

# Acta Médica Portuguesa Publishing Guidelines

## Normas de Publicação da Acta Médica Portuguesa



ACTA MÉDICA PORTUGUESA Editorial Council  
Acta Med Port 2013, February 26<sup>th</sup> 2013

### 1. AIMS

The aim of *Acta Médica Portuguesa* is to publish original research and review articles in biomedical areas of the highest standard, covering several domains of medical knowledge, with the purpose to help doctors improve medical care.

In order to accomplish these aims, *Acta Médica Portuguesa* publishes original articles, review articles, case reports and editorials, among others, with a focus on clinical, scientific, social, political and economic factors affecting health. *Acta Médica Portuguesa* will be happy to consider manuscripts for publication from authors anywhere in the world.

### 2. VALUES

Our principles are to promote:

- Scientific quality.
- Knowledge and state of the art scientific expertise.
- Editorial independence and impartiality.
- Ethics and respect for human dignity.
- Social responsibility.

### 3. PERSPECTIVES

To be acknowledged as a Portuguese medical journal with a relevant international impact.

To promote a scientific publication of the highest quality, giving priority to original research work in the field of clinical, epidemiological, multicentric studies and basic science.

To remain a publication forum of guidelines.

To enhance international dissemination.

Our motto "*Primum non nocere, Acta Médica Portuguesa* in the first place".

### 4. GENERAL INFORMATION

*Acta Médica Portuguesa* is the Portuguese Medical Association (*Ordem dos Médicos*) scientific journal with peer review.

It has been published continuously since 1979, being indexed in PubMed / Medline from the first issue. Since 2010 it has an Impact Factor attributed by the Journal Citation Reports - Thomson Reuters.

*Acta Médica Portuguesa* follows a free access policy. All manuscripts are available in full, in an open and free form since 1999 at [www.actamedicaportuguesa.com](http://www.actamedicaportuguesa.com) and

through Medline with a PubMed interface.

The rate of acceptance of *Acta Médica Portuguesa* is approximately 55% of the more than 300 annually received manuscripts.

The manuscript must be submitted online through "Online Submissions / *Submissões Online*" at <http://www.actamedicaportuguesa.com/revista/index.php/amp/about/submissions#onlineSubmissions>.

*Acta Médica Portuguesa* follows the good practice guidelines of the biomedical edition of the International Committee of Medical Journal Editors (ICMJE), the Committee on Publication Ethics (COPE) and the EQUATOR Network Resource Centre Guidance on Good Research Report (study design).

Our publication editorial policy inserts in the revision and publication process the Recommendations of Editorial Policy (Editorial Policy Statements) issued by the Council of Science Editors, available in <http://www.councilscienceeditors.org/i4a/pages/index.cfm?pageid=3331>, covering responsibilities and rights of the editors of publications with scientific peer review.

The proposed manuscript should not have been object of any other kind of publication. The views expressed are those of the Author(s). The published manuscript will remain a joint ownership of the *Acta Médica Portuguesa* and of the Author(s).

The *Acta Médica Portuguesa* reserves the marketing right of the manuscript as an integral part of the journal (for instance, for reprint purposes). The Author(s) should add to the submission letter a copyright declaration for commercial purposes.

Regarding the use by third parties, the *Acta Médica Portuguesa* is governed by the license Creative Commons 'Attribution – Noncommercial - NoDerivatives (by-nc-nd)'.

After publication in *Acta Médica Portuguesa*, the Authors are free to provide their manuscripts to their original institutions, as long as publication in *Acta Médica Portuguesa* is acknowledged.

### 5. AUTHORSHIP CRITERIA

The journal follows the authorship criteria of the "International Committee of Medical Journal Editors" (ICMJE).

In order to be designated as an Author, there should be

significant participation in the work, so that the Author must assume responsibility for its content and authorship credits.

An Author is someone:

1. Having had a substantial and direct intellectual contribution on the design and preparation of the manuscript
2. Having participated in data analysis and interpretation
3. Having participated in the writing of the manuscript, making a revision of the drafts; critical content review or approval of the final version

Conditions 1, 2 and 3 have to be met.

