

## ***Instructions for authors***

### **AND POLICY**

Clinical and Biomedical Research (CBR), formerly “Revista HCPA”, is a scientific publication from Hospital de Clínicas de Porto Alegre (HCPA) and the School of Medicine of Universidade Federal do Rio Grande do Sul (FAMED/UFRGS). It is a free access scientific periodic that aims to publish papers from all relevant areas in the Health Sciences, including clinic and basic research. The selection criteria for publication include: originality, relevance of the theme, methodological quality, and adequacy to the journals’ editorial norms.

CBR supports the policies for the registration of clinical trials of the World Health Organization (WHO) [<http://www.who.int/ictcp/en/>] and the International Committee of Medical Journal Editors (ICMJE) [<http://www.icmje.org/>]. Therefore, CBR will only accept clinical research articles that have received an identification number from the Brazilian Clinical Trials Registry (*Registro Brasileiro de Ensaio Clínicos* - ReBEC) [<http://www.ensaiosclinicos.gov.br>] or other official database dedicated to the registry of clinical trials.

All published articles are reviewed by peers in a double-blind fashion. Once the article is accepted for publication, its copyrights are automatically transferred to the journal. The content of manuscripts submitted for publication to CBR implies that it has not been published previously and that it has not been submitted to another journal. To be published elsewhere, even in part, articles published in CBR require written approval of the editors. The concepts and declarations contained in the papers are the authors’ full responsibility. The articles may be written in Portuguese, English, or Spanish. The submissions in English are strongly encouraged by the editors.

The manuscript should fit into one of the different categories of articles published by the journal, as follows:

### **FORM AND PREPARATION OF ARTICLES**

#### **The following categories of contributions will be considered for publication**

##### **Editorial**

Critical and thorough review, prepared at the invitation of the editors, and submitted by an author with renowned knowledge on the subject. Editorials can have up to 1,000 words. This section may include the Journal’s editorial of presentation, signed by the editor, besides special editorials that comprise requested collaborations about current themes or about articles published on the Journal.

##### **Review Articles**

Articles that aim to synthesize and critically evaluate the present knowledge on a particular theme. They should contain no more than 6,000 words. These articles should present an unstructured abstract, with no more than 200 words (except for

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systematic reviews – see abstract structure in ‘Original Articles’) and a comprehensive list, but preferably with no more than 80 references.

Tables should be included in the same manuscript file (after references) and the figures should be submitted as additional documents in individual files.

### **Special Articles**

Manuscripts exclusively requested by the editors, on a subject of scientific relevance, to authors with recognized expertise in the area, and that do not meet the criteria for Editorials.

### **Original Articles**

Articles with unpublished research results, including full-length studies that contain all relevant information so that the reader may evaluate its results and conclusions, as well as replicate the research. Its formal structure should present the following topics: Introduction, Methods, Results and Discussion. The conclusions should be in the last paragraph of the Discussion, not requiring a specific section. Clinical implications and limitations of the study should be mentioned. For original articles, a structured abstract should be presented (Introduction, Methods, Results, and Conclusions) in Portuguese and English, in cases where the article is not written entirely in English. The Abstracts (Portuguese, Spanish, or English) should not exceed 250 words.

Articles submitted in this category should not exceed 3,000 words. Tables should be included together in the same manuscript file (after references) and figures should be submitted as an additional document in individual files.

### **Case Reports**

Articles based on peculiar cases and brief comments on the importance of the case in relation to the existing knowledge in the field. They should contain up to 1,000 words, with a total of no more than two tables or figures and 15 references, once presenting a literature review is not the purpose of the reports.

Their structure should present the following topics: Introduction, explaining the relevance of the case; Presentation of the case (Case Report), and Discussion. Case reports should describe novel or unusual findings, or offer new insights into a given problem. The content should be limited to facts relevant to the case. The confidentiality regarding patient identification is critical, so authors should not report any precise dates, initials, or any other information irrelevant to the case, but that may possibly identify the patient.

Case reports should have an unstructured abstract with no more than 150 words.

