

Actas Dermo-Sifiliográficas

AUTHORS INFORMATION PACK

GUIDE FOR AUTHORS

INTRODUCTION

Actas Dermo-Sifiliográficas is the official publication of the Spanish Academy of Dermatology and Venereology (AEDV). Founded by Juan de Azúa in 1909, it is the longest-standing monthly Spanish medical journal. The journal is dedicated to articles on scientific research and continuing education with subjects related to medical-surgical dermatology and venereology. The journal is published in Spanish in its printed version and in Spanish and English in its on-line edition.

We suggest that articles by Spanish authors should comply with the general criteria of Law 14/2007, from 3rd July, for biomedical research (BOE n 159), which protects the rights of individuals who are subjects of research. Clinical assays should be registered with public databases prior to their initiation and patient recruitment, and only after approval of the institutional or regional Clinical Research Ethics Committee. The authors should provide the archive number and database where the assay is registered. For all clinical assays that initiate patient recruitment as of 1 January 2017, registration in public databases will be mandatory. Assays with patient recruitment prior to this date may still be submitted to the Journal for evaluation without this archive number and database.

Types of article

Originals. This section includes original works of clinical and basic research. The recommended designs are experimental studies (clinical trials), analytic observational (case-control and cohorts) or descriptive ones (cross-sectional). To elaborate the clinical trials, the CONSORT standards, available under http://www.stard-statement.org/ must be followed, the STARD initiative for diagnostic tests, available under http://www.stard-statement.org/ and for observational studies the STROBE guidelines available under http://www.strobe-statement.org/. For single-centre studies, it is recommended not to exceed the number of 6 signatories. When multicentre studies more authors might be considered. The maximum word count is 2500 words (excluding the title page, the abstract, the references, the tables and the figure legends. Up to 30 references, 6 figures and 6 tables will be accepted). An abstract of up 250 words and keywords should be included; this abstract will be structured in the following sections: background and aims, materials and method, results, conclusions. A Spanish translation of the abstract and keywords is required. These requirements may only be changed in exceptional situations and with prior permission from the Editor. Only for online publishing, it is recommended that authors submit all tables, figures and methodology that are not essential for understanding the study but that are useful for replicating the study or for a more thorough reading of it. The manuscript should be structured into sections.

Brief Communications. This section is meant for papers with short patient series or long series that validate the results of other previous papers, as well as brief research papers signed by a maximum of 6 authors. In the case of a study, the paper must follow the recommendations

on style and design of the original articles. It should include an unstructured abstract of a maximum 150 words and keywords. A Spanish translation of the abstract and keywords is required. The maximum text length must be 1,500 words (excluding the title page, the abstract, the references, the tables and the figure legends), Up to 2 figures and/or tables and a maximum of 20 references will be accepted. The manuscript must be structured to include the following main headings: a) abstract (summary of most relevant findings); b) text with sequential sections: introduction, clinical cases/patients and method, results, discussion, and c) references. As noted for the original papers, we recommend only for online publishing, that authors submit all tables, figures and methodology that are not essential for understanding the study but that are useful for replicating the study or for a more thorough reading of it. This section will appear in the electronic version of *Actas Dermo-Sifiliográficas*.

Images in Dermatology. To be considered for publication, images must be high quality originals that reflect the clinical characteristics of dermatological diseases or the results of additional tests in dermatology and have significant teaching value (either due to their uniqueness or visual impact), which must be noted in the accompanying text. The image presented must be unique, although it may be composed of up to 2 photographies and shall be accompanied by a legend no longer than 200 words, with no associated references or abstract. The title should be brief (no more than 10 words), and it is recommended that no more than 3 authors be included. The images will be published only in electronic format at the discretion of the Journal's Editorial Committee.

Cases for diagnosis. These manuscripts should include original clinical cases that have not been published previously in another journal. One to 3 authors will be allowed. Do not include an abstract keywords. These manuscripts should include: 1. A first part (case presentation) maximum length of the text is 200 words. This part should contain the following: a) the case history; b) physical examination; c)histopathology (that describes the histologic findings but does not give conclusive information about the diagnosis); d) complementary tests; e) a maximum of 3 colour figures of highest-quality: these might be clinical, histologic, dermatoscopic..., with no figure captions (their meaning should be described in the text). 2. Second part (diagnosis and comments). Maximum length of the text is 450 words, excluding references. This part should include: a) the diagnosis; b) course and treatment (of the patient presented); c) comments (on the reference disease, the case presented, and the differential diagnosis); d) references (up to 6 references).

Case and Research Letters. This section is meant for the publication of brief reports on studies or clinical cases. They shall be signed by a maximum of 4 authors. The text shall have a maximum length of 800 words. Do not include an abstract keywords. Up to 3 figures and/or tables will be admitted. Maximum number of references will be 10.