Authorship requires a substantial contribution to the manuscript. It is required that the contribution of each Author to the work is specified in a presentation letter.

Being listed as an Author, while not meeting eligibility criteria is considered as a fraud.

Everyone who has contributed to the manuscript, but who does not meet the authorship criteria, should be referred in the acknowledgements.

Every Author (i.e. the Corresponding Author and each of the Authors) has to fill and sign the "Authorship Form" with the authorship responsibility, criteria and contributions; conflicts of interest and sponsorship, including the Authors' copyright transfer.

The Corresponding Author should be the intermediary, on behalf of all the co-authors, in all contacts with *Acta Médica Portuguesa* during the whole process of submission and revision. The Corresponding Author is responsible for ensuring that any potential conflict of interest is correctly referred. The Corresponding Author should also testify, on behalf of all the co-authors, the originality of the work and obtain the written authorization of each person mentioned in the section "Acknowledgments".

## 6. COPYRIGHT / AUTHORSHIP RIGHTS

When the manuscript is accepted for publication, it is required that the digitalized document is sent by email, signed by all the Authors, together with the Author's copyright transfer between the Authors and *Acta Médica Portuguesa*. The Author(s) should sign one copy of the copyright transfer document between the Author(s) and *Acta Médica Portuguesa* when the manuscript is submitted:

Note: This signed document should only be sent when the manuscript has been accepted for publication.

Editor of *Acta Médica Portuguesa*

The Author(s) certify that the manuscript entitled (see form below): \_\_\_\_\_

(ref. AMP \_\_\_\_\_) is original, that all the statements presented as facts are based on research of the Author(s) and the manuscript in part or in whole does not violate any copyright rules. In addition, the manuscript does not violate any privacy right, has not been published partially or totally, has not been submitted for publication, in whole or in part, in any other journal and the Author(s) has the right to the copyright.

All Authors further declare that they have participated in the work, that it is their responsibility and that there are

no conflicts of interest, regarding any of the Authors, in the statements issued in the work.

The Authors, when submitting the work for publication, share with *Acta Médica Portuguesa* all the rights and interests of the manuscript copyright.

All the Authors must sign

Date: \_\_\_\_\_

Name (capital letters): \_\_\_\_\_

Signature: \_\_\_\_\_

## 7. CONFLICTS OF INTEREST

The content accuracy, as well as the opinions expressed are an exclusive responsibility of the Author(s). The Author(s) must declare every potential conflict of interest.

The Author(s) must declare all financial and personal relations that may bias the work.

In order to prevent any ambiguity, the Author(s) must explicitly declare if there are or there are not any conflicts of interest.

This information should not influence the editorial decision but, before submitting the manuscript, the Author(s) must guarantee any necessary authorization for the publication of the submitted material.

If in doubt about the meaning of a relevant financial or personal interest, the Author(s) should contact the Editor.

## 8. INFORMED CONSENT and ETHICS APPROVAL

Any patient (or legal representative) that may be identified in a written description, photo or video, should sign an informed consent form allowing for these descriptions. These documents should be submitted with the manuscript.

The *Acta Médica Portuguesa* considers that it is acceptable to omit data or utilize less specific data presentation in the identification of a patient. Nevertheless, further data alterations will not be acceptable.

The Authors should inform if the work has been approved by their institution's Ethics Committee, according to the Helsinki declaration.

## 9. LANGUAGE

Manuscripts should be written in Portuguese or in English. Titles and abstracts must always be written in Portuguese and in English.

## 10. EDITORIAL PROCESS

The Corresponding Author will be notified by email regarding the reception of the manuscript and any editorial decision.

All submitted manuscripts are initially reviewed by the editor of *Acta Médica Portuguesa*. The manuscripts will be assessed under the following criteria:

originality, relevance, clarity, appropriate study method, valid data, adequate and data supported conclusions, importance, meaningful and scientific contribution to a specific area. The manuscript should not have been published, in whole or in part, nor submitted for publication elsewhere.

The *Acta Médica Portuguesa* follows a strict single-blind peer-review process. Experts in the relevant area of the manuscript will be requested to draw their comments, including acceptance suggestion, conditioned acceptance to minor or important modifications, or rejection. In this assessment process, the manuscript may be:

- a) accepted without any modifications;
- b) accepted after modifications suggested by the scientific advisors;
- c) rejected.

