



Archivos de Bronconeumología

AUTHORS INFORMATION PACK

GUIDE FOR AUTHORS

INTRODUCTION

Archivos de Bronconeumología 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, Facebook and LinkedIn.

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, Embase 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 Bronconeumología*. In the cover letter (see below), the original nature of the manuscript contents, which will be the authors' 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.prismastatement.org/>).

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

The recommended length of the text is 3,000 words. A maximum of 6 figures and 6 tables will be allowed. A maximum of 40 references may be included. If any of these parameters are exceeded, the authors must provide adequate justification in their cover letter. There are no limitations on the number of authors, although all authors must have contributed substantially to obtaining the results and preparation of the manuscript in accordance with ICMJE criteria (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>).

Both the Editorial Committee and the reviewers may offer authors the opportunity to convert an original article into a Scientific Letter if the manuscript complies with the characteristics referred to in the section on Scientific Letters.

In the cover letter, in a totally independent document, the specific contribution of each author will always be specified.

Manuscripts should be structured into the following sections: Introduction, Methods, Results and Discussion, as well as an Abstract of up to 250 words structured into the following sections: Introduction, Methods, Results and Conclusion.

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 may also be subject to peer review if the Editorial Committee deems it appropriate. The length should not exceed 1,000 words, and a table or figure may be added. Editorials should have no more than 3 authors, and should contain no more than 15 references. These limits may be exceeded only in cases where the Editorial refers to special issues such as key points of guidelines, consensuses or similar, and always in accordance with the Editorial Committee's decision. In these cases, the number of words should not exceed 1,300 and up to 6 authors will be accepted.

Reviews

These will be articles in which a topic of interest will be reviewed on the basis of an up-to-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 Bronconeumologia 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 Bronconeumologia 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.

SEPAR's voice

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. In the journal, the title, authors, affiliations and unstructured abstract in Spanish and English of a maximum of 250 words will be published in a single page, and as an additional material the full content will be published without restrictions in the total number of words or references or in the number of figures or tables.

In any case, prior to considering publication, all documents will be evaluated according to the editorial procedures of the journal, including peer review, if necessary.

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 or 1 table will be accepted. A maximum of 5 references will be accepted.

Scientific letter: These should cover novel topics of clinical, translational or epidemiological interest that can be expressed in brief form, such as case reports, preliminary studies or studies of an essentially descriptive nature or focused on very specific subjects. The material must be original and not previously published in other journals. Both the Editorial Committee and the reviewers may offer authors the opportunity to convert an original article into a scientific letter if the manuscript meets the aforementioned characteristics. This type of letter will also always be subject to peer review, and a final decision will be made in accordance with the comments of the expert reviewers and members of the Editorial Committee. It should consist of an unstructured text, with a maximum length of 1,200 words. A total of 2 figures or tables is allowed, and a maximum of 20 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

Number of authors	Abstract, maximum number of words	Length of text (words)	Figures and tables (total number)	References (number)
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Editorials	3	No abstract	1,000	1	15
Originals	Unlimited	250 words structured	3,000	12	40
Reviews	3	250 words unstructured	3,000	6	Unlimited
Special articles	Unlimited	150 words unstructured	3,000 (recommended) subject to exceptions	6	Unlimited
Letters to the Editor	Unlimited	No abstract	500	1	5
Scientific letters	Unlimited	No abstract	1,200	2	20
Clinical images	3	No abstract	200	1 image or 1 videoclip	2

Contact details for submission

You can send your manuscript at <https://www.editorialmanager.com/arbr>

Page charges

This journal has no page charges.

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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- 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
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BEFORE YOU BEGIN

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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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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,

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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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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.

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- **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

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

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Highlights 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).

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.).

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- Use a logical naming convention for your artwork files.
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