



Boletín Médico del Hospital Infantil de México

INSTRUCTIONS FOR AUTHORS

The *Boletín Médico del Hospital Infantil de México* accepts unpublished manuscripts in Spanish or English relating to paediatrics in the following areas: biomedicine, public health, clinical epidemiology, health education and clinical ethics. The following types of article are accepted: original research, review, clinical cases, clinicopathological cases, paediatric themes, public health, letters to the editor, and editorial comments (by invitation).

Manuscripts should be submitted online via the new Elsevier internet-based journal editorial system (EVISE) of the *Boletín Médico del Hospital Infantil de México* at <http://www.evise.com/evise/jrnl/bmhim>, where the author for correspondence should register as the author of the article. Once this author has obtained an EVISE username and password, the documents should be uploaded following the instructions provided on EVISE.

1. Letters. The next two letters must be uploaded in the "Attach files" section:

1.1 Author Consent Letter, signed by each author, giving their permission for the article to be published, and declaring that each has complied with the authorship requirements and has reviewed and approved the manuscript.

1.2 Cover letter, addressed to the editor Dra. María Campos Lara, containing:

1.2.1 A request for the article to be assessed for publication.

1.2.2 A statement that the manuscript has only been submitted to the *Boletín Médico del Hospital Infantil de México*, and is not under consideration or been published by any other journal.

1.2.3 A description of the type of article and area of interest.

1.2.4 A statement that the manuscript has been submitted in accordance with these instructions.

1.2.5 A declaration of each author's conflicts of interest or a statement of no conflict of interest. If there are conflicts of interest, these must be declared by each

author together with any financial involvement in the project.

1.2.6 A list of all external sources of funding.

2. Manuscripts must be written in Microsoft™ Word, using Arial 12 point font, double spacing throughout (including the title page, abstracts, body text, references, tables, and captions), with a margin of 2.5 cm. Pages must be numbered consecutively using Arabic numerals placed in the lower right hand corner, starting on the first page.

3. Manuscript sections:

3.1 Title page.

3.2 Full title and short title.

3.2 Abstract in Spanish and English.

3.3 Key words in Spanish and English.

3.4 Research articles: Introduction, Methods, Results, Discussion, References, Tables, and Figures.

3.5 Clinical cases: Introduction, Clinical case, Discussion, References, Tables, and Figures.

3.6 Clinicopathological cases: Summary of the clinical history, Clinical case, Discussion, References, Tables, and Figures.

4. The title page must include:

4.1 Title of the article in Spanish and English.

4.2 Type of article: research, review, clinical case, clinicopathological case, paediatric theme or public health.

4.3 Name or names of the authors, in the order in which they should appear in the article. Each name must be followed by a superscript citation in Arabic numerals and a corresponding footnote stating the place of work.

4.4 Authors' affiliation.

4.5 Name, email address, postal address and telephone number of the author for correspondence. **This is the only author with whom the editors will have contact during the process of reviewing and publishing the article (as applicable).**

4.6 Source of funding.

4.7 Acknowledgments.

5. Abstracts in both Spanish and English must be uploaded to the corresponding section in the EVISE submission form. Neither may exceed 250 words. The abstract is the most widely read part of the article, therefore, it must be clear, concise, and summarize the salient points of each of the sections listed below. Abstracts of original research articles must have a **structured format**: Introduction, Methods, Results, and Conclusions. Clinical Cases must also include a structured abstract containing the following sections: Introduction, Clinical case, and Conclusions. Review and Paediatric Theme articles should include a **simple abstract**.

6. Key words. Each article must include between 3 and 6 MeSH key words (see www.nlm.nih.gov/mesh/MBrowser.htm) in Spanish and English.

7. The manuscript must include the title, the abstracts in Spanish and English, key words in both languages (even though these have been included in other sections), the text of the article, the references, and the figure captions. It should not include figures or the information given in the title page.