The following schedule is established in this process:

- After receiving the manuscript, the Editor-in-Chief, or one of the Associate Editors will send the manuscript to at least two reviewers, assuming that it meets publication rules and editorial policy. It may be rejected at this stage, without being sent to reviewers.

- When receiving the acceptance communication, the Authors should immediately email the copyright transfer form found at the site of *Acta Médica Portuguesa*, completed and signed by all Authors.

- The reviewer will be asked to answer the Editor in a maximum of four weeks, stating his comments on the manuscript under revision, including his suggestion regarding the acceptance or rejection of the work. Within a period of two weeks, the Editorial Council will take a first decision which may entail acceptance with no further modifications, may include reviewers comments so the Authors may proceed according to what is indicated or may indicate manuscript rejection.

Authors will have a period of 20 days to submit a new written version of the manuscript, addressing the modifications suggested by the reviewers and by the Editorial Council. When any modification is proposed, the Authors should email the Editor, in a maximal period of twenty days, with all the requested answers in addition to a written version of the manuscript with the inserted modifications in a different colour.

- The Editor-in-Chief will have a period of 15 days to reach a decision about the new version: rejecting or accepting the manuscript in its new version or submitting to one or more external reviewers whose opinion may or may not meet the first revision.

- In case the manuscript has to be re-sent for an external revision, the experts will have a period of four weeks to send their comments and their suggestion regarding the acceptance or rejection for publication.

- According to the suggestions of the reviewers, the Editor-in-Chief may accept the manuscript in this new version, may reject or ask for modifications once again. In the latter case, the Authors shall have a period of one month to submit a reviewed version, which may, in case the Editor-in-Chief so determines, be subjected to another revision process by external experts.

- In case of being accepted, in any of the referred stages, the decision will be sent to the Corresponding Author. In a period of less than one month, the Editorial Council will send the manuscript for revision by the Authors with the

final format, not including citation details. The Authors will have a period of five days for the text revision and to communicate any typographical error. At this stage, the Authors are not allowed to do any relevant modification, beyond any corrections of minor typographical and/or spelling mistakes. Data changes in graphs, tables or text, etc., are not allowed.

- After the Authors provide an answer, or if there has been no answer, the manuscript is considered completed, after the above-mentioned five day period.

- At the revision stage of proofreading, any relevant change in the manuscript will not be accepted and may mean further rejection by decision of the Editor-in-Chief.

Any transcription of images, tables or charts from other publications must meet prior authorization by the original authors, meeting copyright rules.

## 11. FAST-TRACK PUBLICATION

Fast-Track publication system is available in *Acta Médica Portuguesa* for urgent and important manuscripts that meet the *Acta Médica Portuguesa* requirements for the Fast-Track system.

- a) Authors may apply for a fast-track publication through manuscript submission at <http://www.actamedicaportuguesa.com/> under the heading “submit manuscript / *submeter artigo*”, clearly indicating why the manuscript should be considered for fast publication.

The Editorial Review Board will then take the decision as regards the suitability of the request for fast (Fast-Track) or otherwise regular publication.

- b) Authors must verify that the manuscript meets the rules that apply for submission and contains the complete information required by *Acta Médica Portuguesa*.

- c) The Editorial Review Board will communicate their decision within a 48 hour period, if the manuscript is considered appropriate for fast-track publication. If the Editor-in-Chief finds the manuscript unsuitable for Fast-Track evaluation, the manuscript may be proposed for the normal revision process, in which case Author(s) will be allowed to withdraw their submission.

- d) For manuscripts that are accepted for Fast-Track evaluation, an Editorial decision will be made available within five working days.

- e) If the manuscript is accepted for publication, an effort will be made to publish online within a maximal period of three weeks after acceptance.

## 12. THE GOLDEN RULES OF ACTA MÉDICA PORTUGUESA

- a) The editor will be responsible for maintaining quality, ethics, relevance and the up-to-date content of the journal.

- b) Any complaint will be dealt with by the Editor-in-Chief and not by the President of the Portuguese General Medical Council (Ordem dos Médicos).

