

INSTRUCTIONS FOR AUTHORS

PORTUGUESE JOURNAL OF PEDIATRICS

Editors in Chief: David Lito and Luís Pereira-da-Silva

SOCIEDADE PORTUGUESA DE PEDIATRIA

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MANUSCRIPT SUBMISSION

The PJP provides an online platform at <https://pjp.spp.pt>, where authors can submit their manuscripts and follow the editorial process.

To submit a manuscript, the authors must follow the following steps:

- **Create a user account** by registering at the website of the PJP (<https://pjp.spp.pt>)
- **Manuscript submission:** after the registration is complete, authors can log in, submit and track the progress of their manuscripts. Each submission is identified with a unique identification number.

Questions should be directed to the support team at pjp@spp.pt.

Fast-track publication

A fast-track system is available for urgent manuscripts. After submitting their manuscript on the platform, authors should send an e-mail to the Editor-in-Chief (editorinchief.pjp@spp.pt) indicating why they consider the manuscript suitable for rapid publication. The Editor-in-Chief communicates to the author within 48 hours his decision. If deemed inappropriate for fast-track publication, the manuscript can be considered for the standard revision process. In this case, the authors have the opportunity to withdraw their submission.

Online first

Online First allows final articles to be published before being included in a PJP Issue.

Press proof

After acceptance, the manuscript press proof is sent to the authors. The corresponding author must indicate typographical errors or approve the document in 72 hours. Substantive changes are not accepted.

REQUIRED DOCUMENTS

Before submitting a manuscript, authors must prepare the following documents:

- The **Cover letter** (template available [here](#)) should be written and signed by the corresponding author and provide the relevant data to justify the article's publication and its originality. Moreover, the cover letter must state that the manuscript was only submitted to the PJP, was not previously published, adheres to the structure and style standards of the PJP, complies with ethical and legal guidelines, and indicates sources of funding (if applicable).
- The **Authorship responsibility statement** (template available [here](#)) should be filled out by the corresponding author and signed by all authors, specifying the contribution of each one and responsibility for data validity of the article's content. Finally, each author should state that the copyright transfer to the PJP is accepted. Although editors and proofreaders develop efforts to ensure the scientific and technical quality of the manuscripts, the ultimate responsibility of the content (including accuracy and precision of the observations and opinions expressed) is the sole responsibility of the authors to whom the article's intellectual property belongs.
- **Declaration of Conflicts of Interest** (ICMJE template, available at <http://www.icmje.org/disclosure-of-interest/>). Authors must declare any potential conflicts of interest that could cause a bias (or be seen as a bias) in the conduct of their work in the individual ICMJE template declaration. Consequently, authors must disclose all financial and personal relationships concerning the submitted

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work. They should also identify any benefits associated with the article's publication, including stock or economic interests in companies or other institutions, wages or awards, grants or other forms of funding, consulting, patent rights, or other financial relations. The existence of conflicts of interest for publishing an article does not constitute a reason for rejection, as long as the said conflicts are appropriately declared. For any queries on what constitutes a relevant financial or personal interest, the authors should contact the Editor-in-Chief.

When applicable, authors should also submit:

- a) Informed consent of each participant;
- b) Informed consent of each person appearing in photographs, even after attempting to conceal their identity;
- c) Authorization to reproduce/use previously published material (for example, illustrations);
- d) Declaration of approval by the ethics committees of the institutions involved.

All documents must be provided during the submission process, preferably through the online platform or by e-mail (pjp@spp.pt).

Any personal, professional, political, religious, or other forms of relationship that readers may consider likely to influence the article should be reported. This information will be kept confidential during the manuscript review and will not affect the editorial decision but will be published if the paper is accepted.

GENERAL REQUIREMENTS

All articles submitted to the journal must comply with the PJP instructions otherwise, correction requirements will result in publication delay.