Tables should be included in the same manuscript file (after references) and figures should be sent as additional documents in individual files.

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### **Case Reports: Images in Medicine**

Section devoted to the publication of informative images, which are unusual and/or of broad interest in clinical situations. It should contain no more than 500 words and a total of 5 references. Two to three images (at a resolution of at least 300 dpi).

### **Letters**

Opinions and comments on an article published in the Journal, on subjects of scientific relevance, and/or preliminary clinical observations. The text should be concise, with no more than 500 words. Only one table and one figure are allowed, and a maximum of five references. They should not have an abstract.

### **Brief Communication**

Brief Communications are original but preliminary or more specific research results that contain all relevant information so that the reader may evaluate its results and conclusions, as well as replicate the research. The structure is similar to original articles; however, the Abstracts (Portuguese, Spanish or English) should not exceed 150 words and the text should not exceed 1,200 words. A maximum of two Tables/Figures are accepted.

### **Supplements**

In addition to regular issues, CBR publishes the supplement of the HCPA Science Week.

### **CONFLICTS OF INTEREST**

Conflicts of interest arise when the author has financial or personal relationships that could inappropriately influence their professional judgment. These relationships may create favorable or unfavorable tendencies towards a paper and impair the objectivity of the analysis. Authors must disclose possible conflicts of interest and should be done at the time of submission of the manuscript.

It is at the editor's discretion to decide whether this information should be published or not and whether to use it for editorial decisions. A common form of conflict of interest is the funding of research by third parties who may be companies, government agencies, or others. This obligation to the funding entity may lead the researcher to obtain tendentious results, inappropriately influencing (bias) their work. Authors should describe the interference of the funding entity at any stage of the research, as well as the form of funding, and the type of relationship established between the sponsor and the author. The authors may choose to inform the peer reviewers' names for which their article should not be sent, justifying themselves.

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### **PRIVACY AND CONFIDENTIALITY**

Information and pictures of patients that allow their identification should only be published with formal written authorization of the patient, and only when necessary for the purpose of the study. For formal authorization, the patient must know the content of the article and be aware that this article may be made available on the Internet. If in doubt about the possibility of identifying a patient, such as in the case of photos with stripes over the eyes, a formal authorization should be obtained. In the case of distortion of data to prevent identification, authors and editors should ensure that such distortions do not compromise the results of the study.

### **EXPERIENCES WITH HUMANS AND ANIMALS**

All content related to research with humans and animals must have previous approval by the Research Ethics Committee or the Animal Ethics Committee, respectively. The works should be in accordance with the recommendations of the Declaration of Helsinki (current or updated), the CNS Resolution n. 466/2012 and its complementary regulations, as well as the Law n. 11.794/2008 for studies in animals. It is important to indicate the number of the project's registration in the respective Committee or Ethics Committee, as well as in the National Committee for Research Ethics, if applicable.

### **PREPARATION OF THE ARTICLE**

The registration on the system as author and subsequent access with login and password are mandatory to submit and verify the status of submissions.

**Identification:** must include: a) Title of the article, clear and concise. Do not use abbreviations. There should be a version of the reduced title to appear in the header as well as a title in the English language; b) Authors' full names; c) Institution and the sector or unit of the institution to which each author is affiliated (personal titles and positions held should not be mentioned); d) Indication of the corresponding author, accompanied by the electronic address; e) If it has been presented at a scientific meeting, the name of the event, the place, and the date of completion should be indicated.

### **THE NAMES OF ALL THE AUTHORS OF THE MANUSCRIPT SHOULD BE INDICATED IN THE SYSTEM**

**Abstract and Keywords:** The articles should have an abstract in English. Check the structure and the number of words described for each specific type of article (see above). The structured abstracts, required only for original articles, should present the name of the subdivisions that make up the formal structure of the article at the beginning of each paragraph (Introduction, Methods, Results and

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Conclusions). The keywords - expressions that represent the subject of the paper - should be in number from 3 to 10, provided by the author, based on the DeCS (Health Sciences Descriptors) published by Bireme, which is a translation from the MeSH (Medical Subject Headings) from the National Library of Medicine, available in the following electronic address: <http://decs.bvs.br>.

