per year, with the aim of disseminating original articles by Brazilian and foreign authors that have been approved for publication by the Editorial Board’s specialist reviewers. The articles published contain clinical and experimental information relating to the anatomical segment of the head and neck and are of interest not only to the specialty of Head and Neck Surgery but also to the specialties of General Surgery, Otorhinolaryngology, Cranio-maxillofacial Surgery and Neurosurgery and similar Basic Sciences.

The editorial address is: Revista Brasileira de Cirurgia de Cabeça e Pescoço, Av. Brigadeiro Luís Antônio, 278, 6th andar, 01318-901 São Paulo SP. Tel/fax: (55 11) 3107-9529.

All manuscripts and communications with the Editorial Board must be sent online. See Submission of Manuscripts, below. Visit the website: http://www.sggonline.com.br/rbcpp/sgp/ and http://www.sbcpp.org.br

Editorial policy

All articles are appraised by two reviewers. The Editorial Board is composed of specialists with published work in indexed journals who receive submissions anonymously and decide whether these texts should be published. Acceptance is based on the originality and significance of the material presented. Only studies that conform to the Journal’s publication standards will be submitted for appraisal. The responsibility for concepts or assertions put forward in studies in the Journal, and for the accuracy of references, lies entirely with the author(s). Studies that have already been published or that have simultaneously been sent for appraisal by other periodicals will not be accepted.

Authorship

All persons named as authors are responsible for the authorship of the manuscript and need to have participated in the study sufficiently for them to assume public responsibility for its content.

Authorship credit

Must be based only on substantial contributions during the stages of (a) conceptualization, planning, execution and results analysis and interpretation; (b) compilation and writing of the article or review in an intellectually meaningful manner; (c) final approval of the version to be published.

Participation that is limited only to fund-raising, data collection, general supervision or being the head of a research group does not justify authorship of the manuscript.

The Editors may request justification for author inclusion, during the manuscript review process, especially if the total number of authors exceeds six.

Article categories

The following types of article are published:

– Original articles: a) introduction with objective; b) method; c) results; d) discussion; e) conclusions; f) references. The information described in tables and graphs should not be repeated in the text. Studies involving human beings and animals should include the approval protocol number of the respective Ethics Committee on Research of the institution to which the research is affiliated. Original articles are defined as reports of an original work with valid and significative results. The readers should extract from it objective conclusions that are related to the proposed objectives.

– Literature review articles: a) introduction; b) review of literature; c) discussion; d) final comments; e) bibliographical references. Literature review articles should include the updated literature regarding an specific topic. The revision should identify and compare and discuss the different opinions and interpretations.

– Update articles: a) introduction; b) review of a particular topic, c) discussion; d) final comments, e) references. The article is an update of scientific production that explores a particular theme, developed from current data available by the authors. Aims to organize a speech exploring a particular subject, based on recently published works.

– Case report articles: a) introduction; b) review of literature with differential diagnosis; c) case report; d) discussion; e) final comments; f) references. Case report articles should present unusual characteristics or scientific relevant ones. Priority will be given to reports of multidisciplinary or interdisciplinary or practical approaches.

– Opinion articles: Only by invitation from the Editorial Board.

Preparation of the manuscript

The Revista Brasileira de Cirurgia de Cabeça e Pescoço adopts the recommendations of the International Committee of Medical Journal Editors (ICMJE), as laid out on the ICMJE website: www.icmje.org (October 2007).

The Revista Brasileira de Cirurgia de Cabeça e Pescoço supports the policies of the World Health Organization (WHO) and ICMJE regarding the registration of clinical trials and it recognizes the importance of these initiatives for registering and internationally disseminating information on clinical studies, with open access. Thus, clinical research articles will only be accepted for publication if they have received an identification number from one of the Clinical Trial Registries that have been validated in accordance with the criteria established by WHO and ICMJE. The addresses of these registers are available on the ICMJE website: http://www.icmje.org. The identification number should be stated at the end of the Abstract and abstract.

Abbreviations must be written out in full on the first occasion when they appear in the text, such that the term is followed immediately by the abbreviation in parentheses. They must be used consistently in the body of the manuscript.

