

GUIDE FOR AUTHORS

Your Paper Your Way

We now differentiate between the requirements for new and revised submissions. You may choose to submit your manuscript as a single Word or PDF file to be used in the refereeing process. Only when your paper is at the revision stage, will you be requested to put your paper in to a 'correct format' for acceptance and provide the items required for the publication of your article.

To find out more, please visit the Preparation section below.

INTRODUCTION

The *Colombian Journal of Rheumatology* (*Revista Colombiana de Reumatología*) is the official organ of the Colombian Association of Rheumatology (Asociación Colombiana de Reumatología) and the Central American, Caribbean and Andean Association of Rheumatology (Asociación Centroamericana Caribe Andina de Reumatología) - ACCA. It was created in December 1993 with the purpose of publish subjects of all rheumatic and osteomuscular pathologies. It covers an extensive area of topics ranging from the broad spectrum of the clinical aspects of rheumatology and related areas in autoimmunity (both in pediatric and adult pathologies), to aspects of basic sciences. It is an academic tool for the different members of the academic and scientific community at their different levels of training, from undergraduate to post-doctoral degrees, managing to integrate all actors inter and trans disciplinarily.

It is intended for rheumatologists, general internists, specialists in related areas, and general practitioners in the country and abroad. It has become an important space in the work of all rheumatologists from Central and South America.

Types of article

Manuscripts may be submitted within designated categories of article types, proposed by Colciencias:

- Original article: unpublished work derived from a biomedical research that provides new information on specific aspects and contributes relevantly to scientific knowledge. The structure generally used contains four important sections: introduction, methodology, results and conclusions. The body of the manuscript will not exceed 5000 words in length and a maximum of 75 bibliographic references may be cited.
- Reflection article: document that presents research results from an analytical, interpretative or critical perspective of the author, on a specific topic, resorting to original sources. The body of the manuscript will not exceed 5500 words in length and a maximum of 75 bibliographic references may be cited.
- Review article: document resulting from an investigation where the results of research

published or unpublished, on a field of science or technology, are analyzed, systematized and integrated, in order to give an account of the advances and development trends. It is characterized by presenting a careful bibliographic review of at least 50 references.

- Topic review: document resulting from the critical revision of the literature on a particular topic. They will be requested by petition. The Editorial Board will invite an expert on a particular topic.
- Systematic review of structured literature: the evidence regarding a specific question is summarized and analyzed in a structured, explicit and systematic way. Typically, it makes explicit the method used to find, select, analyze and synthesize the evidence. It is necessary to mention: structure (introduction, methods, analysis of the information, integration of the information, conclusions), objectives, definition of the criteria for inclusion, search of the literature, search terms, search results, sample size.
- Unstructured review: Intends to carry out the search but it does not follow an international standard.

Review articles should not exceed 5,500 words in length or 100 bibliographic references

- Short article: brief document that presents preliminary or partial original results of a scientific or technological research that usually require a prompt dissemination. The maximum length will be 3500 words and may include a maximum of 35 bibliographic references.
- Case report: document that shows the results of a study on a particular situation in order to make known the technical and methodological experiences considered in a specific case. It will follow the [Case Report Guidelines \(CARE\)](#) and include a commented systematic review of the literature on similar cases. The maximum length will be 1800 words, with 25 bibliographical references and a structured abstract (50 to 100 words).
- Letters to the editor: critical, analytical or interpretative positions on the documents published in the Journal, which, in the opinion of the Editorial Board, constitute an important contribution to the discussion of the topic by the scientific community of reference. The maximum length will be 1200 words and 20 bibliographic references.

In general, the rules should follow the guidelines expressed by the International Committee of Medical Journal Editors on uniform requirements for manuscripts submitted to biomedical journals: <http://www.icmje.org>.

Contact details for submission

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The work must be accompanied by the format of academic information for authors and the authors must read and answer the paragraphs concerning the originality and the transfer of rights.

Language

This journal accepts works written in English or Spanish..

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.

Ensure that the following items are present:

All necessary files have been uploaded:

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- **Ethical considerations.** Please also include on the first page all statements regarding: conflict of interest, funding, authorship, and whether informed consent from patients was obtained for the publication of the work.

Manuscript:

- Include keywords
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- Ensure all figure and table citations in the text match the files provided
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Graphical Abstracts / Highlights files (where applicable)

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- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa
- **Permission has been obtained for use of copyrighted material from other sources (including the Internet)**
- A competing interests statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed
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For further information, visit our [Support Center](#).

