

## Author guidelines

*Archivos Argentinos de Pediatría* is the official publication of the Sociedad Argentina de Pediatría (SAP) and has been issued uninterruptedly since 1930. It is part of the SciELO network and of the Core Collection of Argentine Scientific Journals. It is indexed in Medline, the Science Citation Index Expanded, Active Embase Journals and LILACS. **Open-access** full-text articles can be found at the website of the Sociedad Argentina de Pediatría (<http://www.sap.org.ar/archivos>) available online since 1998, or at the SciELO (Scientific Electronic Library Online) Argentina website ([www.scielo.org.ar](http://www.scielo.org.ar)).

*Archivos Argentinos de Pediatría* publishes articles related to perinatal health, child and adolescent health, and to other relevant fields of medical practice.

### Review Process

*Archivos Argentinos de Pediatría* is a peer-reviewed scientific journal. All original articles, special articles, brief reports, clinical case presentation, and any other document deemed relevant by editors are sent to at least two independent reviewers. The identity of authors and reviewers is kept confidential. The editorial process of submitted articles can be followed online at the website of the Sociedad Argentina de Pediatría. To do so, go to *Archivos Argentinos de Pediatría* and click on "Seguimiento de manuscritos" (tracking), then write down the main author's name and the number assigned to the manuscript.

## INSTRUCTIONS FOR AUTHORS

### Terms and conditions for publication

Articles should be unpublished, and their prior publication will only be accepted as a conference or other meeting proceedings. Articles by international organizations (WHO, PAHO or other similar entities) will be published if their free reproduction is specifically authorized.

Articles already published in other journals will be considered if editors find it is justifiable. In such case, authors will require the approval of editors of both journals.

### How to submit articles

All articles should be sent by e-mail to [publicaciones@sap.org.ar](mailto:publicaciones@sap.org.ar). In the "Subject", please indicate "Manuscript for *Archivos Argentinos de Pediatría*." **In the body of the message, please write down the title of the article and the name**

### of the main author.

Files attached should be in MSWord (.doc or .docx) format, and include:

1. The manuscript written as per the instructions detailed below, and the file name should be the main author's last name.
2. A **Letter to the Editor** including the name of all the authors, their telephone numbers and e-mail addresses, requesting the evaluation of the article for its potential publication. **The letter should clearly state the following:**
  - The article submitted has not been published in any other medium and shall not be submitted to a different scientific journal or any other publication for as long as *Archivos Argentinos de Pediatría* is evaluating it.
  - All authors should state whether they have any disclaimers to make regarding conflicts of interest. If there is any conflict of interest, authors shall declare such interest or financial commitment in the article (**see below**).
  - All sources of external funding should be clearly detailed. If the study did not receive external funding, this should be clearly stated.
  - Compliance with the checklist should be indicated before submitting the material.
  - It should be stated that if the article gets published, all authors will transfer their copyrights to the Sociedad Argentina de Pediatría.

**No editorial process shall be initiated unless the letter complies with all items indicated above.**

## GENERAL CONSIDERATIONS FOR MANUSCRIPTS PREPARATION

### Writing

Manuscripts should be written using a word processor (MSWord), **double-spaced** (including abstracts, references and tables), font: Arial 11. Pages should be **numbered** starting on the cover page in the lower right-hand corner.

**First page or cover page.** It should include:

**Title:** in Spanish and English or just in English if the manuscript is written in English. The extension will not exceed 22 words. It should not contain acronyms and abbreviations and be consistent with the manuscript content.

**Author(s):** first name(s) and last name(s) in a correlative order and with their academic degree indicated in an abbreviated form (M.D., B.S., etc.) with an asterisk to identify the institution to which they belong; name, address and telephone number of the institution to which the first author belongs. Each of the authors' e-mail address should also be included. The author responsible for receiving the editors' notifications should be indicated separately.

In addition, **the participation of each author in the study should be detailed**, as required by the **International Committee of Medical Journal Editors (ICMJE) in their Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals** available at <http://www.icmje.org>

Authors should fully meet the following criteria for authorship:

1. Substantial contributions to: the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

All contributors who do not meet all the criteria for authorship might be listed as Collaborators or cited in the Acknowledgments section.

When a manuscript has been written by a Working Group or members of a multicenter study, the corresponding author should indicate the order in which authors will be mentioned, identify all individual authors and the name of the group. The rest of the group members who do not meet authorship criteria may be listed as Collaborators or cited in the Acknowledgments section.

In the case of multicenter studies, researchers who were not directly involved in drafting the article but who participated in the study development can be included in the Contributors section.

