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Journal of the Castilla y León, Cantabria and La Rioja Otorhinolaryngology Society
(Spain)

Guidelines for published articles.

The Journal of the Castilla y León, Cantabria and La Rioja Otorhinolaryngology Society is an open access electronic publication with global scope and distribution for the publication of articles on Otolaryngology and related clinical and experimental areas (basic science, hearing, language, management).

The contents are intended for specialists in otolaryngology and related medical disciplines.

The texts are available in open access on the journal's website (<http://www.revistaorl.com>) and the DIALNET and DOAJ e-Journals repositories.

The journal is included in the Latindex catalogue.

Content

The Journal of the Castilla y León, Cantabria and La Rioja Otorhinolaryngology Society consists of the following content:

Editorial	Brief article submitted by the Editor or a member of the Editorial Committee on a topic of current or conceptual interest.
Original article	Articles about basic, experimental or clinical research. Case series studies with statistical processing. Meta-analysis.
Case report	Up to six descriptive case reports are included. Case series with exclusively descriptive content are included here.
Review article	Systematic literature reviews on a topic.
Surgical technique	Description of an operating technique.
Annotated image	Includes up to four images with comments from the same clinical case or on the same topic.
Annotated article	Structured analysis and commentary for an item of special interest. The title will relate to the annotated article. The summary of it is structured and the article under review will be cited. The text is structured and in it the most representative aspects of the original article are included. The beginning of the text includes the article's bibliographical summary. At the end of the text the author will summarize/comment the most important aspects of the article and may add other bibliographical citations recommended in relation to the subject of the annotated article.
Letter to the Editor	Brief commentary on an article published in the journal. It includes the annotated article in the bibliography.
Supplement	To be published as a supplement: Abstracts of papers from the annual conference, posters, annotated articles, monographs, books, dissertations, guidelines, protocols and manuals. The Editorial Committee may delegate the production of documents to an author or working group to be published as a supplement.

Manuscript submission

Manuscripts for publication must be sent by email to the Editor of The Journal of the Society of Otorhinolaryngology Castilla y León, Cantabria and La Rioja at: envíos@revistaorl.com.

Entries must be original and unpublished.

Entries must be submitted in Spanish.

In the email reference to the title of the article, a brief presentation of the author's interest in its publication and a statement that there is no conflict of interest should be made.

In the case of clinical trials documentation of approval by the Ethics Committee of the hospital or research centre is required.

Articles with photographs that include patients who could potentially be identified must be accompanied by express documentation that these images were obtained and are published with patient consent.

Manuscript requirements

1. **Works must be original and unpublished**, and not be sent simultaneously to other journals or be accepted for publication. In the event that they have been published this must be explicitly stated in the text and include the citation.
2. Length, number of figures and maximum tables allowed. There are no limits. However, the table shows some guidelines for authors:

	Words	Figures	Tables	References
Editorial	1,000	0	0	0
Original article	5,000	6	6	60
Case report	3,000	3	3	25
Literature review	7,000	6	6	80
Surgical technique	2,000	3	3	5
Annotated image	2,000	3	3	5
Letter to the Editor	500	0	0	5
Supplement	20,000	No limit	No limit	No limit

3. In writing papers, authors can use as a guide Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.icmje.org>) prepared by the Vancouver Group, available on the journal's website (www.revistaorl.com), from the NORMAS [Guidelines] tab).

4. Articles must be in the corresponding original Word format available online (www.revistaorl.com). Other formats will not be accepted.

5. The manuscript should be submitted in a single document with tables and figures inserted in the template in the space provided at the end for tables and figures. Do not send attachments.

6. The manuscript in Word must be accompanied by the completed checklist in Excel as indicated on the web site (**SELF-ASSESSMENT DOCUMENT**)

7. The Editorial Committee will decide the final classification of the article.

Structure of the manuscript

The manuscript consists of:

Title	In Spanish and English
Authors	First and both last names (separated by dashes), if applicable
Work centre or institution	Work centre. Institution.
Contact	Email address of the first author. This link will be public in the article
Conflict of interest statement	Express statement of no conflict of interest
Summary in Spanish	Structured. Maximum 250 words.
Key words in Spanish	Maximum six MeSH terms recorded in Spanish separated by period and comma.
Summary in English	With title in English in the heading.
Key words in English	Maximum six MeSH terms recorded in English separated by period and comma.
Text	Structured as introduction, material and methods, results, discussion and bibliography.
Tables	The tables appear numbered with Arabic numerals in order of appearance in the text. They should be cited in the text by their numbers in the order of citation in the text. There must be a short header that explains the purpose of the table. The contents of the table must be understood by the reader without reading the text and the information should not be redundant in the text. The number of table and its explanation must be placed at the heading of the table.
Figures	Numbered in order of citation in the text with Arabic numerals. Each should contain a figure caption with a brief text explaining the purpose of the figure. The figure number and explanation should be placed at the bottom of the figure.
Introduction	Motivation, rationale and objective of the work
Material and Method Description of the case	In clinical cases there will be a description of the case or cases. In research works there will be reference to the study design and statistical evaluation methods, power and degrees of statistical significance. Reviews of the literature include methodology followed in the bibliographical review.
Results	Summarized, avoiding repeating information already detailed in tables or figures.
Discussion	Discussion should not include concepts not previously reflected in the introduction or results.
Conclusions	According to specific results in the work. Generic conclusions should be avoided.
Acknowledgments	To individuals or institutions
References	The reference number in the text should appear in

	<p>brackets [] in order of appearance in the text.</p> <p>It is important to cite Spanish literature sources.</p> <p>In case of related articles in The Journal of the Society of Otorhinolaryngology Castilla y León, Cantabria and La Rioja these references must be cited.</p> <p>Bibliographic citations should reflect the Vancouver standards (Uniform Requirements for Manuscripts Submitted to Biomedical Journals) (http://www.icmje.org).</p> <p>The name of the journal appears in abbreviated form, followed by the year, volume number and first and last page of article.</p> <p>In the references section the number of each reference number must be followed by a period (e.g. 24.)</p>
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Abbreviations: Abbreviations can be used in the text. They must be defined in the text the first time they are mentioned. The abbreviations of units of measurement shall be as recommended in Rev Esp Cardiol. 2004;57:538-56.