- c) Peer review must engage an external reviewers' evaluation.

- d) Upon manuscript submission, confidentiality will be ensured by the editors and by all persons involved in peer-

-review.

- e) Reviewers' identity will remain confidential.
- f) The reviewers advise and formulate recommendations; the editor is responsible for the final decision.
- g) The Editor-in-Chief has full editorial independence.
- h) The Portuguese General Medical Council does not directly interfere with evaluation, selection or edition of specific manuscripts, nor directly or indirectly in editorial decisions.
- i) Editorial decisions are based on the merit of the submitted manuscript and journal interests.
- j) Editor-in-Chief decisions are not influenced by the manuscript's origin nor are they determined by any external agents.
- k) Reasons for immediate rejection without any external peer review include: lack of originality; limited interest for *Acta Médica Portuguesa* readers; serious methodological or scientific errors; superficial overview of a specific topic; excess of preliminary and/or descriptive data; outdated information.
- l) All peer-review elements should act according to the highest ethical patterns.
- m) All peer-reviewers must declare any potential conflict of interest and ask to be excluded from manuscript review whenever any doubt arises regarding the possibility of bias or incapacity for an objective review.

### 13. GENERAL RULES

#### STYLE

All manuscripts must be prepared in accordance with the "AMA Manual of Style", 10th ed. and/or "Uniform Requirements for Manuscripts Submitted to Biomedical Journals".

You are advised to write in a clear, direct and active style. In general, the first person should be used, in the active voice. As an example, write "We analyzed data" and not "Data was analyzed". Acknowledgements are an exception to this guidance as they should be written using the third person and in the active voice, as exemplified by: "The authors would like to thank.....". Latin words or in a language other than the one written in the text should be in italic. The components of the manuscript are: Title Page, Abstract, Text, References and, if appropriate, figure legends. Each different section should be started on a new page, consecutively numbered from the Title Page. Manuscripts should be saved in Word or WordPerfect. Do not submit in PDF format.

#### SUBMISSION

Manuscripts must be submitted online, via the "Online submission / *Submissão Online*" section of *Acta Médica Portuguesa* <http://www.actamedicaportuguesa.com/revista/index.php/amp/about/submissions#onlineSubmissions>.

Answers to every single field in the online submission form must be provided. Confirmation of manuscript submission will be received by the Author(s) together with a code number that will be attributed to the manuscript.

#### Mention in the first page/title page:

- a) Title in Portuguese and in English – concise and descriptive
- b) Names of all Authors (first and last name) together with academic and/or professional titles and affiliation (department, institution, city and country).
- c) Subsidies or grants that contributed to the work.
- d) Address and email of the Corresponding Author.
- e) Brief title for a heading.

#### Mention in the second page

- a) Title (no authors)
- b) Abstract in Portuguese and in English. The abstract may only contain information described in the manuscript. Abstracts must not cite the text or figures/tables of the manuscript.
- c) Keywords. After the abstract, a maximum number of 5 keywords written in English must be provided, using the recommended nomenclature in Medical Subject Headings (MeSH), <http://www.nlm.nih.gov/mesh/MBrowser.html>

#### Mention in the third and following pages:

##### ■ Editorials

Editorials are only to be submitted upon invitation by the Editor of *Acta Médica Portuguesa* and will concern currently relevant topics. Authors will be asked not to exceed 1200 words, not to include tables or figures and to use a maximum of 5 references. An abstract is not required.

##### ■ Current Perspective:

This is the type of manuscript that is submitted upon invitation by the Editorial Board. It may cover a broad diversity of themes focusing on health care: current or emergent problems, management and health policies, history of medicine, society issues and epidemiology, among others. An Author that wishes to propose a manuscript in this section is requested to send an abstract to the Editor-in-Chief including the title and Author list for evaluation. A maximum number of words is 1200 (excluding references and legends), up to 10 references, one table or one figure are allowed. An abstract is not required.

##### ■ Original Manuscripts:

Text must be divided in sections as follows: Introduction (including Objectives), Material and Methods, Results, Discussion, Conclusions, Acknowledgments (if applicable), References, Tables and Figures.