Letters to the editor. This Section is for publishing critical opinions, agreements, praise or any other type of observation regarding articles published in the journal. This section can also be used for suggestions, criticism, or comments about any formal aspect or content of the issue of *Actas Dermo-Sifiliográficas*. Letters shall be signed by a maximum of 4 authors. Do not include an abstract keywords. The maximum length of text allowed is 800 words and might content up to 3 figures and/or tables. Maximum number of references will be 10.

Opinion article. It includes the opinion of one or two authors on a subject of his/her specialty, giving his/her personal thoughts on it, with the possibility of referring to related publications. Maximum length of the text, usually without sections, will be 2500 words, not including the references (up to 20). Key words have to be included but no abstract. A Spanish translation of the keywords is required. Maximum of 2 table/figures can be added

Review. The aim is to update a topic of dermatological importance, reviewing it in depth based on the updated quality scientific evidence. The work should be signed by a maximum of 3 authors The length of the text shall not exceed 3,500 words (excluding the title page, the abstract, the references, the tables and the figure legends), 8 tables/figures and a maximum of 100 references. Includes an unstructured abstract with a maximum 150 words and keywords. A Spanish translation of the abstract and keywords is required. The reviews will be conducted at the express request of the Journal's Editorial Committee or by a previous request from the author to the director (ad@elsevier.com) and will be subjected to a peer review. Reviews that include recommendations on procedures and/or preventive, diagnostic and/or therapeutic techniques shall include the level of evidence and degree of recommendation following the SIGN, Oxford or NICE classification systems. As well as general reviews, the journal *Actas Dermo-Sifiliográficas* publishes reviews on issues related to clinical practice, controversies and developments, with the following standards for authors.

Practical dermatology. A review article on a topic with an eminently practical approach. Avoid an extensively long development of the work, orienting the subject towards recommendations for the daily clinical practice. Signed by a maximum of 3 authors. Length of the text shall not exceed 2500 words (excluding the title page, the abstract, the references, the tables, and the figure captions). Non-structured abstract (up to 150 words) and keywords are included. A Spanish translation of the abstract and keywords is required. The use of figures, graphics, tables, or algorithms (not more than 8) is recommended in order to facilitate the understanding of the topic. Maximum number of references will be 50. These articles are commissioned expressly by the Editor-in-Chief or by prior request of the author to the Editor (ad@elsevier.com) and will be subjected to peer review. The level of evidence of the recommendations as described for general reviews will be included.

Controversies in dermatology. These are review articles on a topic that has some controversial aspects. The author should give some personal criteria and cover the different positions found in the literature. The text will be signed by a maximum of 3 authors and the extent shall not exceed 2,500 words (excluding the title page, the abstract, the references, the tables, and the figure captions). A non-structured abstract (up to 150 words) and key words shall be included. A Spanish translation of the abstract and keywords is required. The use of figures or tables (not more than 6) is recommended if they facilitate the understanding of the topic; up to 30 references are allowed. These articles are commissioned expressly by the Editor-in-Chief or by prior request of the author to the Editor (ad@elsevier.com) and will be subjected to peer review.

Novelties in Dermatology. These are articles in which a subject of great current interest is reviewed and briefly commented on. The text will be signed by a maximum of 3 authors. Maximum length should be up to 2.500 words (excluding the title page, abstract, references, tables, and figure captions). Include a non-structured abstract (maximum 150 words) and key words. A Spanish translation of the abstract and keywords is required. Up to 6 tables/figures and 30 references can be included. These articles are commissioned expressly by the Editor-in-Chief or by prior request of the author to the Editor (ad@elsevier.com) and will be subjected to peer review.

Consensus statements. These articles cover the content of consensus statements, recommendations, and therapeutic or diagnostic guidelines drafted by a working group or a scientific society. The text will not exceed 2,500 words. A non-structured abstract (up to 150 words) and key words are included. Up to 8 tables/figures and 100 references can be included. Levels of evidence and recommendation grades according to current international guidelines have to be included.

History and humanities in dermatology. These are review articles on the history or humanities related to dermatology and venereology. A maximum length up to will be 1,500 words without abstract nor keywords. We admit no more than 3 authors, 3 figures/tables and 10 references. These articles are commissioned expressly by the Editor-in-Chief or by prior request of the author to the Editor (ad@elsevier.com) and will be subjected to peer review.

Practical Dermoscopy. This Section is dedicated to the publication of clinical-dermatoscopic cases. Includes clinical cases whose clinical diagnosis is difficult and in which dermoscopy provides the diagnostic key. Text signed by no more than 3 authors. Do not include an abstract. The practical dermoscopy should include the following sections: 1. Case problem presentation along with two clinical imaging study, brief descriptive text (up to 50 words) not including the diagnostic. 2. Dermoscopic images presentation: two dermoscopic images should be accompanied by the question "What is the diagnosis?". 3. Comment: should be no longer than 400 words, excluding the references. It will include dermatoscopic feature description emphasizing the differential diagnosis keys. Maximum number of references allowed is 6.

