GUIDE FOR AUTHORS

INTRODUCTION

Archivos de Bronconeumologia publishes original studies whose content is based upon results dealing with several aspects of respiratory diseases such as epidemiology, pathophysiology, clinics, surgery and basic investigation. Other types of articles such as reviews, editorials, special articles, scientific letters and letters to the Editor are also published in the Journal. It is a monthly Journal that publishes a total of 12 issues, which contain these types of articles to different extents. All manuscripts are sent to peer-review and handled by the Editor or an Associate Editor from the team. The Journal is published both in Spanish and English. Therefore, the submission of manuscripts written in either Spanish or English is welcome. Translators working for the Journal are in charge of the corresponding translations. Access to any published article, in either language, is possible through the Journal web page as well as from Pubmed, Science Direct, and other international databases. Furthermore, the Journal is also present in Twitter and Facebook. The Journal expresses the voice of several scientific societies such as the Spanish Respiratory Society of Pneumology and Thoracic Surgery (SEPAR), the Latin American Thoracic Society (ALAT), and the Iberian American Association of Thoracic Surgery (AICT). The journal is indexed at Science Citation Index Expanded, Medline/Pubmed and SCOPUS.

Types of article

Original articles

These will be original studies that offer novel information, of very broad interest to national and international scientific communities, whose specific data have not been published in any other journal. The studies will always be prospective and will show the results of research projects or the study design of projects that are still under way. All the information contained in the submitted articles will have to be original, and manuscripts reporting results previously reproduced in other journals will not be accepted for publication in Archivos de Bronconeumologia. In the cover letter (see below), the original nature of the manuscript contents, which will be the authors’s responsibility, will be made explicitly clear. All the submitted manuscripts will always be peer-reviewed, and the final decision will be made on the basis of the comments from the expert reviewers and the Editors. When writing the articles, authors are advised to use the international guidelines for the report of health-related research results:

Clinical trials: CONSORT (http://www.consort-statement.org/). Besides, all trials must be registered in one of the international databases, and the number of the corresponding registry will always be indicated.

Observational studies: STROBE (http://www.strobe-statement.org/).

Articles involving diagnostic tests: STARD (http://www.stard-statement.org/).
Systematic reviews and metaanalysis: PRISMA (http://www.prisma-statement.org/).

For other types of research studies, verify the corresponding guidelines in the initiative EQUATOR (http://www.equator-network.org/).

Articles will have a maximum length of 3,000 words. If this length is exceeded, proper justification will be given by the authors in the cover letter. A maximum of 6 figures and 6 tables will be accepted. A maximum of 40 bibliographical references can be included. Although the number of authors will not be limited, they must have made a significant contribution to the manuscript results and writing. In the cover letter, in a totally independent document, the specific contribution of each author will always be specified.

In the revised version by the authors, a graphical/visual abstract will have to be included compulsorily in the revised manuscript version, which will be published along with the manuscript. See below specific instructions to elaborate the graphical/visual abstract.

**Editorials**

These will be articles written by authors who are experts on a given subject. In articles of this type, authors will express an opinion or position about the topic in question, on the basis of scientific evidence, with regard to a specific and relevant aspect which is novel or controversial. Short reviews on a given topic will not be accepted, but articles that reflect the scientific opinion of an author who is an expert on the subject concerned. Editorials can be comments on articles published in the same issue of the journal, on an article previously published, or on other aspects of general interest to the scientific community that are not reflected in any other type of articles of the Journal. The editorials will be explicitly commissioned by the Editorial Committee of Archivos de Bronconeumología. In exceptional cases, the Committee may consider the acceptance of unsolicited editorials, on novel or controversial topics, submitted by authors with experience and publications in the topic in question. Editorials will always be peer-reviewed, and the final decision will be made on the basis of the comments from the expert reviewers and the Editors. Articles should never exceed 1,000 words, with no abstract, graphs or tables. A maximum of 3 authors and 15 references will be allowed.

**Reviews**

These will be articles in which a topic of interest will be reviewed on the basis of an up-do-date and objective view extracted from the most relevant and recent publications dealing with the subject in question. The authors will not have to give their own view/opinion about the topic in question, but they will have to provide a summary of the state-of-the-art in an organized, structured, and adequate manner. As a rule, reviews will be commissioned by the Editors of Archivos de Bronconeumología to expert authors, who have experience and publications in the subject under review. Occasionally, the Journal may accept unsolicited reviews by the authors. Authors wishing to submit a review should always contact the Editor first. The Editorial Committee will decide whether the authors meet the criteria required for the submission of articles of this kind, on the basis of both their publication record, especially of original articles, and the interest of the suggested topic. Review articles will always be peer reviewed, and the final decision will be made on the basis of the comments from the expert reviewers and the Editors. Reviews will have a maximum length of 3,000 words. The article will include a 250 word abstract, which will not be structured, and will have a maximum of 6 figures or tables. The number of authors will be limited to three, except where adequate justification is provided. There is no limit to the number of references.
Special articles