Studies will be accepted in Portuguese, Spanish and English.

Title page. The title page must contain: (1) the title in Portuguese and English, which must be concise and explicative, representing the content of the study; (2) full names of all the authors, with their highest academic titles and institutional affiliations; (3) institution(s) where the article was developed; (4) name, full address, telephone/fax numbers and electronic address (e-mail) of the author for correspondence; this author will receive all correspondence relating to the manuscript, as well as the proof for the article and requests for reprints; (5) congress or meeting at which the study was presented, if applicable; and (6) sponsorship, assistance received and conflicts of interest, if applicable.

Abstract and Abstract. Original articles must have a Abstract in Portuguese and an abstract in English, which should each consist of 200 to 250 words. They must be presented on separate pages, each as a single paragraph and structured into the following parts: Introduction; Objective; Sample (or Material) and Method; Results; and Conclusion. Three or more descriptors in Portuguese must be presented following the Abstract, and three or more key words in English following the abstract, as standardized in the Descritores em Ciências da Saúde (DeCS) (http://www.bireme.br) and Medical Subject Headings of the Index Medicus (MeSH).

Text. Consult “Article Categories” for instructions regarding the manuscript size. The text must be clear and concise. It is recommended that original articles should be subdivided into: Introduction; Methods; Results; Discussion; and Conclusion. Use generic names for drugs and equipment whenever possible; cite the proprietary names after the first mention. Identify equipment by the name and the place of manufacture.

Ethical matters. All articles must clearly mention that approval was obtained from the Research Ethics Committee at the place where the study was developed, or its equivalent; that informed consent procedures were adopted; and that due regard was given to Resolution no. 196 of the National Health Board (Conselho Nacional de Saúde), dated October 10, 1996 (http://www.datasus.gov.br/conselho/resolucoes.htm or http://www.resodic.org.br/redes8119.html); to the Declaration of Helsinki, as revised in 2000: World Medical Association (WMA), 2000. Declaration of Helsinki: Edinburgh, Scotland: 52nd General Assembly-WMA, October 13, 2000 (http://www.wma.net); and to the International Animal Protection Standards.

Acknowledgements. Register acknowledgments to the statistician and any other persons who may have contributed towards the study but who are not co-authors, including the names and respective academic titles and institutional links.

References. The authors must be responsible for the correctness, accuracy and completeness of the references. Start to list the references on a separate page, just after the Acknowledgements. References are identified in the text, tables and legends by means of Arabic numerals placed on the same line of the sentence, in superscript form. The references must be numbered consecutively in the order in which they are cited for the first time in the study, and not in alphabetical or chronological order. Follow the format detailed in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (JAMA, 1997;277:927-34). Mention all authors. Cite unpublished data, personal communications and manuscripts submitted (but not yet accepted), as footnotes in the text. There should be no more than 30 references for Original articles, 50 for Literature review or update articles and 15 for Case report articles.

Examples of forms of references:

**Tables**. Tables must be placed on separate pages, just after the References, and must be numbered consecutively in the order in which they are cited in the text. Each table must have a concise title placed above it, and abbreviations used in the table must be defined as footnotes.

**Figures**. Figures must be numbered consecutively starting with the first citation in the text. A list of figure legends must be placed on a separate page just after the tables. Each figure must have a legend appearing below it. All figures will be printed in black and white, unless selected for color reproduction by the Editor or there is a request for this from the authors. Figures in color are encouraged, but the authors will be responsible for the expenses relating to color reproduction if they are the party requesting this. The figures may appear on the Journal's website without additional cost. If it is desired to reproduce figures that have already been published, the source must be acknowledged and the authors must forward a copy of the owner's written authorization of this reproduction. Photographs involving human beings must give due regard to the individual's privacy. Otherwise, the authors must provide written authorization from the patient or from the person responsible for this patient. Figures must be submitted in electronic format, as TIF or JPEG files. The figures must be sent separately in the electronic submission. All figures must be referred to in the text and be numbered consecutively in Arabic numerals. Each figure must be accompanied by a descriptive legend that is placed after the references.