- Manuscripts must be provided as a standard document format (e.g., .doc, .docx).
- Figures must be provided in a standard image format (e.g., JPEG, TIFF, PNG) and have a resolution of at least 300 DPI.
- Tables must be provided as an editable Microsoft Word document (i.e., .doc, .docx) or an editable Microsoft Excel spreadsheet (i.e., .xls, .xlsx) containing only text and no formulas.
- Manuscripts should be double spaced.
- Continuous line numbers must be included.
- Single spaces after periods

STRUCTURE OF THE MANUSCRIPT

Frontpage

- a) Title (concise and objective, preferably with less than fifteen words).
- b) Name of all authors (clinical or professional name) and respective affiliation(s) (department, institution, city, country). All authors should provide an ORCID ID at submission by entering it into the submission system's user profile.
- c) Address and e-mail of the corresponding author.
- d) Running title for the header (with a maximum of 40 characters).
- e) Type of article.
- f) Word count (separately for the abstract and the main text).

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- g) Number of figures and tables.
- h) Statement of conflict of interests.

Second page

- a) Abstract in English and Portuguese (maximum word count according to the article type). The abstract should not contain references and avoid abbreviations.
- b) Keywords (three to six) must comply with Medical Subject Headings (MeSH) terminology found at <http://www.nlm.nih.gov/mesh/>. In manuscripts that do not require an abstract, the keywords should be presented at the end of the main text.
- c) Keypoints: The authors should state "What is known" and "What is added" in up to three bullet points, respectively. Each bullet statement must not exceed 20 words.

Following pages

The following pages should include the article's main text according to the specific sections of each type.

The **introduction** should contain the scientific arguments that contextualize the subject matter, substantiate the realization of the study and identify its objectives. Therefore, this section should only have the necessary references for these purposes.

In **Methods** section, the author should describe:

- a) Study sample or population (specifying its definition and means of identification, recruiting and selection);
- b) Study location in time and space without disclosing author's identification or the institution where the study took place;
- c) Study design;
- d) Data collection methods;
- e) Data analysis methods. Statistical methods should be described in sufficient detail. The computer program (and its version) used for data analysis should be mentioned, as well as its manufacturer.

Ethical considerations should be stated at the end of this section, including the approval of ethics committees and obtaining informed consent, if applicable.

Following a logical sequence, the **results** must be presented in the text and complemented by illustrations (tables, figures). Authors should mention only the main observations of the images, and redundant information should not be provided.

The **discussion** should not include repeated information contained in the other article sections. Instead, it should focus on the relation of the results with other studies; innovative aspects of the study, and the conclusions that result from them. Only the indispensable references to discuss the study results should be included. At the end of the discussion, possible limitations should be pointed out. The conclusion must be under the study's objectives. Authors must avoid statements and conclusions that are not fully supported by the research results.

Acknowledgments, financing sources, awards, and previous presentations should be stated after the text and before the references.

References are indicated as a superscript Arabic numerals in the text. Authors may be identified, but the reference number must always be given. Unpublished data and personal communications should be referenced directly in the text. Citation of a reference as "in press" implies that it has been accepted for publication. References should comply with the "Uniform Requirements for Manuscripts Submitted to

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Biomedical Journals" (http://www.nlm.nih.gov/bsd/uniform_requirements.html). If available, DOI (Digital Object Identifier) is mandatory at the end of the reference.

After the references, the **illustrations** should be presented individually on a new page, in the following order: tables and figures numbered as they are referenced in the text. A self-explanatory succinct and clear caption should accompany each Table and Figure. Table footnotes should contain information relevant to specific cells of the table; use the following symbols in order, as needed: *, †, ‡, §, ||, ¶, **, ††, ‡‡

Send each illustration in a separate file: JPEG (.jpg) or PNG (.png) (in high resolution, 800 dpi for graphics and 300 dpi for photographs)

The inclusion of previously published figures or tables requires the copyright holder's authorization (author or editor).

Footnotes should be avoided. When necessary, they must be numbered consecutively and appear at the bottom of the appropriate page.

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ARTICLE TYPES

The PJP accepts the following article types:

- a) Editorials;
- b) Original articles reporting clinical or basic research;
- c) Review articles;
- d) Systematic reviews and meta-analyses;
- e) Case series;
- f) Case reports;
- g) Images in Pediatrics;
- h) Perspectives;
- i) Letters to the Editor;
- j) Guidelines;
- k) Miscellaneous.