Original Manuscripts must not exceed 4000 words, excluding references and illustrations. It must be accompanied by illustrations with a maximum of 6 figures/tables and a maximal number of 60 references. The abstract should not exceed 250 words and must be structured as follows: Introduction; Material and Methods, Results, Discussion and Conclusion.

As a member of ICMJE, *Acta Médica Portuguesa* requires that all trials be registered in a public trial registry which is accepted by the ICMJE, in order for manuscript

publication (in other words, the registry must be a non-lucrative institution which is publicly accessible, for example: [www.clinicaltrials.gov](http://www.clinicaltrials.gov)).

All manuscripts that report clinical trials must follow the CONSORT *Statement* (<http://www.consort-statement.org/>).

A systematic review or meta-analysis must follow the PRISMA *guidelines*. In the case of a meta-analysis of observational studies the MOOSE *guidelines* must be followed and the study protocol should be presented as a supplementary file. STARD *guidelines* must be followed in the case of a study of diagnostic accuracy and the STROBE *guidelines* in observational studies. In Clinical Guidelines we encourage the Author to follow the GRADE guidance for evidence classification.

### ■ Review Manuscripts:

These are destined to thoroughly approach state of the art knowledge with respect to important themes. These manuscripts will usually be elaborated by invitation from the Editorial Team; however, in exceptional circumstances, it will be possible for experts in the field to submit to the journal a project regarding a review article. In the latter case, those projects that are judged to be relevant and are, as such, approved by the Editor, may then be developed and submitted according to the publication rules. The text must not exceed 3500 words (not including the abstract, legends and references). A maximum of 4 tables and/or figures and no more than 75 references are allowed. The abstract must not exceed 250 words and must be structured as follows: Introduction; Material and Methods, Results, Discussion and Conclusion.

### ■ Case Report

Report of a clinical case should be justified by its rarity, unusual aspects, atypical progress, diagnostic or therapeutic innovation, among others. The sections should be as follows: Introduction, Case report, Discussion and References. The text must not exceed 1000 words and no more than 15 references are allowed. It should be accompanied by illustrative figures. The number of tables and figures must not exceed 5. A non-structured abstract not exceeding 150 words, summarizing the objective, main messages and conclusions must accompany submission.

### ■ Images in Medicine (Medical Image)

Images in Medicine is an important contribution for the apprenticeship and practice of medicine. The type of medical images that are suitable include clinical images, imaging techniques, histopathology and surgery. Up to two images per case are accepted. This modality allows for a title with a maximum of eight words and a text with a maximum of 150 words referring to relevant clinical information and including a brief summary of the patients history, laboratory data, treatment and current clinical situation. No more than three authors and five references are allowed and an abstract is not required. Only original high quality photographs are accepted for publication which must be original. Two different

files are requested: one must contain the photograph in the high quality required for publication and another which is meant to be used as reference, where the top of the photograph must be indicated with an arrow. Information about submission of digital images is available at “Technical rules for figures, tables or photographs submission / *Normas técnicas para a submissão de figuras, tabelas ou fotografias*”.

### ■ Guidelines:

Medical societies, medical colleges, official entities and/or groups of physicians wishing to publish Clinical Practice Guidelines in *Acta Médica Portuguesa* must previously contact the Editorial Council and submit the complete text in a version prepared for publication. The Editor-in-Chief may condition publication in *Acta Médica Portuguesa* to an exclusivity agreement. It may be possible to publish a summarized version in the printed edition together with the complete publication of the version in the internet site of *Acta Médica Portuguesa*.

### ■ Letters to the Editor:

These must be submitted in the form of a commentary regarding a scientific manuscript or a small note focusing on a specific theme or case report. A letter should not exceed 400 words nor may it include more than one illustration. It should have a maximum of 5 references and no abstract is required. Author(s) replies must follow similar rules.

**Abbreviations:** Do not use abbreviations or acronyms neither in the title nor in the summary and limit their use in the text. The use of acronyms must be altogether avoided as well as the excessive and unnecessary use of abbreviations. If the use of uncommon abbreviations is found to be absolutely required, when first utilized they must be adequately defined, in full, and immediately followed by the said abbreviation in parenthesis. Do not follow abbreviations by full stops.