BEFORE YOU BEGIN

Ethics in publishing

Please see our information pages on [Ethics in publishing](#) and [Ethical guidelines for journal publication](#).

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 [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.

All animal experiments should comply with the [ARRIVE guidelines](#) and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, [EU Directive 2010/63/EU for animal experiments](#), 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.

Informed consent and patient details

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in the paper. Appropriate consents, permissions and releases must be obtained where an author wishes to include case details or other personal information or images of patients and any other individuals in an Elsevier publication. Written consents must be retained by the author but copies should not be provided to the journal. Only if specifically requested by the journal in exceptional circumstances (for example if a legal issue arises) the author must provide copies of the consents or evidence that such consents have been obtained. For more information, please review the [Elsevier Policy on the Use of Images or Personal Information of Patients or other Individuals](#). Unless you have written permission from the patient (or, where applicable, the next of kin), the personal details of any patient included in any part of the article and in any supplementary materials (including all illustrations and videos) must be removed before submission.

In all manuscripts, in Material and Methods section, there must be a sub-section, "Ethical Considerations" where the following information appears:

- That informed consent was requested from the patients to receive the treatment or to participate in the research described.
- That the research (or work) complies with current regulations on bioethics research and that it obtained the authorization of the institution's ethics committee (in the event that the author considers that this step was not necessary, it will be explained why).
- In the event that the patient can be recognized or identified through the images or data in the article, the author will declare that they have the informed consent of the patient for the publication of their data/images. If the author is sure that the consent of the patient

for the publication of the article is not necessary because his anonymity has been completely preserved, he must also state this (Ex: The authors declare that this article does not contain personal information that allows to identify the patients.)

In manuscripts that do not include a Material and Methods section, such as Case Reports, the subsection "Ethical considerations" will be included at the end of the article, before the "Conflict of interest" and "Funding sources".

Declaration of interest

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. 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](#).

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The below guidance only refers to the writing process, and not to the use of AI tools to analyse and draw insights from data as part of the research process.

Where authors use generative artificial intelligence (AI) and AI-assisted technologies in the writing process, authors should only use these technologies to improve readability and language. Applying the technology should be done with human oversight and control, and authors should carefully review and edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete or biased. AI and AI-assisted technologies should not be listed as an author or co-author, or be cited as an author. Authorship implies responsibilities and tasks that can only be attributed to and performed by humans, as outlined in Elsevier's [AI policy for authors](#).

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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 [Resources on this page](#) 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

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Additional information

To send the manuscript you must attach the following information:

1. A page in Word, in a separate file, with the names and surnames of the authors, affiliations (service, department and institution) and e-mails. Also it is essential to include **word counts** in this page. Indicate separately the **number of words** in the English abstract, the Spanish resumen and the main text (not including the English abstract/Spanish resumen, references, tables or figures). Please also include on the first page all statements regarding ethical considerations: conflict of interest, funding, authorship, and whether informed consent from patients was obtained for the publication of the work.
2. You must fill out the space intended for the abstract, in Spanish and English, including the key words in both languages.

3. Text, bibliographic references and tables in the same file, together with the figure captions.
4. Figures, each in a separate file in jpg or tiff format.

PREPARATION

Peer review

This journal operates a double anonymized review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. Editors are not involved in decisions about papers which they have written themselves or have been written by family members or colleagues or which relate to products or services in which the editor has an interest. Any such submission is subject to all of the journal's usual procedures, with peer review handled independently of the relevant editor and their research groups. [More information on types of peer review.](#)

Special issues. The peer review process for special issues follows the same process as outlined above for regular submissions, except, a guest editor may send the submissions out to the reviewers and may recommend a decision to the journal editor. The journal editor oversees the peer review process of all special issues to ensure the high standards of publishing ethics and responsiveness are respected, and is responsible for the final decision regarding acceptance or rejection of articles.

Double-blind review

This journal uses double-anonymized 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.

Anonymized 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

The manuscript should be sent in an editable format, such as for example Word and the text should, as far as possible, follow this order: Introduction, methods, results, discussion, conclusions, conflict of interest statement, funding source, references.

As far as possible, abbreviations should not be used; however, when they are used, they must be preceded by their full meaning the first time that they appear in 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.

Material and methods

Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also 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.