These will be review articles commissioned by the Editorial committee of the Journal. As a rule, these articles will deal with issues of particular relevance for the scientific community, institutional documents issued by the scientific societies for whom Archivos de Bronconeumología expresses their voice (especially in the case of guidelines, statements, and consensus reports), as well as the description of new techniques or diagnostic or therapeutic procedures. Special articles will always be peer-reviewed, and the final decision will be made on the basis of the comments from the expert reviewers and the Editors. The instructions with regard to the length and presentation format will be the same as those that apply to the review articles, as described in the previous section, except for the abstract, which will be unstructured and of 150 words. In some specific cases, authors may request the modification of the established limits, specifically and particularly in the guidelines, statements, and consensus reports. In the case of the guidelines, the GRADE recommendations must always be followed in order to define the force of the recommendation: Guyatt G et al. J Clin Epidemiol 2011; 64: 383-94.

The section “SEPAR’s voice” will express the positioning of SEPAR, through guidelines, statements, and consensus reports in the Journal. Lastly, in the case of institutional documents of the society, confirmation of the final approval of the corresponding scientific committee (SEPAR) will always be uploaded in the submission, as well as that of other societies that may also be involved in the consensus report. These documents will not exceed a total number of 4,000 words, not including references, which will have no specific limitation.

Letters to the Editor

Two different types of letters are defined.

Letter to the Editor: These articles will be addressed to the Editor, and comments in favor or against articles recently published in the Journal will be argued. On other occasions, it will be possible to comment on results published in other respiratory journals. Letters to the Editor will always be peer reviewed, and the final decision will be made on the basis of the comments from the expert reviewers and the Editors. The maximum length of such a text will be 500 words, and a total of one table or one figure will be accepted. Information that may potentially reveal the identity of the patient must not be included in either the text or the images. A maximum length of 500 words, together with a maximum of 1 figure and 1 table will be accepted. A maximum of five references will be accepted.

Scientific letter: They will also be addressed to the Editor and will contain information on clinical observations from patients, experiences or results that cannot be published as an original article but which warrant disclosure to the scientific community in the form of a Letter to the Editor. Letters to the Editor will always be peer-reviewed, and the final decision will be made on the basis of the comments from the expert reviewers and the Editors. The maximum length of such a text will be 1,000 words, and a total of one table or one figure will be accepted. Information that may potentially reveal the identity of the patient must not be included in either the text or the images. A maximum of fifteen references will be accepted.

Clinical images

This section will consist of the publication of an endoscopic or pathological image or video clip, of special singularity as a result of the unusual clinical presentation of the underlying disease or diagnosis. The clinical image or video clip will be accompanied by a brief text (no longer than
200 words) about the main clinical features and diagnosis of the patient. A maximum of two (2) references will be allowed as support to the text. The video clip will always be submitted in an “.mp4” format and will not exceed 150 megabytes size. The number of authors will not exceed three (3) for this type of publication.

**Other sections**

The Journal may include other sections whose articles will be commissioned by the Editors to renowned national and international authors who are experts on a given subject. The submission of unsolicited manuscripts by expert authors may also be considered by the Editors. However, authors interested in submitting an article of this kind will always have to send a request to the Editors of the Journal beforehand. The Editors will decide whether the eventual acceptance of the article will be of interest to Archivos de Bronconeumologia. The Editorial Committee will decide whether the authors meet the criteria to submit this type of manuscripts regarding their publication record of original articles in the topic in question. The instructions to authors for this type of articles will be specifically established by the Editors in each case. This type of articles will always be peer-reviewed, and the final decision will be made on the basis of the comments from the expert reviewers and the Editors.

**Summary table**

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This journal is published in Spanish and in English language.

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• Full postal address
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• All tables (including titles, description, footnotes)
• Ensure all figure and table citations in the text match the files provided
• Indicate clearly if color should be used for any figures in print
Graphical Abstracts / Highlights files (where applicable)
Supplemental files (where applicable)

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• Journal policies detailed in this guide have been reviewed
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BEFORE YOU BEGIN

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Human and animal rights
If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms sex and gender
should 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.

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Declaration of interest
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Authors must disclose any interests in two places: 1. A summary declaration of interest statement in the title page file (if double-blind) or the manuscript file (if single-blind). If there are no interests to declare then please state this: 'Declarations of interest: none'. This summary statement will be ultimately published if the article is accepted. 2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches. More information.

Submission declaration and verification
Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis, see 'Multiple, redundant or concurrent publication' section of our ethics policy for more information), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder. To verify originality, your article may be checked by the originality detection service Crossref Similarity Check.

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.