In situations where authorship is not clear enough, editors can directly request the responsible author or a third party to fully comply with the indicated requirements.

If after such request, one or more authors do not meet the authorship criteria, the article will not be accepted for publication.

### Subsequent pages

- **Ethical-regulatory:** As stated in the Declaration of Helsinki (paragraph 23), all medical research studies in human beings, regardless of experimental or observational nature, including investigation of human material and identifiable information must be submitted for consideration, comment, guidance and approval of the corresponding Ethics Committee before starting the study.

Case reports should be accompanied by the Consent for Publication of Personal Information. This includes all material on the clinical record, images and any other information about the patient. (See the Consent Form Template).

This is essential to begin the process of reviewing a manuscript submitted to *Archivos Argentinos de Pediatría*.

- **Grammar and style.** The rules of the language used for writing should be followed and a style appropriate for scientific writing should be applied. The wording and style should be carefully reviewed before the manuscript submission if possible by a person specially trained for this role.

- **Acronyms or abbreviations.** They should be kept to a minimum and only those usually accepted will be used; it has been demonstrated that excessive acronyms can be confusing to readers. The spelled-out abbreviation followed by the abbreviation in parenthesis should be used on first mention in the manuscript. No acronyms should be used to refer to a single term (e.g., ATB instead of antibiotic). No acronyms should be included in titles and in the abstract written in Spanish (unless strictly justified). Manuscripts in English may include the acronyms generally used in English publications. If acronyms are used in tables, figures or graphics, they should be written in full at the bottom or in the epigraph, even though they are written in full in the text.

- **Acknowledgments.** People or institutions contributing with the article in any way can be included under this heading. Acknowledgement should be written in a formal style and in a separate page from the manuscript.

- **Bibliography or References.** It will be numbered in the order it appears in the text as per the style proposed by the **Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals**. We also recommend to visit the website *Citing Medicine*, by the US National Library of Medicine (<http://www.nlm.nih.gov/citingmedicine>), as a reference for bibliographic citations.

References should **strictly** comply with the guidelines of the following examples:

**a. Medical Journals**

Salhab WA, Wyckoff MH, Laptok AR, Perlman JM. Initial hypoglycaemia and neonatal brain injury in term infants with severe fetal acidemia. *Pediatrics* 2004;114:361-6. **For articles with more than four authors, "et al." should be added after the name of the fourth author.**

**b. Textbooks**

Bradley EI. Medical and surgical management. 2nd ed. Philadelphia: W B Saunders; 1982:72-95.

**c. Textbook chapter**

Stanley F, Blair E, Alberman E. How common are the cerebral palsies? In Bax MC, Hart HM, eds. *Cerebral Palsies: epidemiology and causal pathways*. London, United Kingdom: Cambridge University Press; 2000:22-39.

**d. Journal article published online**

Moreno-Pérez D, Chaffanel Peláez M. Antitérmicos, padres y pediatras. ¿Tenemos conclusiones para todos ellos? *Evid Pediatr*. 2006;2:16. [Accessed on: June 21, 2006]. Available at: [http://www.aepap.org/EvidPediatr/numeros/vol2/2006\\_vol2\\_numero2.2.htm](http://www.aepap.org/EvidPediatr/numeros/vol2/2006_vol2_numero2.2.htm)

**e. Internet sites**

OPS/OMS. Situación de Salud en las Américas: Indicadores Básicos 2005. Washington DC, 2005. [Accessed on: June 21, 2006]. Available at: <http://www.paho.org/spanish/dd/ais/IB-folleto-2005.pdf>

- **Tables, graphics and figures.** They should be included in a separate page, one per page and ordered using Arabic numbers. They should have a title on the top, next to their number, and a footnote. Measurement units should be referred to in the text, and in tables, graphics and figures.

- **Pictures.** If pictures of patients will be included, efforts should be made to ensure the patient's anonymity.

They should be accompanied by an authorization to be published. No patient identifying information should be present in microscopic observations or imaging studies. If illustrations by other authors are used, whether published or unpublished, the corresponding authorization for reproduction should be attached. Small arrows in a contrasting color should be used for easy identification of what is shown in the picture. Epigraphs or footers should be in a separate page numbered sequentially. Digital images should be legible with a resolution of at least 300 dpi, and in a .jpg format. If additional information is required, please contact the editorial office.

