GUIDE FOR AUTHORS

The Portuguese Journal of Endocrinology, Diabetes and metabolism [Revista Portuguesa de Endocrinologia, Diabetes e Metabolismo] accepts articles for publication on basic research, clinical service management, epidemiology, health and education, as well as review articles, articles on clinical practice, clinical case reports, opinion articles and others that can make a contribution to the development of the specializations of endocrinology, Diabetes and metabolism or to improvements in the medical treatment dispensed to patients. Articles must be written in English or Portuguese, although they can be accepted in French or Spanish in exceptional circumstances.

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The Journal subscribes to the requirements of the Vancouver guidelines. Authors are encouraged to read them carefully at http://www.icmje.org/index.html.

The journal publishes articles in the following sections:

1. EDITORIALS.

At the Editor’s initiative

2. ORIGINAL STUDIES.

Research articles in the field of Endocrinology, diabetes and metabolism. They must be no longer than 6,000 words, printed in double spaced text, with a maximum of 10 illustrations (tables, figures or photographs). They must adhere to the internationally accepted guidelines for this type of articles. The body of the article must be divided into: Introduction, Methods, Results, Discussion. The article must include Bibliography References and where appropriate, Acknowledgements. They must also include a Summary (in Portuguese and English) and between two and six Keywords. The use of abbreviations and symbols, as well as measurement units must adhere to internationally accepted guidelines.

The Introduction must be a synthesis. It must clearly present the problem in question, summarize the current state of relevant knowledge and mention the reasons that led to the study being carried out. It will also state the objective or hypothesis formulated.
Methods will refer to the configuration, location and duration of the study, the population, sampling methods, variable units of observation and action, methods for gathering data, as well as the criteria, instruments, methods, apparatus and techniques employed. The statistical method used must be stated. In the specific case of quality assessment studies, the dimension studied, the type of safeguard, the study and study population, time frame, type of data, evaluation and the quality criteria and standards accepted should all be indicated.

The results must be presented clearly, using the texts and illustrations (figures or tables), presenting figures with Arabic numbers and the tables with roman numerals, in the order of their first mention in the text. The text should not repeat the data from the illustrations, but highlight the main point or the most important aspects.

The Discussion must emphasise the new and significant aspects of the study and only present conclusions which are justified by the results. Any limitations or important biases in the study can be noted. Wherever possible, comparisons with similar studies carried out by other authors should be made. New working hypotheses can be put forward. Assertions that cannot be based on the study carried out should not be made, nor allusions to incomplete or unpublished works.

Bibliography references must abide by the format indicated in the international guidelines (Vancouver Medical style http://www.nlm.nih.gov/bsd/uniform_requirements.html).

They must be marked with Arabic numbers in superscript, ordered according to the first citation included in this chapter, using exactly the same order as in the text.

The names of journals must be abbreviated in accordance with the style used in Index Medicus.

The Acknowledgements, when present, must be added after the Bibliography references and scrupulously respect the accepted international standards.

The Summary must explain the purpose of the work, the basic methodology, the results and main conclusions, emphasising any important new aspects of the study and observations. It must be structured to include the following subtitles: Objectives, Type of study, Location, Population, Methods, Results and Conclusions. It should not exceed 300 words and must include from 2 to 6 Keywords.

3. BRIEF ARTICLES short texts (such as, for example, original short studies or information about preliminary results, notes on clinical cases, small series studies). They must be no longer than 2,000 words, printed in double spaced text, with a maximum of 2 illustrations (tables, figures or photographs) per article.

They must include a Structured Summary (in Portuguese and English) similar to the one required for Original Studies and 2 to 6 keywords (in Portuguese and English).

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Articles must be divided into: Introduction, Methods, the Body of the review in question, Conclusions, References Bibliographies and, where relevant, Acknowledgements.
They should also include a **Summary** (in Portuguese and English) and 2 to 6 **keywords** (in Portuguese and English).

The **Introduction** must be a synthesis. It must clearly state the issue being examined, mention the reasons which motivated the study and argue its justification.

The issue and the specific objective of the review must be clearly stated.

The **Methods** must refer to and argue for the approach used to carry out the review process.

In particular, the subject which is being examined, its different definitions (such as diagnostic criteria), the processes used in bibliography research (period covered by the review, document databases consulted, keywords used in searches) and the processes and criteria used to select the source documents (including all the relevant bibliography, suppression of substandard articles) must all be indicated.

The **Body of review** must consist of the structured and systematic presentation of the content of the specific study with recourse to subtitles where necessary. It must include elements of critical discussion (data quality evaluation, data synthesis, discussions on perspectives, identification of unresolved issues).

The **Conclusions** must offer a critical summary of the relevant data, emphasising any practical aspects and considering any problems which remain while suggesting possible future avenues.

**Bibliography references** must abide by the format indicated in the international guidelines (Vancouver Medical style [http://www.nlm.nih.gov/bsd/uniform_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)). They must be marked with Arabic numbers in superscript, in the order of first mention as included in the chapter, using exactly the same order as in the text. The names of journals must be abbreviated in accordance with the style used in Index Medicus.

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The **Summary** (in Portuguese and English) must explain the objectives of the work, the basic methodology, the results and main conclusions and pick out any new and important aspects of the study. It must be structured to include the following subtitles: **Objectives**, **Methods and Conclusions**. It should not exceed 300 words and must include from 2 to 6 **Keywords** (in Portuguese and English).

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6. **TRAINING** Lists of projects and experiences considered important in the field of pre- and post-graduate medical education in the context of healthcare in the areas of Endocrinology, diabetes and metabolism. They must be no longer than 4,000 words, printed in double spaced text, with a maximum of 6 illustrations (tables, figures or photographs) per article. They must include a **Summary** (in Portuguese and English) of no more than 300 words and 2 to 6 **keywords** (in Portuguese and English).

7. **CLINICAL CASE STUDIES** Descriptive texts on clinical cases. They must be no longer than 4,000 words, printed in double spaced text, with a maximum of 8 illustrations (tables, figures or photographs) per article. Articles must be divided into: **Introduction**, **Case description**, **Commentaries**, **Bibliography References** and, where
relevant, **Acknowledgements**. They should also include a **Summary** (in Portuguese and English) and 2 to 6 **keywords** (in Portuguese and English).

The **Introduction** must be a synthesis, presenting the issue in question and giving the reasons for presenting the clinical case.

The **Case description** shall consist of a structured presentation of the clinical case, with recourse to subtitles if necessary.

The **Commentary** must call attention to the relevant practical aspects and include a brief final theoretical review.

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The **Acknowledgements**, when present, must be added after the Bibliography references and scrupulously respect the accepted international standards.

The **Summary** (in Portuguese and English) must not exceed 300 words and must include 2 to 6 **keywords** (in Portuguese and English).

**8. OPINION AND DEBATE** Texts of free opinion capable of stimulating reflection and debate on questions of interest for clinical practice in primary health care. They must not exceed 4,000 words printed in double-spaced text. They must include a **Summary** (in Portuguese and English) of no more than 300 words and 2 to 6 **keywords** (in Portuguese and English).

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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.

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State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

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Results should be clear and concise.

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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.

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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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**Abstract**
A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must
be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

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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 structure Background and objective, Patients and method, Results and Conclusions will be followed.

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