Article type	Abstract	Keywords	Main text structure	Word limit	Tables / figures	References
Editorial	None	None	Unstructured	1200	Total up to 1	Up to 10
Original article	Max. 250 words; structured (Introduction and Objectives, Methods, Results and Discussion)	Up to 6	Introduction; Methods; Results; Discussion; References; Tables and Figures	4000	Total up to 6	Up to 100
Review article	Max. 250 words; unstructured	Up to 6	Introduction; thematic sections at the discretion of the authors; Conclusions; References; Tables and Figures	4000	Total up to 6	Up to 150
Systematic review and meta-analysis	Max. 250 words; structured (Introduction and Objectives, Methods, Results and Discussion)	Up to 6	PRISMA guideline Introduction; Methods; Results; Discussion; References; Tables and Figures	4000	Total up to 6	Up to 150
Case series	Max. 250 words; structured (Introduction and Objectives, Methods, Results and Discussion)		Introduction; Methods; Results; Discussion; References; Tables and Figures	3000	Total up to 6	Up to 100
Case report	Max. 150 words; structured (Introduction, Case report and Discussion)	Up to 6	Introduction; Case report; Discussion; References; Tables and Figures	2000	Total up to 4	Up to 25
Images in Pediatrics	None	Up to 6	Unstructured	300	Total up to 4	Up to 5
Perspective	Max. 200 words; unstructured	Up to 6	Unstructured	1200	Total up to 2	Up to 50
Letter to the Editor	None	None	Unstructured	600	Total up to 1	Up to 10
Guidelines	Max. 250 words; unstructured	Up to 6	Introduction; thematic sections at the discretion of the authors; Conclusions; References; Tables and Figures	3000	Total up to 6	Up to 100

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MANUSCRIPT TEXT

Editorials

Editorials are the responsibility of the Editorial Board or by invitation of the Editor-in-Chief and are a comment on current topics or articles published in the journal.

They should not exceed 1200 words (excluding references and captions of illustrations), 10 references, and may contain one image (table or figure). They have no abstract.

Original articles

Original articles must include the following sections: Introduction, Methods, Results, Discussion, References, Tables, and Figures.

Original articles should not exceed 4000 words (excluding references and captions of illustrations), up to six illustrations (tables, figures), and up to 100 references. The abstract should not exceed 250 words.

Review articles

Review articles are comprehensive articles that addresses a topic. The type of review should be specified (narrative, critical review, overview, etc.). They must include the following sections: Introduction, thematic sections at the discretion of the authors, Conclusions, References, Tables and Figures.

Review articles should not exceed 4000 words (excluding references and captions of illustrations), up to six illustrations (tables, figures), and up to 150 references. The abstract should not exceed 250 words.

Systematic reviews and meta-analyses

Systematic reviews summarize the results of available accurately designed studies and provide a prominent level of evidence on an addressed topic.

Methods must provide a clear indication of the literature search strategy, data mining, classification of evidence and analysis. PRISMA guidelines (<http://www.prisma-statement.org/>) are mandatory.

All systematic reviews should be registered in PROSPERO (<http://www.crd.york.ac.uk/PROSPERO/>).

Systematic reviews may include meta-analyses based on appropriate statistical methods.

Systematic reviews and meta-analyses should not exceed 4000 words (excluding references and captions of illustrations), up to six illustrations (tables, figures), and up to 150 references. The abstract should not exceed 250 words.

Case series

Case series are descriptive reviews that usually gather data on uncommon or newly described conditions or procedures. They must include the following sections: Introduction, Methods, Results, Discussion.

Case series should not exceed 3000 words (excluding references and captions of illustrations), up to six illustrations (tables, figures), and up to 100 references. The abstract should not exceed 250 words.

Case reports

Case reports should include the following sections: Introduction, Case Report and Discussion. At the end of the discussion, the authors must present two short sections on "What is Known" and "What is new", with three small sentences each.

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CARE guidelines (<http://www.care-statement.org/>) are mandatory.

It should not have more than five authors, and all authors must have had a substantial individual contribution to the writing of the manuscript and not only be involved in the patient care. Those who were only interested in patient care should be listed in the appendix.