## SPECIFIC CONSIDERATIONS FOR PREPARING THE MANUSCRIPT

### I. Original articles

Original articles refer to a research subject to a specific design, such as: randomized clinical studies, cohort studies, case-control studies, cross-sectional studies, epidemiological evaluations, surveys and systematic reviews. Each study component or section has to be submitted in a separate page in the following order:

#### First page or cover page

It includes the items indicated in "*General considerations for manuscripts preparation*", and the following aspects should be taken into account:

- **Title:** it should be brief (no more than 22 words), contain no abbreviations or acronyms and reflect the research objectives and design.
- **Authors:** see the authorship conditions in "*General considerations for manuscripts preparation.*" All the authors have made major contributions to the design and development of the study, the analysis of results and the manuscript preparation; they approve the final version and are accountable for all aspects of the work.
- **Clinical trial registration:** name of registry, protocol number and date registered. *Archivos Argentinos de Pediatría* agrees with the clinical trial registration policy of the World Health Organization and the International Committee of Medical Journal Editors (ICMJE), and recognizes the importance of international registration and distribution of clinical trial information in a publicly accessible

manner. It is strongly recommended that **randomized clinical trials or research** are registered in one of Clinical Trial Registries validated by the criteria established by WHO and ICMJE, indicated in <http://www.who.int/ictrp/network/primary/en/index.html>.

- **Funding:** indicate all sources of funding and the type of contribution made by each of them.
- **Conflicts of interest:** a conflict of interest is when the author, any of his/her relatives, or the institution where he/she works has a financial relationship (employment, counseling, free or fee-for-advice, reports, specialist's report) or a personal relationship with the commercial company that produces the product(s) used or mentioned in the study. A more conceptual definition by the US Institutes of Health reads: **"a conflict of interest is a set of circumstances that creates a risk that professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest"** (*Institute of Medicine of the National Academies Website. Conflict of interest in medical research, education and practice*).
- **Sponsor:** when a study is sponsored, it should be indicated if the sponsor had any participation in the study design, data collection, discussion, interpretation, manuscript writing or decision to send it for publication.

### Abstracts

The second page will include the abstract. If the manuscript is written in Spanish is not required an English abstract.

*Characteristics of abstracts:*

1. **Length:** the abstract should not exceed **250 words**.
2. **Key words:** up to five (5) key words at the end of each abstract. **Use the terms indicated in the Pubmed's Medical Subject Headings (MeSH).**
3. **Structure:** include the following subheaders:
  - **Introduction:** *briefly* indicate current knowledge on the research subject and research objectives.
  - **Population and methods:** indicate where and when the study was conducted. Mention study design and the studied population. Define the primary outcome measure. Indicate the intervention provided and population assignment (if applicable).
  - **Results:** provide details on the primary outcome measure and describe the rest of

the results obtained and their statistical significance.

- **Conclusions:** provide specific conclusions in relation to proposed objectives and obtained results.

### Manuscript writing

The manuscript will have a **maximum length of 2700 words** (excluding abstracts, acknowledgments references, tables and figures).

It will have the following format:

- **Introduction:** provide the study rationale, describe the reasons for conducting the study and any existing unanswered question and point out related studies. In addition, include the research problem (question) together with a theoretical framework supported by bibliography. Do not include data or conclusions of the study being reported. At the end of the introduction, include the research **objectives** (the purpose of the work and the target population).
- **Population and methods:** include the following items:
  - Date and time of study conduction and the characteristics of the institution **or** of the main coordinating site for multicenter studies.
  - **Design:** cursorily indicate the type of design: case series, cross-sectional, case-control, cohorts (type), clinical trial (type), systematic review, etc.
  - **Hypothesis:** if applicable, include the research hypothesis.
  - **Aspects to be covered:** indicate eligibility, inclusion, exclusion and discontinuation criteria applicable to the study population. If randomization processes have been used, indicate the randomization technique. Define the primary and secondary outcome measures in detail, the techniques used for measuring such outcomes and the intervention provided (if applicable).
  - **Ethical considerations:** all clinical trials should specify if a written informed consent was obtained, the name of the Ethics Committee and the Research Committee, and the date of protocol approval.
  - **Statistical analysis:** indicate statistical testing and provide enough details so that data may be verified by other researchers, and provide a rationale for using each test. Specify the name of the statistical software used for data processing. Indicate the number of patients calculated for the study (sample size).

