

INSTRUCTIONS FOR AUTHORS

AIM AND POLICY

Mission and editorial policy

Revista Paulista de Pediatria [São Paulo Pediatrics Journal] is a quarterly publication of São Paulo Pediatrics Society (SPSP, acronyms in Portuguese). Since 1982, it publishes original contributions, reviews and clinical case reports of methodological research, with discussions on the health and research field of newborns, infants, children, and adolescents' diseases. The purpose is to disclose research with methodological quality related to themes about children and adolescent's health. Full articles are electronically available in Portuguese and English, and can be accessed at SciELO without paying charges. The journal is indexed in the following databases: PubMed Central, Medline, Scopus, Embase (Excerpta Medica Database), SciELO (Scientific Electronic Library Online), LILACS (*Literatura Latino-Americana e do Caribe em Ciências da Saúde*), Index Medicus Latino-Americano (IMLA) BR, *Sumários de Revistas Brasileiras*, and Redalyc (*Red de Revistas Científicas de América Latina y el Caribe, España y Portugal Scientific Information System*).

Open access

Every peer-reviewed article, approved by the journal's editorial board, will be published with open access. This means the text will be worldwide available via the Internet in perpetuity and without charges. The authors are not requested to pay charges. A Creative Commons license provides support regarding the reuse of the article. All articles will be published with the following license: *Creative Commons Attribution 4.0 International (CC-BY)*.

Review process

Every submitted article is sent to the editor-in-chief, who checks if it follows the minimum standards specified in the publication standards and if it fits the Journal's objectives. Then, the article is sent to two experts in the area, blind as to the article's authorship, to be examined, with a specific form for review. After this review is done, the Journal's editors decide if the article will be accepted without modifications, if it should be refused or if it should be sent to the authors for modifications and for later reassessment. In case of the latter, the editors reassess the article for a later decision regarding acceptance, refusal or need of new modifications.

Types of published articles

Original articles: epidemiological, clinical, or experimental studies.

Case reports: articles reporting cases of patients with rare diseases or non-frequent or innovative interventions.

Review articles: critical or systematic analyses of literature about a theme chosen spontaneously by the authors.

Letter to the Editor: they reflect the author's viewpoint about other articles published in the Journal.

Editorials: generally sent by the editors for discussing a theme or an original article with a controversial and/or interesting subject and/or relevant theme, to be published in the Journal.

FORM AND ELABORATION OF MANUSCRIPTS

General rules

The article should be typed in A4 format (210×297 mm), with a 25mm margin in all sides, and double space in all sections. Use Times New Roman font, size 11, numbered pages in the right upper corner and Microsoft Word® text processor. Manuscripts shall have, **at most:**

- Original articles: **3000 words** (without including: abstract in English and Portuguese, tables, graphics, figures, and references) and up to 30 references.
- Reviews: **3500 words** (without including: abstract in English and Portuguese, tables, graphics, figures, and references) and up to 55 references.
- Case reports: **2000 words** (without including: abstract in English and Portuguese, tables, graphics, figures, and references) and up to 25 references.
- Letters to the Editor: **400 words at most**. The letters should refer to articles published in the six months before the definite publications; up to 3 authors and 5 references; include 1 figure or 1 table at most. The letters are subject to publishing changes, without previous note to the authors.

Note:

Clinical trials shall only be accepted if they present the registration number and database, following the clinical trials standards of PORTARIA No. 1.345, FROM July 2, 2008, Ministry of Health of Brazil. Available on: http://bvsm.s.saude.gov.br/bvs/saudelegis/gm/2008/prt1345_02_07_2008.html

For registration, access: <http://www.ensaiosclinicos.gov.br/about/>

- **Information regarding support to the policies for registration of clinical trials:** According to ANVISA resolution - RDC 36, from June 27 2012, that amends the RDC 39/2008, all clinical trials of phases I, II, III and IV should present a proof of clinical trial registration in the database of the Brazilian Registration of Clinical Trials (ReBEC) (<http://www.ensaiosclinicos.gov.br>). This is a registration managed by Fundação Oswaldo Cruz of the clinical trials performed in human beings, publicly or privately funded, carried out in Brazil. The registration number should be in parentheses at the end of the last abstract, before the introduction section (The clinical case registration number is: -website). For cases before June 2012, proofs of other primary records from the International Clinical Trials Registration Platform will be accepted (ICTRP/OMS) (<http://www.clinicaltrials.gov>).

