1. OBJECTIVES AND SCOPE
GE - Portuguese Journal of Gastroenterology (formerly Jornal Português de Gastroenterologia) founded in 1994 is the official publication of the Portuguese Gastroenterology Society, the Portuguese Digestive Endoscopy Society and the Portuguese Association for Studies of the Liver. It publishes original articles on Gastroenterology, Digestive Endoscopy, Hepatology, and related topics.

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GE adopts the World Association of Medical Editors’ definition of editorial freedom, which holds that editors-in-chief have full authority over the entire editorial content of their journal and the timing of publication of that content. Journal owners should not interfere in the evaluation, selection, scheduling, or editing of individual articles either directly or by creating an environment that strongly influences decisions. GE Editor-in-chief bases editorial decisions on the validity of the work and its importance to the journal’s readers, not on the commercial implications for the journal, and is free to express critical but responsible views about all aspects of medicine without fear of retribution, even if these views conflict with the commercial goals of the publisher. GE Editor-in-chief has the final say in decisions about which advertisements or sponsored content, including supplements, the journal will and will not carry, and he should have final say in use of the journal brand and in overall policy regarding commercial use of journal content.

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b) Review articles (including systematic reviews and meta-analyses) of clinical or basic-science topics;
c) Clinical case studies;
d) Editorials, which are written at the invitation of the Editor and consist of commentary on articles published in the journal or on subjects of particular relevance;
e) Letters to the Editor, which consist of concise opinions on recently published articles;
f) Images in gastroenterology and hepatology;
g) Endoscopic snapshots; and
h) Guidelines.

Please ensure that you select the appropriate article type from the list of options when making your submission.

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Upon receipt of the manuscript, the editor-in-chief sends it to at least two reviewers if the manuscript is in accordance with the instructions to authors and meets the editorial policy.
Within four weeks, the reviewer should respond to the chief editor indicating their comments on the manuscript subject to revision, and suggestion regarding acceptance, revision or rejection of the work. Within 10 days the Editorial Board will make a decision which may be: accept the manuscript without modifications; sending reviewers’ comments to authors proceed in accordance with the stated; rejection.
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Manuscripts that are not submitted in accordance with the following instructions will be returned for modification according to the guidelines before being reviewed by the members of the Scientific Council.

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a) Authors may apply for a fast-track publication through manuscript submission, clearly indicating why the manuscript should be considered fast track
b) The Editorial Board will take the decision as regards the suitability of the request for fast or regular publication
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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: http://www.elsevier.com/guidepubcation). 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.

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The cover letter should be addressed to the Editor and should include a short summary of the article stating why the authors believe that it is suitable for publication in the Journal.

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The title should be given in both Portuguese and English and should be concise, contain no abbreviations and not exceed 120 characters. The title may include a subtitle with a maximum of 40 characters (including spaces).

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I. ORIGINAL ARTICLES
Original articles should include the following sections: Introduction, Materials and Methods, Results, Discussion and Conclusions, Acknowledgements (if applicable), References, Tables and Figures. Original articles should not exceed 4 000 words, excluding references and illustrations.

Word count: up to 4 000
Structured abstract: Yes, up to 350 words
II. CLINICAL CASE STUDIES

Clinical case studies should include the following sections: Introduction, Clinical Case, and Discussion. Clinical case studies should not exceed 2,000 words and 25 references. It is strongly recommended that the CARE guidelines (http://www.care-statement.org/) be used. For original articles and clinical case studies, approval by the institutional Ethics Committee should be stated. All drugs should be referred to by their generic names. For references to trade names, the name, city, and country of the manufacturer should be given in a footnote. Abbreviations, which are not recommended, should be defined at the first use. Parameters must be expressed in International Units, and their normal values should be indicated. Figures and tables should be identified using Arabic numerals in the order in which they appear in the text.

Word count: up to 2,000
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IV. LETTERS TO THE EDITOR

A Letter to the Editor should consist of critical comments on an article published in the Journal or a short note on a particular topic or clinical case. Letters to the Editor should not exceed 600 words and 10 references and may contain one figure or table.

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Structured abstract: not required
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Word count: up to 4,000
Structured abstract: Yes, up to 350 words
Tables/Figures: up to 6
References: up to 100

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Word count: up to 4,000
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This section is intended for the publication of clinical, radiological, histological, and surgical images related to gastrointestinal or hepatological cases. Submissions must meet the following guidelines:

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2. Images should be of high quality and educational value and may be in colour or black and white. Up to four figures will be published. Captions should be brief and informative. Arrows or other symbols should be included as needed to facilitate understanding of the image(s).
3. The text should not exceed 500 words, with no tables or plots, and should include a short clinical history and relevant data from the physical examination, laboratory tests, and clinical progression as appropriate.
4. Up to five references may be listed on a separate page in the order of their citation in the text and following the GE reference-formatting guidelines (below).
5. The corresponding author, address, telephone and fax numbers, and e-mail address should be given on a separate page.

VII. ENDOSCOPIC SNAPSHOTs

This section is intended for the publication of rare or educational cases or novel techniques in digestive endoscopy. Submissions must meet the following guidelines:

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2. The text should not exceed 500 words.
3. Up to three figures with brief captions may be included. Figures may be in colour.
4. Up to five references may be listed on a separate page in the order of their citation in the text and in following the GE reference-formatting guidelines.
5. The corresponding author and address should be given on a separate page.

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In general, published statements intended to guide clinical care (e.g., Guidelines, Practice Parameters, Recommendations, Consensus Statements and Position Papers) should describe:
- The clinical problem to be addressed
- The mechanism by which the statement was generated
- A review of the evidence for the statement (if available), and
- The statement on practice itself

To minimize confusion and to enhance transparency, such statements should begin with the following bulleted phrases, followed by brief comments addressing each phrase:
- What other guideline statements are available on this topic?
- Why was this guideline developed?
- Why does this statement differ from existing guidelines?
- How does this statement differ from existing guidelines?

Word count: up to 4000
Structured abstract: not required, up to 350 words
Tables/Figures: up to 6
References: up to 100

Acknowledgements
Acknowledgements should be placed at the end of the article.

References

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Please ensure that every reference cited in the text is also present in the reference list (and vice versa). The references should be listed using Arabic numerals in the order in which they are cited in the text.

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II FORMAT
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Examples:

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Tables should be numbered using Arabic numerals in the order in which they appear in the text. Tables should not be included within the body of the manuscript but should be placed after the reference list on separate pages, identified by number, with the title centred above the table. Informative notes (abbreviations, statistical significance, etc.) should be placed below the table. Place footnotes to tables below the table body and indicate them with superscript lowercase letters.

Vertical and horizontal lines should be avoided within tables and should serve only as header and subheader separators.

Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

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The authors must review the proofs prior to publication. The deadline for returning the reviewed proofs will be clearly specified. Non-compliance with the deadline implies the authors' acceptance of the proofreading performed by the Journal or its contracted editorial services.

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