- **Results:** describe how many patients were eligible and how many were finally included (patient flow). Specify the main characteristics of the studied population. Provide data of obtained results. Avoid using the same wording for writing the text regarding data included in a table. The results included should be related to the objectives and based on the statistical analysis indicated in the Population and Methods section. All central tendency parameters should be accompanied with the corresponding dispersion measure (mean and standard deviation, median, range and mode, percentage, and confidence intervals). It is preferable that the exact value of the significance test is reported so that readers are able to compare it with other  $p$  values (instead of  $p < 0.05$ ,  $p = 0.03$ ).
- **Discussion:** this section is used for stating comments on the study and comparing results with those obtained by other authors. Here speculations can be made and a new hypothesis can be developed based on the research. Results should not be repeated here. **It is important that the study's strengths and weaknesses are pointed out.**
- **Conclusion(s):** these will be brief, accurate statements with no speculations, related to the research objective and based on the results obtained.
- **References:** the maximum number of citations will be 35 and they should be written according to the specifications indicated in "*General considerations for manuscripts preparation.*"
- **Tables, graphics and figures:** the maximum number will be six (6), and they will be prepared according to the above mentioned specifications. No more than two pictures can be included. If editors consider that it is reasonable to have a higher number of tables, figures, pictures or annexes, **these will only be published in an electronic format version.**

## II. Brief reports

These are descriptions of observations, presentation of clinical situations, preliminary results, medical technology, procedures or other interesting aspects.

Preliminary results are relevant to the purpose of the study but can not be generalized, either by sample size or other conditions that affect the representativeness of the sample. Also should be considered as preliminary, the results of studies in which the outcome addresses partly to the objective.

Brief reports are also considered studies that even with proper design, are relevant only to the

place where the research was conducted.

The manuscript for brief reports will be written and submitted similarly to what is indicated in "*General considerations for manuscripts preparation.*"

The **structure** will be as follows:

- **Abstract:** if the manuscript is written in Spanish is not required an English abstract. If the manuscript is written in English is not required a Spanish abstract. The maximum length is **150 words**. The abstract does not need to follow a structure. It should include (up to 5) key words.
- **Description:** it will have a maximum length of **1400 words** (excluding abstracts, references and tables or figures), and no more than **four** illustrations (tables, graphics, or pictures). Write a brief **introduction** pointing out the relevance of the subject and similar experiences already published. Then describe the observation or patient clinical condition, and finally write a discussion or comment.
- **References:** the maximum number of citations will be 15, in accordance to the instructions provided above.

## III. Case reports

It refers to the presentation of patients or series of patients with a rare disease or an uncommon clinical condition, **whose description is relevant for pediatric practice and that comply with at least one of the following criteria:**

- Drug side effects or adverse interactions that are rare or have not yet been reported.
- The occurrence of a rare disease.
- New associations or variations in the process of a disease.
- Presentation, diagnosis and/or treatment for a new or emerging disease.
- Unexpected association between diseases or symptoms.
- An unexpected event observed in the clinical course of a disease or its treatment.
- Results or findings that shed new light on the possible pathogenesis of a disease or adverse effect.

The structure of Case reports will be similar to that of Brief reports. The abstract will be written in Spanish and English if the manuscript is written in Spanish. When the manuscript is written in English is not required a Spanish abstract.

In order to be considered the author of a Case reports, the author should have contributed to the idea, intellectual development, writing and review of the report. Having provided care to the patient presented in the report is not a criterion of authorship. This can be mentioned in the Acknowledgments section.

**Note:** In the printed version will be published the Abstract. Complete publication of Case reports will be made in electronic format.

#### IV. Review articles

These are complete and comprehensive reviews or updates regarding an important issue.

They should point out the advances made in recent years and, if they refer to a disease, they should highlight the clinical, diagnostic, therapeutic and prognostic aspects.

Review articles are usually requested by editors, but unrequested articles of real interest can also be submitted if they follow the indicated guidelines. In these cases, their acceptance will be at the editors' discretion.

Review articles will be written and submitted similarly to what is indicated in "*General considerations for manuscripts preparation.*"

The **specific characteristics** for reviews are as follows:

- **Abstract:** it will have a maximum length of **150 words**, pointing out only the most important aspects of the subject. The abstract does not need to follow a structure. It should include (up to five) key words.
- **Text:** it will include an introduction, the development of the different aspects and, if relevant, a relevant discussion or comments can be included. The text will have a **maximum length of 2700 words** (excluding abstracts, references and tables or figures), but if it is truly justified, the editors may decide to accept a longer update.
- **References:** it will be as thorough as possible, and there is **not a maximum number of citations** provided that citations included are actually relevant for gaining knowledge on the subject or becoming aware of other authors' experience and, also, for an easy search.