***Manuscript:*** it must conform to the structure required for each category of article. Text citations and references cited in the legends of tables and figures should be numbered consecutively in the order they appear in the text, with Arabic numerals. References should be cited in the text as in the example: Reference<sup>1</sup>.

***Tables:*** they should be numbered consecutively, with Arabic numerals, in the order they were cited in the text, and headed by a suitable title. They should be cited in the text, but duplicated information should be avoided. The tables, with titles and footnotes, should be self-explanatory. The abbreviations should be specified as footnotes without numerical indication. The remaining footnotes should be numbered in Arabic numerals and written in superscript.

***Figures and charts:*** Illustrations (photographs, charts, drawings, etc.) should be sent in separate articles, in JPG format (at a high resolution – at least, 300 dpi). They should be numbered consecutively with Arabic numerals, in the order they are cited in the text and should be clear enough for reproduction and in the same language as the text. Photocopies will not be accepted. If there are figures extracted from other previously published studies, the authors should provide a written permission for their reproduction. This authorization shall accompany the manuscripts submitted for publication. The figures must have a title and subtitle (if necessary), which should both precede the figure itself.

***Abbreviations:*** abbreviations must be explained at first mention. On the rest of the article, it is not necessary to repeat the full name.

***Name of medications:*** the generic name should be used.

***In case of citing appliances/equipment:*** all appliances/equipment cited should include model, manufacturer's name, state, and country of manufacture.

***Acknowledgements:*** should include the collaboration of people, groups, or institutions that have contributed to the study, but whose contributions do not justify their inclusion as authors; this item should also include the acknowledgements for financial support, technical assistance, etc. This item should come before the references.

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**Conflicts of interest:** If there is any conflict of interest (see above), it should be declared. In case there is not, place in this section: “The authors declare no conflicts of interest”

**References:** should be numbered consecutively, in the order in which they are mentioned in the text, and identified with Arabic numerals. The presentation must be based on a format called “Vancouver Style”, as the examples below, and the titles of journals should be abbreviated according to the style presented by the List of Journal Indexed in Index Medicus, from the National Library of Medicine, available at: <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>. The authors should ensure that the cited references in the text appear in the reference list with exact dates and authors’ names correctly spelt. The accuracy of references is the authors’ responsibility. Personal communications, unpublished or unfinished articles could be cited when absolutely necessary, but should not be included in the reference list and only cited in the text. The submission of the unpublished works mentioned in the manuscript may be requested at the discretion of the editors.

### **Examples of citing references:**

#### **Journal articles (from one to six authors)**

Almeida OP. Autoria de artigos científicos: o que fazem os tais autores? Rev Bras Psiquiatr. 1998;20:113-6.

#### **Journal articles (more than six authors)**

Slatopolsky E, Weerts C, Lopez-Hilker S, Norwood K, Zink M, Windus D, et al. Calcium carbonate as a phosphate binder in patients with chronic renal failure undergoing dialysis. N Engl J Med. 1986;315:157-61.

#### **Articles without the author’s name**

Cancer in South Africa [editorial]. S Afr Med J. 1994;84:15.

#### **Books**

Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

#### **Chapters from a book**

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. p. 465-78.

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### **Books in which editors (organizers) are authors**

Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

### **Theses**

Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis (MO): Washington Univ.; 1995.

### **Papers presented at conferences**

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p. 1561-5.

### **Electronic Journal Articles**

Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24 screens]. Available from: URL:<http://www.cdc.gov/ncidod/EID/eid.htm>.

Other types of reference should follow the document

International Committee of Medical Journal Editors (ICMJE) Uniform Requirements for Manuscripts

Submitted to Biomedical Journals: Sample References

([http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html))

### **Technical requirements**

Microsoft Word document (.doc or .rtf), singled space, font size 12, 2-cm margins in each side, title page, abstract and descriptors, text, acknowledgements, references, tables and legends, and the figures should be sent in jpg or tiff at a resolution of at least 300 dpi.

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