**Measurement Units:** Units of length, height, weight and volume must be expressed in the metric system units (metre, kilogram or litre) and their decimal units. Temperatures must be presented in Celsius degrees (°C) and blood pressure in millimetres of mercury (mmHg). For more information please consult the conversion table “Units of Measure” provided at the website of AMA Manual of Style (<http://www.amamanualofstyle.com/>)

**Names of Drugs, Devices or other Products:** Use the non-commercial name of drugs, devices or other products unless the commercial name is essential for discussion.

### IMAGES

Enumerate all images (figures, graphs, tables, photographs, illustrations) by text citation order. Include a title/legend for each image (a brief sentence, preferably not exceeding 15 words). Colour images will be published at no extra charge. The following formats are acceptable in the

manuscript:

AI, BMP, EMF, EPS, JPG, PDF, PSD and TIF. These should have a 300 dpi resolution and be at least 1200 pixels wide and in proportion to height.

Tables and Figures must be enumerated by text citation order by Arabic numbers and identified as Figure/Table. An Arabic number as well as a legend must be attributed to Tables and Figures. Each Figure/Table must be referenced in the text as exemplified as follows: “These are some examples of an abnormal immune response that may be at the origin of Behçet’s disease. (Fig. 4). This is associated with two other cutaneous lesions (Table 1).”

When a Figure is mentioned in the text it should be abbreviated to Fig. while the word Table should not be abbreviated. In legends, both words must be written in full. Figures and Tables should be enumerated with Arabic numbers independently and according to the sequence with which they are cited in the text. Example: Fig. 1, Fig. 2, Table 1.

**Legends:** After the reference section, a detailed legend (no abbreviations) must be included with each image in the file with the text manuscript. The image must be referenced in the text and its approximate location must be indicated “Insert Figure 1.....here”.

**Tables:** It is compulsory to send tables in black and white at the end of the file. Tables must be presented and submitted in a word document, in a simple table format (simple grid), without tabs or other typographical formats. All tables must be mentioned in the text of the manuscript and enumerated in the order mentioned in the text. Indicate the respective approximate location in the body of the manuscript with the comment “Insert Table 1... here”. Authors must be prepared to authorize the reorganization of tables as considered necessary. Tables must be accompanied by the respective legend/title which must be elaborated in a brief and clear form. Legends must be self-explanatory (without the need to refer to the text of the manuscript) – written as a descriptive statement.

**Legends/Titles of Tables:** Place these at the top of the table, justified to the left. Tables are read top-down. All information should be placed in the inferior portion of the table – end of page notes (abbreviations, statistical significance, etc.). End of page notes that are too extensive for the title or data cells must use the following symbols \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡, §§, ||||, ¶¶.

**Figures:** Authors may use as many files as required, each pertaining to a Figure and submitted separately, in an electronic version and ready for publication. A word file is unsuitable and will not be accepted for Figure submission, including photographs, drawings and graphs. These should be submitted in format TIF, JPG, AI, BMP, EMF, EPS, PDF e PSD with a 300 dpi resolution, at least 1200 pixels wide and in proportion to height. Legends must be placed in the file pertaining to the manuscript text. If the figure is copyrighted

material it is the responsibility of the Author(s) to obtain the relevant legal permission before sending the file to *Acta Médica Portuguesa*.

**Figure Legend:** These are placed underneath the figure or graph and justified to the left. Graphs and other figures are usually read bottom up. Images of patients are only accepted if judged necessary for the understanding of the manuscript. If the patient can be identified in the figure then patient authorization for publication must be obtained and sent to *Acta Médica Portuguesa*. If the photograph allows for very obvious patient recognition then it may be found to be unsuitable for publication and, in case of doubt, the final decision will rest with the Editor-in-Chief.

- **Photographs:** In format TIF, JPG, BMP, PDF and PSD with a 300 dpi resolution and at least 1200 pixels wide and in proportion to height.

- **Drawings and graphs:** Drawings and graphs must be sent in a vector format (AI, EPS) or in a bitmap file with a minimal resolution of 600 dpi. Drawings and graphs must be in Arial letter font. Images must be presented in separate files, submitted as supplementary documents, in conditions of reproduction and according to the order in which they are discussed in the text. Images must be submitted independently of the text.