8. Tables must be created in Microsoft™ Word, Excel, or Power Point. Each table must be submitted in a separate document. The title and table caption should clearly and briefly state the information needed to understand the table. Tables should be numbered using Arabic numerals in the order in which they appear in the text. The table caption should give the full form of all abbreviations used in the table, table notes, or footnotes. For footnotes, use superscript letters in alphabetical order. All tables, with their captions and footnotes, must be editable, i.e., they must not be copied and pasted from an external source.

9. Figures, photographs, diagrams or illustrations must each be submitted in a separate document. They must be self-explanatory and numbered in the order in which they appear in the article, using Arabic numerals. If patient photographs are included, they must not be identifiable. If this is unavoidable, a note must be attached stating that the patient or their next of kin have given their written consent for the image to be published. When using illustrations created by other authors, whether previously published or not, the corresponding permission to publish must be attached. Figure captions must be included in separate, consecutive documents, indicating the number of the figure they describe. Digitized images must be clearly legible, printed at a resolution of 300 dpi or higher, and saved as jpg, eps, tiff, png, and any Microsoft™ Office format. All figure must be editable and must not have been copied and pasted from external sources, except when the original authors have given their permission to publish.

10. Bibliographic references must be numbered consecutively in the order in which they appear in the text, using Arabic numerals, and included in a separate, double-spaced document. References must follow the format used by the

US National Library of Medicine, found in: http://www.nlm.nih.gov/bsd/uniform_requirements.html. Journal titles must be abbreviated in accordance with the short form used in the journal database published by the *National Library of Medicine*. The following are some examples of reference format:

- JOURNALS: Klimo P, Rao G, Brockmeyer D. Congenital anomalies of the cervical spine. *Neurosurg Clin North Am.*2007;18:463-478. If a reference includes up to 6 authors, the names of each must be given. In references including 7 or more authors, only the first 6 names should be given, followed by "et al."
- BOOK: Bell RM. *Holy Anorexia*. Chicago: University of Chicago Press; 1985.
- CHAPTER OR SECTION OF A BOOK: Hudson JI, Hudson RA, Pope HG. Psychiatric comorbidity and eating disorders. In: Wonderlich S, Mitchell J, editors. *Eating Disorders Review*. Part 1. Oxford: Radcliffe Publishing; 2005. pp 43-58.
- ARTICLE ON THE INTERNET: McKusick VA. Klippel Feil syndrome. Online mendelian inheritance in man. (Accessed 26-03-2008). Available from: <http://www.ncbi.nlm.nih.gov/entrez/dispmim.cgi?id=148900>.

11. Ethical considerations. With regard to potential conflicts of interest, individual right to privacy and data confidentiality, as well as human and animal rights, the *Boletín Médico del Hospital Infantil de México* adheres to the latest version of the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals (formerly the Uniform Requirements for Manuscripts) published by the International Committee of Medical Journal Editors, found at <http://www.icmje.org>. Copies will be required of informed consent forms in the case of studies in patients and clinical cases, and of the letter from the Independent Ethics Committee of the corresponding institution in the case of clinical and experimental studies.

12. Review process. Manuscripts will first be reviewed by the Editor, who will decide whether the content is suitable for the journal and meets the requirements outlined in this document. The second review is conducted by 2 or 3 independent peer reviewers. The review is double-blind, i.e., the identity of the authors and reviewers is not known to the other party. The author for correspondence will receive an email with the Editor's decision and the comments of the peer reviewers, as applicable.

13. Copyright. When an article is accepted for publication, all the authors must sign a letter transferring copyright to the *Boletín Médico del Hospital Infantil de México*. If the authors wish to re-print any material published in the *Boletín Médico del Hospital Infantil de México*, they must request permission in writing from the journal Editor. The Hospital Infantil de México Federico Gómez reserves the right to program, print and reproduce, either wholly or in part, any material it receives, acknowledging the authorship of the article.