Sending the submission letter signed by all authors is compulsory. In this letter, the authors should mention that it is an original article, it has never been published, and it was not or will not be sent to another journal, while *Revista Paulista de Pediatria* is considering its publishing. In addition, it must be declared in the letter that all authors participated of the elaboration of the project and/or analysis of obtained data and/or of the final writing of the article and all authors agreed with the version sent for publishing. It must be declared in the letter that no information about funds for research or connection with people or companies that might be interested in the data discussed in the article or

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case was not omitted. Finally, it should include an indication that the authors are responsible for the manuscript's content.

Transference of copyrights: after submitting the manuscript to the process of evaluation of *Revista Paulista de Pediatria*, all authors should sign the form available in the submission website, in which the authors acknowledge that, after the acceptance of the article for publishing, the Associação de Pediatria de São Paulo starts to be the withholder of the manuscript's rights.

The mandatory documents are available at: <http://www.rpped.com.br/pt/guia-autores/>

ATTENTION:

Each of the items below should be uploaded in the system as separate files:

1) Submission Letter; 2) Opinion of the Institutional Ethics and Research Committee; 3) Transference of copyrights; 4) Front page; 5) Main document with abstract in English and Portuguese, keywords in English and Portuguese, text, references, tables, figures, and graphics - Do not put the authors' name in this file; 6) Additional files, if necessary.

- For original articles, attach a copy of the project's approval by the Committee for Ethics in Research from the institution where the research was developed. The *Revista Paulista de Pediatria* adopts the resolution 196/96 of the National Health Council from the Brazilian Ministry of Health, which approved the "New Guidelines and Regulating Rules of Research Involving Human Beings" (DOU 1996 Oct 16; No. 201, section 1:21082-21085). Only papers developed following these standards shall be accepted. For case reports, it is also necessary to send the approval from the Research Ethics Committee and, if the patient can be identified, send a copy of the informed consent from the person in charge for scientific disclosure of the clinical case. For literature reviews, letters to the editor and editorials, this approval is not needed.

Revista Paulista de Pediatria checks for plagiarism.

DETAILED STANDARDS

The complete content of the original article must obey the "Uniform Requirements for Original Contributions Submitted to Biomedical Journals," published by the International Committee of Medical Journals' Editors (available at <http://www.icmje.org/>). Each of the following sections must begin in a new page: abstract and keywords in English and Portuguese; text; acknowledgements, and references. Tables and figures must be in Arabian numbers and placed at the end of the text. Each table and/or figure must include a title and footprint notes.

FRONT PAGE:

Format the paper with the following items:

- Title of the article in Portuguese (avoid abbreviations), with 20 words at most; followed by a short title (60 characters at most, including spaces).
- Title of the article in English, with 20 words at most; followed by the short title (60 characters at most, including spaces).
- FULL name of each author followed by the name of the employment institution or educational institution that they belong to (only one), city, state, and country. The names of institutions and programs must preferably be complete and in the original

language of the institution; or in English when the writing is not Latin (For instance: Greek, Mandarin, Japanese...).

- Corresponding author: define the corresponding author and put his/her complete address (address with zip code, telephone, fax and, mandatorily, email).
- Declaration of conflict of interest: describe any connection of the authors with companies that might be interested in disclosing the manuscript submitted to publication. If there is no conflict of interest, write "nothing to declare."
- Financial support of the project: describe if the paper received financial support, the name of the source (full writing), the country, and the number of the process. Do not repeat the support in the acknowledgments section.
- Total number of words: in the text (exclude abstract in Portuguese and English, acknowledgments, references, tables, graphics and figures), in the abstract in Portuguese and English. Include the total number of tables, graphics and figures, and the number of references.

ABSTRACTS (PORTUGUESE AND ENGLISH):

Each of them must have 250 words at most. Do not use abbreviations. They must be structured according to the following orientations:

- Original article: It must include the sections: Objective, Methods, Results, and Conclusions (*Resumo: Objetivo, Métodos, Resultados, Conclusões*).
- Review articles: It must include the sections: Objective, Data source, Data synthesis and Conclusions (*Resumo: Objetivo, Fontes de dados, Síntese dos dados, Conclusões*).
- Case report: It must include the sections: Objective, Case description and Comments (*Resumo: Objetivo, Descrição do caso, Comentários*).