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.
- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**
- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the

work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

Structured abstract

The abstract should contain between 100 and 250 words in the large original articles and articles of reflection, and between 50 and 100 words for the clinical case reports.

It should be copied (in Spanish and English) in the box intended for this purpose in the program for manuscript submission. If the abstract corresponds to an original work or of reflection, or to a systematic review must include the following headings: introduction, objectives, materials and methods, results and conclusions. Abbreviations should not be used in the abstract, except when units of measurement are used.

Keywords

All articles must include 3 to 10 key words in each language (Spanish and English). The terms listed in the Medical Subject Headings (MeSH) of the Index Medicus should be used for this purpose; consult the Health Sciences Descriptors (DeCS) of the index of Latin-American and Caribbean Literature on Health Sciences (LILACS) in <http://decs.bvs.br> and in the case of terms of recently appearance that are not yet included in the MeSH, current expressions can be used (see: <http://www.nlm.nih.gov/mesh/meshhome.html>).

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.).

Artwork

Electronic artwork

General points

- Make sure you use uniform lettering and sizing of your original artwork.
- Embed the used fonts if the application provides that option.
- Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
- Number the illustrations according to their sequence in the text.
- Use a logical naming convention for your artwork files.
- Provide captions to illustrations separately.
- Size the illustrations close to the desired dimensions of the published version.
- Submit each illustration as a separate file.
- Ensure that color images are accessible to all, including those with impaired color vision.

A detailed [guide on electronic artwork](#) is available.

You are urged to visit this site; some excerpts from the detailed information are given here.

Formats

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Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

EPS (or PDF): Vector drawings, embed all used fonts.

TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.

TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.

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Please do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

Figure captions

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables

Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

References

Citation in text

1. Bibliographic references shall be listed in order of appearance in the text in Arabic numbers, placing them in superscript. Authors are initially indicated, with the surname and the initials letters of the name(s) (only use "et al." For more than six authors), the title, the journal from which it comes with abbreviations according to the Index Medicus of the National Library of Medicine, the year of publication, volume, first and last

pages (Vancouver style). The section "Review" should include a minimum of 50 bibliographic references.

2. The titles of the journals should be written according to the style used in the Index Medicus, for which you can consult the List of journals indexed that is published annually as a specific publication, and in the issue of Index Medicus corresponding to January. The list is also available in: <http://www.nlm.nih.gov>. In the case of the Revista Colombiana de Reumatología, the short name is: Rev Colomb Reumatol.

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Web references

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Data references

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. This identifier will not appear in your published article.

Preprint references

Where a preprint has subsequently become available as a peer-reviewed publication, the formal publication should be used as the reference. If there are preprints that are central to your work or that cover crucial developments in the topic, but are not yet formally published, these may be referenced. Preprints should be clearly marked as such, for example by including the word preprint, or the name of the preprint server, as part of the reference. The preprint DOI should also be provided.

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Reference style

Text: Indicate references by superscript numbers in the text. The actual authors can be referred to, but the reference number(s) must always be given.

List: Number the references in the list in the order in which they appear in the text.

Examples:

Reference to a journal publication:

1. Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. *J Sci Commun* 2010;163:51-9. <https://doi.org/10.1016/j.Sc.2010.00372>.

Reference to a journal publication with an article number:

2. Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. *Helicon*. 2018;19:e00205. <https://doi.org/10.1016/j.heliyon.2018.e00205>.

Reference to a book:

3. Strunk Jr W, White EB. The elements of style. 4th ed. New York: Longman; 2000.

Reference to a chapter in an edited book:

4. Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. *Introduction to the electronic age*, New York: E-Publishing Inc; 2009, p. 281-304.

Reference to a website:

5. Cancer Research UK. Cancer statistics reports for the UK, <http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/>; 2003 [accessed 13 March 2003].

Reference to a dataset:

[dataset] 6. Oguro M, Imahiro S, Saito S, Nakashizuka T. Mortality data for Japanese oak wilt disease and surrounding forest compositions, Mendeley Data, v1; 2015. <https://doi.org/10.17632/xwj98nb39r.1>.

Note shortened form for last page number. e.g., 51-9, and that for more than 6 authors the first 6 should be listed followed by 'et al.' For further details you are referred to 'Uniform Requirements for Manuscripts submitted to Biomedical Journals' (J Am Med Assoc 1997;277:927-34)(see also [Samples of Formatted References](#)).

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