General instructions for on-line submission of manuscripts using the Manager Publication System (MPS)

All the submission process should be done through the internet address http://www.sgonline.com.br/rcbcp/sgp/which gives access to our Manager Publication System (MPS), where the submission of the article is done by the authors and the evaluation process is done by the reviewers of our editorial board in a process where the names of the authors are not displayed in any instance. When linked the system will ask for your user name and password in case you have already registered. On the contrary click on the link “Want to Register” and make your registration. In case you have forgotten your password, click on the appropriate link and the system will generate an automatic e-mail with the information.

The author or authors should keep a copy of all submitted material for publication as the editor can not be held responsible for any lost material.

The submission is an eight steps process as listed below:

1st Step: Informing article classification
- Choose one from the three options: Original Article, Revision Article, Update Article or Case Report.

2nd Step: Sending images for your article
- Images must be in JPG format. If your images need format changing access the section DOWNLOADS in SGP (Manager Publication System) on http://www.sgonline.com.br/rcbcp/sgp/downloads.asp and download some freeware programs offered for image edition (password is required).

The system accepts groups of five images at a time. In order to submit more than five images, click on “Send more images”. Soon after that it will be displayed miniatures of the images where there is an icon which must be clicked to edit the title and legend of each submitted image.

3rd Step: Registering co-authors
- Each author informing his/her full name, function and position; CPF number (for Brazilians) or any ID (in case of a foreigner) could be send later on.
- Co-authors sequence can be easily changed using the “arrows” displayed on the screen.

4th Step: Informing title and key-words
- Inform the manuscript title and keyword in your native language and in English, using from 2 to 6 related words. (THESE WORDS MUST BE PART OF DECS AND MESH), which can be found on MPS (Manager Publication System) on all of the screens.

5th Step: Informing Abstract and comments
- Abstract/Abstract must have 250 words at its maximum. The author should fill the following fields: Institution, Name and Mail Address, Financial Support (any other information on concessions or other type of financial support), and Letter to the Editor (optional). Important: The limit accepted by the on-line submission system for the summaries in native language and English is 250 words. The exceeding words will be automatically cut off by the system.

6th Step: Preparing manuscript
- In this screen a Word simulator is displayed having all format text function needed. In order to insert your text in this field, select your text and tables and copy paste it on “Preparing Manuscript” field; Images should have already been sent on the 2nd step and they will be inserted automatically at the end of the work. Important: never fill these fields with the names of the authors, co-authors or any other information that can identify where the work was done. This is because the reviewer should not have access to this information. If this instruction is not followed your work will return to you as OUT OF STANDARD in order to be correct.

7th Step: Filling, signing and sending Copyright and Conflicts of Interest forms
- In this step the Copyright and Conflict of Interest terms are displayed, clicking on the appropriate boxes.

8th Step: Author approval
- This is the last step to complete your manuscript submission. In this step the author will have an option to visualize his work in the system and will also be able to save a PDF version of the newly submitted work. Important: author should click on “APPROVE MANUSCRIPT” to have it send to the office of the BRAZILIAN HEAD AND NECK SOCIETY Journal for control and confirmation.

**Distribution**
- The Journal is distributed free of charge to all members of the Brazilian Society for Head and Neck Surgery and to libraries within the field of healthcare, and is available on subscription.

**Instructions for authors**


The journal strongly recommends that the authors submit their electronic manuscripts written in Microsoft Word or Word Perfect. In the “Preparing Manuscript” step a screen that simulates the word processor will be displayed, where it is possible to “copy and paste”, including tables. Rules for images and graphs are described below.

**Step-by-step on-line submission**

1st Step: Informing article classification
- Choose one from the three options: Original Article, Revision Article, Update Article or Case Report.

2nd Step: Sending images for your article
- Images must be in JPG format. If your images need format changing access the section DOWNLOADS in SGP (Manager Publication System) on http://www.sgonline.com.br/rcbcp/sgp/downloads.asp and download some freeware programs offered for image edition (password is required).

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