For the abstract, it is important to obey English grammar rules. A person fluent in English must do it.

KEYWORDS IN ENGLISH AND PORTUGUESE:

After the abstract in Portuguese and in English, provide from 3 to 6 descriptors that will help the proper inclusion of the abstract in bibliographic databases. Use descriptors exclusively from the list included in the "Health Sciences Descriptors", prepared by BIREME and available at <http://decs.bvs.br/>. This list shows the corresponding terms in both Portuguese and English languages.

TEXT:

Original article: divided into Introduction (short with 4 to 6 paragraphs, it should only justify the paper and has the objectives in its end); Method (specify the study outline, describe the studied population and the selection methods, define the used procedures, detail the statistical method. Declaring the approval of the procedures by the Research Ethics Committee of the Institution is compulsory); Results (clear and objective - the author should not repeat the information provided in tables and graphics within the text); Discussion (interpret the results and compare them with literature data, by putting emphasis on the important aspects of the study and its implications, as well as its limitations - this section must end with pertinent conclusions regarding the objectives of the study).

Review articles: they do not obey a strict scheme of sections, but we recommend they contain an introduction to emphasize the im-

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portance of the theme, its review, followed by comments and, if necessary, recommendations.

Case reports: they are divided into Introduction (short with 3 to 5 paragraphs, to emphasize the knowledge regarding the discussed disease or procedure); Case description (do not include data that could identify the patient), and Discussion (a comparison with other literature cases and the innovative or relevant perspective of the case).

TABLES, GRAPHICS AND ILLUSTRATIONS

Only 4 tables and 2 illustrations, including figures and graphics, are allowed in each article. They must be sent in the same file of the article. In the event of approval, figures and graphics with a better resolution will be requested.

Tables

To avoid tables on the horizontal position, *Revista Paulista de Pediatria* recommends that authors use 100 characters at most in each line of the table. However, if the table has two or more columns, the author should remove 5 characters per line. For example: If there are two columns, the author should use 95 at most; if there are three, 90; and so on. Up to 4 tables are allowed per article, which should be on the limits of one page each. Explanations should be on the footprint of the table, instead in the title. Do not include a space beside the symbol \pm . Type the tables in the text processor Word by using lines and columns - do not separate the columns as tabulation marks. Do not import Excel or PowerPoint tables.

Graphics

Number the graphics according to the order they appear in the text and add a title below them. Graphics should have two dimensions, be in black/white (do not color them) and be developed in PowerPoint. Send the .ppt file apart from the text: do not import the graphics to the text. *Revista Paulista de Pediatria* does not accept digitalized graphics.

Figures

Figures should be numbered in the order they appear in the text. Explanations should be in the subtitles (send the subtitle together with the manuscript's text file, in a separate page). Figures from other sources should indicate this piece of information in the subtitle and have a written permission of the source for its reproduction. The author must obtain permission for the reproduction of images. The patients' photos must not contain any piece of information that would enable identifying the subject - if there is a possibility of identification, a letter of consent is compulsory and it should be signed by the photographed subject or his/her guardian, who should allow the material's disclosure. Images created in a computer should be attached in the formats .jpg, .gif or .tif with a minimum resolution of 300 dpi. *Revista Paulista de Pediatria* does not accept digitalized pictures.

FUNDING

Declare funding sources before the conflict of interests. The names of CAPES, CNPq and other institutions should be written without abbreviations with their country. Do not repeat the support in the acknowledgments section. If there was no funding source, write: "The study does not have a funding source."

DECLARATION OF CONFLICT OF INTERESTS

Describe any connection of the authors with companies that might be interested in disclosing the manuscript submitted for publishing. If there is no conflict of interests, write: "The authors declare no conflict of interests." This statement should be in the front page before the funding source.

ACKNOWLEDGMENTS

Thank people or institutions that contributed to the study, but who are not the authors, in a concise manner. Acknowledgments should be placed when sending the second version of the article, in order to avoid conflicts of interest with the reviewers. Do not repeat the institution who financially supported the project in the acknowledgments; it should only be mentioned in the financial support section.

REFERENCES

In the text: They should be numbered and ordered according to the order of appearance in the text. References in the text must be identified with superscripted Arabic numbers, without parentheses and after punctuation.