#### ACKNOWLEDGMENTS (optional)

These must be placed after the text and must address all that contributed to the manuscript but do not qualify for authorship. In this section it is possible to thank all sources of support, financial, technological or in a consulting capacity as well as individual contributions. Each person cited in the acknowledgment section must send an authorization for his or her name to be included in this section.

#### REFERENCES

Author(s) are responsible for the exact and accurate use of references and for their correct citation in the text.

References must be cited numerically (Arabic numbers in superscript) and in the order they appear in the text and they must be identified in the reference list with Arabic numbers. **Example:** “Dimethylfumarate has also been a systemic therapeutic option in moderate to severe psoriasis since 1994<sup>13</sup> and in multiple sclerosis<sup>14</sup>.”

If more than two references are cited in a sequence, indicate only the first and the last, separated by a dash<sup>5-9</sup>.

In the case of alternate citation, all references must be indicated, separated by a comma<sup>12,15,18</sup>.

References must be aligned to the left.

Reference list must not include manuscripts in the stage of preparation, unpublished observations or personal communications, among others. These are only allowed in the body of the text (e.g.: P. Andrade, personal communication).

Abbreviations of journal names must conform to those that are used by the National Library of Medicine (NLM) *Ti-*

*the Journals Abbreviations* <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>

**Note:** The month of publication must not be indicated.

In individual references with less than 6 Authors, all authors must be included. In references with more than 6 Authors only the first 6 must be named followed by "et al". Examples for the different types of references are provided.

#### **Manuscript:**

Surname Initials of Author(s). Manuscript Title. Journal Name (Abbreviated). Publication Year; Volume: pages.

##### 1. Less than 6 authors

Miguel C, Mediavilla MJ. Abordagem actual da gota. *Acta Med Port.* 2011;24:791-8.

##### 2. More than 6 authors

Norte A, Santos C, Gamboa F, Ferreira AJ, Marques A, Leite C, et al. Pneumonia Necrotizante: uma complicação rara. *Acta Med Port.* 2012;25:51-5.

#### **Monography:**

Author/Editor AA. Title: complete. Edition (unless it is a first edition). Vol. (if the referenced work pertains to more than one volume). Place of publication: Commercial Editor; year.

##### 1. With Authors:

Moore, K. *Essential Clinical Anatomy*. 4th ed. Philadelphia: Wolters Kluwer Lippincott Williams & Wilkins; 2011.

##### 2. With editor:

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

#### **Monography Chapter:**

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

#### **Scientific/Technical Report:**

Lugg DJ. Physiological adaptation and health of an expedition in Antarctica: with comment on behavioural adap-

tation. Canberra: A.G.P.S.; 1977. Australian Government Department of Science, Antarctic Division. ANARE scientific reports. Series B(4), Medical science No. 0126

#### **Electronic Document:**

##### 1. CD-ROM

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

##### 2. Internet monography

Van Belle G, Fisher LD, Heagerty PJ, Lumley TS. *Biostatistics: a methodology for the health sciences* [e-book]. 2nd ed. Somerset: Wiley InterScience; 2003 [consultado 2005 Jun 30]. Disponível em: Wiley InterScience electronic collection

##### 3. Homepage/Website

Cancer-Pain.org [homepage na Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01; [consultado 2002 Jul 9]. Disponível em: <http://www.cancer-pain.org/>.

#### **PROOFREADING**

Unless indicated otherwise by the Author(s), proofreading is the responsibility of the Editorial Council. As such this task will be completed within the time limit determined by the Editorial Council as a function of the editorial requirements of *Acta Médica Portuguesa*. Authors will receive publication proofs in PDF format for correction and these must be returned within a time limit of 48 hours.

#### **ERRATA AND RETRACTIONS**

*Acta Médica Portuguesa* publishes alterations, errata or retractions to previously published manuscripts. After the publication these will be in the form of an errata.

#### **FINAL NOTE**

For more complete information we recommend reading *Uniform Requirements for Manuscripts Submitted to Biomedical Journals* of the International Committee of Medical Journal Editors, available in <http://www.ICMJE.org>.