Videos of Surgical Procedures in Dermatology. This section is focused on the use of innovative surgical techniques and modifications of existing ones for the resolution of clinical cases as well as the use of known surgical techniques to solve clinical complex cases. Videos will be signed by a maximum of 4 authors. A text of no more than 800 words (excluding title page, references, tables and figure captions) shall be attached to the video. Do not include abstract nor keywords. Figures and tables (maximum 3 figures and / or tables) should be embedded in the video stream. References (no more than 5) shall be included at the end of the manuscript and video stream. The manuscript should be structured into the following sections: introduction, surgical technique description, indications/contraindications, complications, conclusions and references. The link to the video will be placed at the foot of the manuscript. Video lasts up to 10 minutes. Surgical video will show complete surgery procedure from baseline to final outcome. It is recommended to include video footage or images of final postsurgical outcomes medium- to long term. To improve the understanding of the procedure described, short and clear commentaries (audio or subtitles) should be incorporated into the video file. Submit videos according to the following acceptable file formats .mov, .wmv, .mpg, .mpeg, .mp4 or .avi, and maximum file size of 50 MB. Verify that the videos are viewable in QuickTime® or Windows Media Player ®. Editorial board of Actas Dermo-Sifiliográficas reserves the right to edit videos according to editorial line the journal. Accepted videos will be posted for viewing via streaming on the site of Actas Dermo-Sifiliográficas and its manuscript will be published in the print version of the journal.

Resident's Forum. This section is aimed at collecting short bibliographic reviews written by Dermatology Medical-Surgical and Venereology resident physicians who are aspiring academics to the Spanish Academy of Dermatology and Venereology (AEDV). Each review will cover or a subject considered to be of maximum interest and current, or a paper recently published on an impact journal, in which new and relevant information about aetiology and/or disease physiopathology, new diagnostic techniques and/or treatments. The text will be signed by a maximum of 3 authors, (of them, only one specialist in Dermatology is allowed). The manuscript title must include the prefix "FR-" followed by the review subject. Do not include a summary. Do not include an abstract, include key words. A Spanish translation of the kewords is required. Maximum length of the text permitted is 500 words. In exceptional cases, a maximum of 1 figure and/or table could be included. The bibliography should include up to 5 references of articles published in PubMed indexed journals in relation with the subject of the original article commented.

Supplements. The aim of the supplements is to provide more detailed information on a

monographic subject. The supplements will have a Coordinator and different authors who will collaborate in drafting the corresponding articles. These articles will be reviewed in the same way as regular articles. These articles are commissioned expressly by the Editor-in-Chief or by prior request of the coordinator to the Editor (ad@elsevier.com). Funding is required for the publication of these supplements. They must follow the same publication guidelines as *Actas Dermo-Sifiliográficas*.

Contact details for submission

All manuscripts must be submitted online through the *Actas Dermo-Sifiliográficas* EM Web site at https://www.editorialmanager.com/ad

Language

This journal is published in Spanish and in English language.

Submission checklist

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.

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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>.

Studies in humans and animals

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 should</u> 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.

All animal experiments should comply with the <u>ARRIVE guidelines</u> and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, <u>EU Directive 2010/63/EU for animal experiments</u>, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

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Sex and gender reporting

Reporting guidance

For research involving or pertaining to humans, animals or eukaryotic cells, investigators should integrate sex and gender-based analyses (SGBA) into their research design according to funder/sponsor requirements and best practices within a field. Authors should address the sex and/or gender dimensions of their research in their article. In cases where they cannot, they should discuss this as a limitation to their research's generalizability. Importantly, authors should explicitly state what definitions of sex and/or gender they are applying to enhance the precision, rigor and reproducibility of their research and to avoid ambiguity or conflation of terms and the constructs to which they refer (see Definitions section below). Authors can refer to the SSex and Gender Equity in Research (SAGER) guidelines and the S SAGER guidelines checklist. These offer systematic approaches to the use and editorial review of sex and gender information in study design, data analysis, outcome reporting and research interpretation however, please note there is no single, universally agreed-upon set of guidelines for defining sex and gender.

Definitions

Sex generally refers to a set of biological attributes that are associated with physical and physiological features (e.g., chromosomal genotype, hormonal levels, internal and external anatomy). A binary sex categorization (male/female) is usually designated at birth ("sex assigned at birth"), most often based solely on the visible external anatomy of a newborn. Gender generally refers to socially constructed roles, behaviors, and identities of women, men and gender-diverse people that occur in a historical and cultural context and may vary across societies and over time. Gender influences how people view themselves and each other, how they behave and interact and how power is distributed in society. Sex and gender are often incorrectly portrayed as binary (female/male or woman/man) and unchanging whereas these constructs actually exist along a spectrum and include additional sex categorizations and gender identities such as people who are intersex/have differences of sex development (DSD) or identify as non-binary. Moreover, the terms "sex" and "gender" can be ambiguous—thus it is important for authors to define the manner in which they are used. In addition to this definition guidance and the SAGER guidelines, the <u>Sresources on this page</u> offer further insight around sex and gender in research studies.

Authorship

All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of

the version to be submitted.

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.

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Special Issues and Article Collections

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

Article structure

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Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

Introduction

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