At the end of the text (list of references): They should follow the recommended style from the International Committee of Medical Journal Editors Uniform Requirements, available at http://www.nlm.nih.gov/bsd/uniform_requirements.html, as the following examples:

1. Articles in Journals

Up to 6 authors: list all authors:

Jih WK, Lett SM, des Vignes FN, Garrison KM, Sipe PL, Marchant CD. The increasing incidence of pertussis in Massachusetts adolescents and adults, 1989-1998. *Infect Dis.* 2000;182:1409-16.

More than 6 authors:

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935:40-6.

Research groups:

a. Without defined author:

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension.* 2002;40:679-86.

b. With defined author:

Vallancien G, Emberton M, Harving N, van Moorselaar RJ; Alf-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. *J Urol.* 2003;169:2257-61.

c. Without authors:

No-referred authorship. 21st century heart solution may have a sting in the tail. *BMJ.* 2002;325:184.

Volume with supplement:

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache.* 2002;42 Suppl 2:S93-9.

Article published online, before the printed version:

Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. *Blood; Epub* 2002 Jul 5.

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Articles accepted for publishing still in press:

Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in Arabidopsis. Proc Natl Acad Sci U S A. In press 2002.

Articles in Portuguese:

Follow the style mentioned above.

2. Books and other monographies

Books:

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP. Operative obstetrics. 2nd ed. New York: McGraw-Hill; 2002.

P.S.: It is not necessary to mention the edition if it is the first one.

Book chapters:

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. 2nd ed. New York: McGraw-Hill; 2002. p. 93-113.

P.S.: It is not necessary to mention the edition if it is the first one.

Conference published in Congress annals:

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. p. 182-91.

Abstracts published in Congress annals:

Blank D, Grassi PR, Schlindwein RS, Melo JL, Eckhart GE. The growing threat of injury and violence against youths in southern Brazil: a ten year analysis. Abstracts of the Second World Conference on Injury Control; 1993 May 20-23; Atlanta, USA. p. 137-8.

PhD or Master's degree thesis

Afiune JY. Avaliação ecocardiográfica evolutiva de recém-nascidos pré-termo, do nascimento até o termo [master's thesis]. São Paulo (SP): USP; 2000.

Aguiar CR. Influência dos níveis séricos de bilirrubina sobre a ocorrência e a evolução da sepse neonatal em recém-nascidos pré-termo com idade gestacional menor que 36 semanas [PhD thesis]. São Paulo (SP): USP; 2007.

3. Other published materials

Articles in newspapers, bulletins, and other means of written press:

Tynan T. Medical improvements lower homicide rate: study sees drop in assault rate. The Washington Post. 2002 Aug 12. p.1.

Laws, regulations, and recommendations:

Brazil - Ministério da Saúde. Recursos humanos e material mínimo para assistência ao RN na sala de parto. Portaria SAS/MS 96, 1994.

Brazil - Ministério da Saúde. Secretaria de políticas de saúde - área técnica de saúde da mulher. Parto, aborto e puerpério: assistência humanizada à mulher. Brasília: Ministério da Saúde; 2001.

Brazil - Presidência da República. Decreto n° 6.871, de 4 de junho de 2009, do Ministério da Agricultura, Pecuária e Abastecimento. Regulamenta a Lei n° 8.918, de 14 de julho de 1994, que dispõe sobre a padronização, a classificação, o registro, a inspeção, a produção e a fiscalização de bebidas. Brasília: Diário Oficial da União; 2009. Available from: http://www.planalto.gov.br/ccivil_03/_Ato2007-2010/2009/Decreto/D6871.htm

P.S.: If the material is available online, write: Available from: <http://www...>

4. Electronic Material

Article from electronic journal:

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [serial on the Internet]. 2002;102(6) [cited 2002 Aug 12]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

Monograph on the Internet or electronic book:

Foley KM, Gelband H. Improving palliative care for cancer [homepage on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>

Homepage/website:

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources [cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

Part of a homepage or website:

American Medical Association [homepage on the Internet]. AMA Office of Group Practice Liaison [cited 2002 Aug 12]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

Brazil - Ministério da Saúde - DATASUS [homepage on the Internet]. Informações de Saúde- Estatísticas Vitais- Mortalidade e Nascidos Vivos: nascidos vivos desde 1994 [cited 2007 Feb 10]. Available from: <http://tabnet.datasus.gov.br/cgi/deftohtm.exe?sinasc/cnv/nvuf.def>

P.S.: Personal communications should not be mentioned as references.

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