#### V. Special articles

Special articles have certain differences from the other articles mentioned above. These usually cover especially relevant subjects, which may or may not refer to a specific disease or a particular situation or aspect. The subject may refer to other disciplines, whether or not related to medicine, but that do concern the human being (philosophy, ethics, anthropology, sociology, etc.). In addition, special articles may cover topics related to research methodologies and technologies, among other issues. The manuscript for special articles will be written and submitted similarly to what is indicated in "*General considerations for manuscripts preparation.*" The specific characteristics of the **abstract, text and references**

will be similar to those of the review articles, but they may have a different structure. **The maximum length will be 2500 words.**

#### VI. Comments

There are two types of comments: **editorial comments** and **comments on different topics of interest**. Editorial comments usually refer to an article presented in the same journal issue, and are made by request of the editors. Comments on different topics of interest are also usually requested by editors, but they may be freely submitted. In these cases, their acceptance will be at the editors' discretion.

Both types of comments **will be published in the same section** and will have a **maximum length of 1300 words** (excluding references). References will be **limited to ten (10) citations**.

#### VII. Practical pediatrics

These will be articles regarding experiences or relevant topics that earn knowledge on the practical aspects of pediatric practice. The manuscript for these articles will be written and submitted similarly to what is stated in "*General considerations for manuscripts preparation.*"

It will have an **abstract** with a maximum length of **100 words** and up to five (5) key words. The manuscript will have a **maximum length of 2500 words** (excluding abstracts, references and tables or figures), but editors may consider a longer article depending on the case.

#### VIII. Other sections

The manuscripts focusing on medical education, health and social pediatrics and epidemiology, will have structural characteristics similar to those Practical pediatrics.

#### IX. What is your diagnosis?

This text will have two parts: the first part will be a brief description of **not more than 200 words** regarding a clinical condition with five diagnostic options. One (1) figure or picture can be included. The second part will be a description of the disease or disorder regarding the correct diagnosis. This will have a **maximum length of 800 words**, with not more than **two (2) illustrations** (figures or pictures) and a **maximum of five (5) references**. The articles in this section are usually requested by editors, but they can also accept those not requested and their acceptance will be at the editors' discretion.

#### X. Letters to the editor

Letters to the editor will refer to a published article or to any other topic of interest, and can

include recommendations and criticisms, always in a respectful style. They should be addressed to the editor and have a title. They will have a **maximum length of 700 words, with up to five (5) references.**

#### XI. Books

Books reviews are requested by editors and will have a **maximum length of 500 words.** They usually provide a brief description of the characteristics of a book that the editors consider to be especially interesting for medicine and other disciplines.

*The Sociedad Argentina de Pediatría may publish other types of articles and add sections at the editors' discretion.*

Authors interested in obtaining an offprint of their article have to send a note requesting it to the Editorial Direction at the time of submitting their

articles and specify the number required. The cost will be covered by the interested party.

The Editorial Direction reserves the right to reject any article that does not strictly meet the instructions herein indicated or whose topic does not match the magazine's profile.

**In addition, editors reserve the right to publish accepted articles in the printed version of *Archivos Argentinos de Pediatría* or just in the website.**

**The authors will be exclusively responsible for the content and comments of the article.**

**The Sociedad Argentina de Pediatría will be the copyright holder for any of the articles published, which cannot be reproduced in any other journal, whether partially or in full, without their corresponding authorization.**

### CHECKLIST FOR SUBMITTING A MANUSCRIPT

**Carefully review if the following steps have been met:**

1. Carefully read "*Terms and conditions for publication*" and "*General considerations for manuscripts preparation.*"
2. For **writing the letter** requesting the publication of the article, indicate the following:
  - The article submitted has not been published in any other medium and shall not be submitted to a different scientific journal or any other publication for as long as *Archivos Argentinos de Pediatría* is evaluating it.
  - All authors should state whether they have any disclaimers to make regarding conflicts of interest.
  - All sources of external funding are detailed.
  - Indicate compliance with the checklist before submitting the material.
  - If the article gets published, all authors will transfer their copyrights to the Sociedad Argentina de Pediatría.
3. In the **first page or cover page**, include the following items:
  - Title.
  - Authors: first name(s), last name(s) and degree indicated in an abbreviated form.
  - The author who will receive editors' notifications.
  - Detail the participation of each author in the study.
  - Name, address and telephone number of the institution where the study was conducted.
  - Number assigned to randomized studies by the Clinical Controlled Trial Registry.
4. The **abstracts** should comply strictly the indications for each type of article about extension and number of key words.
5. An **adequate manuscript presentation**, will be in strict compliance with what is specified in the "*General aspects for preparing the manuscript*" for each type of article in terms of length, structure, references, tables, figures or graphics.
6. A copy of the **Consent for Publication of Personal Information.**

**If additional information is required, please contact the publication office at 54-11 4821-8612, ext. 123/143, Monday through Friday, from 11 AM to 8 PM, or send an email to publicaciones@sap.org.ar.**

*This Guideline will be in force: as of November 2015*