Clinical trial results
In line with the position of the International Committee of Medical Journal Editors, the journal will not consider results posted in the same clinical trials registry in which primary registration resides to be prior publication if the results posted are presented in the form of a brief structured (less than 500 words) abstract or table. However, divulging results in other circumstances (e.g., investors' meetings) is discouraged and may jeopardise consideration of the manuscript. Authors should fully disclose all posting in registries of results of the same or closely related work.

Reporting clinical trials
Randomized controlled trials should be presented according to the CONSORT guidelines. At manuscript submission, authors must provide the CONSORT checklist accompanied by a flow diagram that illustrates the progress of patients through the trial, including recruitment, enrollment, randomization, withdrawal and completion, and a detailed description of the randomization procedure. The CONSORT checklist and template flow diagram are available online.

Registration of clinical trials
Registration in a public trials registry is a condition for publication of clinical trials in this journal in accordance with International Committee of Medical Journal Editors recommendations. Trials must register at or before the onset of patient enrolment. The clinical trial registration number should be included at the end of the abstract of the article. A clinical trial is defined as any research study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects of health outcomes. Health-related interventions include any intervention used to modify a biomedical or health-related outcome (for example drugs, surgical procedures, devices, behavioural treatments, dietary interventions, and process-of-care changes). Health outcomes include any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

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The articles must always include the cover letter and the authorship page

**Cover letter.** All articles submitted must always be accompanied by a cover letter, addressed to the Editor in Chief of the Journal, in which the manuscript title, the section of the Journal in which it is intended to be published, and a brief summary of the novelty and relevance of its contents must be included. Besides, in the cover letter, it should be clearly stated that no part of the contents of the manuscript has already been published in any other journal, that all the
authors agree to the reported contents and transfer their copyright to SEPAR. Any granted permissions for the reproduction of materials that have already been published must also be included. This will particularly affect manuscripts submitted under the “review” and “special article” categories. Besides, the authors will have to declare openly any potential conflict of interest that might be directly or indirectly related to the manuscript contents. If no conflict of interest exit, the authors will have to declare: “The authors declare to have no conflict of interest directly or indirectly related to the manuscript contents”. Conflicts of interest, in the broadest sense, will generally be of an economic or scientific nature.

**Authorship page.** The manuscript of any kind will always have to be accompanied by a separate document which will be the first page of the manuscript itself. The title of the manuscript, the authors’ names as they usually appear in the international databases, the full names of their institutions, as well as the name and contact information, including postal address, telephone number, and email of the corresponding author will have to be clearly indicated. The word count of the main manuscript body (the abstract, references, and figure legends are excluded from this count) will be reported at the end of the authorship page in all types of articles.

**Referees**
Please submit the names and institutional e-mail addresses of several potential referees. For more details, visit our [Support site](#). Note that the editor retains the sole right to decide whether or not the suggested reviewers are used.

**PREPARATION**

**Double-blind review**
This journal uses double-blind review, which means the identities of the authors are concealed from the reviewers, and vice versa. [More information](#) is available on our website. To facilitate this, please include the following separately:

- **Title page (with author details):** This should include the title, authors’ names affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.
- **Blinded manuscript (no author details):** The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

**Use of word processing software**
It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the [Guide to Publishing with Elsevier](#)). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

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

**Subdivision - unnumbered sections**
Divide your article into clearly defined sections. Each subsection is given a brief heading (Introduction, Methods, Results and Discussion). 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**
State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

**Methods**
Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications should be described.

**Results**
Results should be clear and concise.

**Discussion**
This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

**Conclusions**
The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

**Appendices**
If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

**Essential title page information**
- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
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and that contact details are kept up to date by the corresponding author.

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**Structured abstract**

A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

The headings will consist of: «Introduction», «Methods», «Results» y «Conclusions».

**Graphical abstract**

The graphical abstract is mandatory for the original articles section. The graphical abstract should summarize the contents of the article in a concise, pictorial form designed to capture the attention of a wide readership. Graphical abstracts should be submitted as a separate file in the online submission system. Image size: Please provide an image with a minimum of 531 × 1328 pixels (h × w) or proportionally more. The image should be readable at a size of 5 × 13 cm using a regular screen resolution of 96 dpi. Preferred file types: TIFF, EPS, PDF or MS Office files. You can view Example Graphical Abstracts on our information site. Authors can make use of Elsevier's Illustration and Enhancement service to ensure the best presentation of their images and in accordance with all technical requirements: Illustration Service.

**Highlights**

Highlights are a short collection of bullet points that convey the core findings of the article. Highlights are optional and should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point). You can view example Highlights on our information site.

**Keywords**

Immediately after the abstract, provide a maximum of 6 keywords, using British spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

**Abbreviations**

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.
Acknowledgements
Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources
List funding sources in this standard way to facilitate compliance to funder’s requirements:

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Follow internationally accepted rules and conventions: use the international system of units (SI).
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TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
TIFF (or JPEG): Combinations bitmapped line/halftone (color or grayscale), keep to a minimum of 500 dpi.

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• Supply files that are too low in resolution;
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