Format of the text: Arial 12 point. The text must be written in lowercase avoiding paragraphs appearing only in uppercase.

Check lists: To facilitate the submission of manuscripts authors should send a check list from the journal available online in Excel format (**SELF-ASSESSMENT DOCUMENT**). In addition, links are provided to the main checklists for each type of study as provided by the EQUATOR Network.

Format of bibliography citations:

Follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.icmje.org>)^{1, 2}

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Examples for citations:

Article citation:	Gautam P, Gaul T, Luthra N. Prediction of difficult mask ventilation. Eur J Anaesthesiol. 2005; 22:638-640.
If the article has more than six authors the first six are cited followed by "et al."	Timmermann, W; Dralle, H; Hamelmann, W; Thomusch, O; Sekulla, C; Meyer, Th, et al. Reduziert das intraoperative Neuromonitoring die recurrenspareerate bei Schilddrüsenoperationen?. Zentralbl Chir. 2002. May;127:395-399.
Book citation:	Stokes, M: Fisioterapia en la rehabilitación neurológica. Elsevier. 2ª Ed. 2004. Cap. 9; pp. 167-170.
Book chapter:	Jaggi, A.; Birch, R.; Dean, L.; Johnson, K.; Tripp, S: Lesiones de los nervios periféricos. En: Stokes, M: Fisioterapia en la rehabilitación neurológica. Elsevier. 2ª Ed. 2004. Cap. 9; pp. 167-170.
E-article:	Cernea CR, Brandão LG, Hojaij FC, De Carlucci D Jr, Brandão J, Cavalheiro B, et al. Negative and positive predictive values of nerve monitoring in thyroidectomy. Head Neck. 2011; Mar 16: [5 p.]. doi: 10.1002/hed.21695. [Consultado el 29/12/2011].
Example 2:	Riera, A, Trinidad Pinedo, J. Radical Neck Dissection. En: http://www.emedicine.com/ent/TOPI502.HTM . Aug 15, 2007. [Consultado el 17/12/2011]

¹Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication (In: http://www.icmje.org/urm_full.pdf)

²Uniform Requirements for Manuscripts Submitted to Biomedical Journals. Rev. Esp. Salud Publica [serial on the Internet]. 1997 Mar [cited 2011 Dec 25]; 71(2): 89-102. Available from: http://www.scielosp.org/scielo.php?script=sci_arttext&pid=S1135-57271997000200002&lng=en. <http://dx.doi.org/10.1590/S1135-57271997000200002>.

³Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication

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1. Receipt of manuscript.

Manuscripts are received by the editor of the journal via email.

Each manuscript is assigned a number to facilitate its identification during the evaluation process. The editor makes a first assessment of the formal characteristics of the work and may ask the authors to adjust the manuscript to meet the standards. If the manuscript does not meet the standards in successive versions it will be rejected by notifying the authors.

2. Peer review of the manuscript.

Anonymity is guaranteed throughout the evaluation process.

The anonymous manuscript is sent to two outside reviewers to the Editorial Committee (peer review) and to an evaluator from the Editorial Committee. The manuscript is available from the Editorial Committee's website.

A check list that aids in evaluation is available on the Editorial Committee's website.

The goal is for the evaluation time not to exceed eight days but this may be extended depending on the complexity of the article.

The results of the evaluation, comments and corrections that each evaluator requests from the authors are compiled in the evaluation check list form sent to the authors.

The period of time to make corrections should not exceed eight days but may be extended depending on the complexity of the work. After making the corrections the manuscript is forwarded to the evaluator to decide whether the corrections have been made according to his or her suggestions.

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Following review, the reviewers recommend acceptance or rejection. The editor decides the acceptance or rejection according to the reviewers' observations. The editor may ask authors to clarify aspects as appropriate. The editor may ask for a review of the manuscript by other members of the Editorial Committee or outside experts.

Manuscripts must meet the formal characteristics to be published.

The editor shall email notification of acceptance or rejection for publication.

4. Publication.

The editor shall notify the author by email regarding the article's publication and the literature review.

Ethical responsibilities

1. **Conflict of interest.** The manuscript must include a statement that there is no conflict of interest. Any incident should be reported in the evaluation sheet (authorship, reviewers, funding, previous publications on the subject, etc.)
2. **In the 56-point Excel check list** that the authors must submit with the manuscript, paragraphs 53-56 relate to conflicts of interest that authors must fill consciously answering yes/no. Reviewers have the same list adapted for evaluation of the manuscript.
3. Statement of **sources of financing** if applicable.
4. Statement of **sponsorship** if applicable.
5. **If the manuscript was previously published in whole or in part by the same authors** this must be noted in the text and bibliographic sources or supports cited to locate the previous work.
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