The text must not exceed 2000 words (excluding references and captions of illustrations), up to four illustrations (tables, figures), and up to 25 references. The abstract should not exceed 150 words.

Images in Pediatrics

Images in Pediatrics are an important contribution to clinical learning and practice. This section is intended to publish clinical, radiological, histological and surgical images, among others. The title should not have more than eight words. Authors must be at most four and the images of high quality and educational value. The text should describe a brief medical history and relevant physical examination data, laboratory and clinical follow-up, as appropriate.

The text should not exceed 600 words (excluding references and captions of illustrations), ten references, and may include one figure or table. They have no abstract.

Perspective

This type of manuscript is submitted at the invitation of the Editorial Board. However, unsolicited papers can be accepted (and, thus, encouraged) and can cover a wide variety of themes in health care, including current or emerging problems, controversies in the field of paediatrics, management and health policy, medical education, history of medicine, society issues, and epidemiology. An author wishing to suggest an article in this category should send the respective abstract by e-mail to the Editor-in-Chief, indicating the authors (no more than three authors are recommended) and the article's title for evaluation.

The text should not exceed 1200 words (excluding references and captions of illustrations), 50 references, and may include two illustrations. The unstructured abstract should not exceed 200 words.

Letters to the Editor

Letters to the Editor are critical comments about an article published in the journal or a short statement about a given topic or clinical case.

If it includes a critical comment about an article, the following general structure must be used: identify the article (reference 1); justify your writing; provide evidence (from the literature or personal experience); provide a summary; cite references. The author answers must comply with the same structure. The manuscript will be accepted faster if it refers to an article published recently.

Letters to the Editor should not exceed 600 words (excluding references and captions of illustrations), ten references, and may include one figure or table. They have no abstract.

Guidelines

The submission of consensus and guidelines of the Portuguese Pediatric Society or other societies should be made by its respective Presidents or their representatives by contacting the Editorial Board. The authorship is attributed to the Section or Society in question. The approval date, the author's names and their institutional affiliation must appear at the end of the text.

Clinical practice guidelines should not exceed 3000 words, up to six illustrations (tables or figures) and up to 100 references. The unstructured abstract should not exceed 250 words.

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STYLE GUIDES

Abbreviations

Do not use abbreviations or acronyms in the title and the abstract. Non-standard abbreviations should be defined before their first use, followed by the abbreviation in parentheses. This is not requested if the abbreviation is a standard unit of measure.

Study location

The institution's identification of where the study took place should not be explicit in any place in the manuscript.

Numbers

Numbers one through nine must be written in length, except when they have decimals or if followed by units of measure. Numbers greater than nine are written in digits, except at the beginning of a sentence. The point is to be used as a decimal separator. A thousand separator should not be used.

Numeric ranges must be separated by "-" (for example, 25-30). In addition, a space between a value and the respective unit of measure should be used (for example, 25-30 mg), except for percentages (for example, 3%) and temperature values (for example, 5°C) which must be presented without a space.

Units of Measure

Units of measure in the International System of Units should be used.

Species names

The author should write species names in italics (e.g. *Homo sapiens*). The genus and species must be written in detail, both in the title of the manuscript and the first mention in the manuscript.

Genes, mutations, genotypes, and alleles

They must be written in italics. The recommended name should be consulted in a genetic nomenclature database (e.g. HUGO for human genes). Sometimes, it is advisable to indicate the gene synonyms the first time it appears in the text. Gene prefixes such as those used for oncogenes or cellular localization should be shown in italics (e.g. *v-fes*, *c-MYC*).

Multimedia Files

The multimedia files must be sent in a separate file with the manuscript. The multimedia material must follow the production quality standards for publication without needing modification or editing. Acceptable files include MPEG, AVI or QuickTime formats.

Appendices

Appendices should submit long or detailed surveys, extensive mathematical calculations or item lists. They should be placed after the reference list, if necessary, with captions. Lengthy appendices, such as algorithms, protocols, and research, are published online only; the URL is provided in the manuscript where the attachment is quoted.

Style

The APP follows the AMA Manual of Style (11th Edition).

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