

Guide for authors

Revista "Archivos de Cirugía"

SUBMISSION OF MANUSCRIPTS

Manuscripts should be prepared in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (International Committee of Editors of Biomedical Journals), as available at www.icmje.org.

For more information on manuscript preparation, please consult: <http://www.icmje.org/recommendations/browse/manuscript-preparation/preparing-for-submission.html>.

Papers submitted to the journal should be sent by e-mail to the following e-mail address: archivosdecirugia@dykinson.com, in electronic format with Word processor, double-spaced, with font size 12. A spell checker should have checked the texts. The length of the manuscript will depend on the type of contribution. Images, graphs and tables should be submitted in a separate file.

REVISIÓN DE ORIGINALES

In order for the work to be reviewed by the Editorial Committee, the following structure should be considered, (with independent files):

1. Title page

It should include:

- Full title of the paper in Spanish and English with a maximum length of 15 words.
- Abbreviated title in Spanish and English with a maximum length of five words.
- Authors' data: name and surname, ORCID number, work center (department, institution, city and country).

- Correspondence author: name and surname, e-mail address, ORCID number, work center (department, institution, city and country).

2. Body of the manuscript

It should include:

Abstract: structured into five parts: Introduction, Material and Methods, Results, Discussion, Conclusion. Written in Spanish and English with a maximum length of 250 words.

Key words: 4 - 6 key words in Spanish and English.

List of abbreviations: Abbreviations used throughout the text are defined.

Introduction: It will be concise and directly related to the work. It should contain the purpose of the work and summarise the logical basis for carrying it out.

Materials and methods: should include::

- Type of study (original, observational/experimental, retrospective/prospective, controlled clinical trial or not) and the study's setting (multisite or not, type of centre, etc).
- When the experiments are presented in humans, the procedures that were followed must comply with the ethical norms of the Committee responsible for human experimentation (institutional or regional) and with the principles of the 1975 Declaration of Helsinki. When animal experiments are performed, it will indicate if the European Union rules on animal research were followed.



- The methods and procedures used will be identified in sufficient detail in order to allow the other investigators to reproduce the study.
- In the case of surgical techniques, all the phases of the procedure should be specified and images of the surgeries should be provided.
- Statistical analysis.

Results: The results obtained should be expressed in an orderly manner without comments or justifications. The results included in the tables will not be repeated in the text.

Discussion: The results obtained will be analyzed and interpretations may be developed based on previous publications and the authors' opinions. The practical application of the results will be highlighted. The limitations of the work will be presented. Future research derived from this work may be proposed. Emphasis should be placed on the new and important aspects of the study and the conclusions that are reached.

Conclusions: They will be limited to the objective results obtained from the work.

Acknowledgements: The collaborators not mentioned as authors of the work will be included in the acknowledgements. List here those individuals who provided help during the research.

References: They will be included as superscripts in the text. They should be numbered according to the order of appearance in the text.

Bibliographic citations should follow the NISO Z39.29-2005 (R2010) standards adapted by the NLM (National Library of Medicine): https://www.nlm.nih.gov/bsd/uniform_requirements.html. For its writing can also consult the Fistera page on Vancouver style (<https://www.fistera.com/herramientas/recursos/vancouver/>)

Figure and table captions. It should contain a short title and no abbreviations.

3. Declaration signed by the authors

A declaration signed by the authors must be provided according to the downloadable model, that includes declaration of conflict of interest,

originality of the work, compliance with ethical standards of research and that the work has not been sent to another journal.

4. Figures

They should be numbered consecutively with Arabic numerals according to their appearance in the text. No more than five may be included.

Images should be sent in digital format TIFF (.TIF), JPEG (.JPG), PNG (.PNG) or BMP (.BMP), in black and white or color. In the case of JPEG files, the minimum compression should be used to maintain maximum quality, i.e. in a non-reduced size. Images of patients should be made in such a way that the patient or patient data cannot be identified in the image.

5. Tables

Please submit tables as editable text and not as images. They should be numbered consecutively with Arabic numerals according to their appearance in the text. No more than five tables may be included.

RULES FOR EACH TYPE OF ARTICLE

The journal will accept the publication of the following types of work:

Original Articles

They should not exceed 5000 words, excluding references and figure and table captions. In the case of original articles, a structured abstract in Spanish and translated into English, with keywords, must be included. The final manuscript should include: a) Introduction and Objectives b) Material and Methods c) Results d) Discussion and e) Conclusions.

Surgical procedures

In this section, we will accept papers with descriptions of surgical techniques with innovative and novel approach, being able to explain the technique with images or even videos, being at the discretion of the Editorial Committee its final acceptance. No more than four authors will be accepted, except in specific cases and when

justified by the authors (prior acceptance by the Editorial Committee).

Systematic reviews

The Editorial Committee will generally propose the review topic to the authors. They should not exceed 3500 words, excluding bibliographic references and figure and table captions. A structured abstract in Spanish and translated into English should be included. They should follow PRISMA recommendations (<http://www.prisma-statement.org>) and include a flow chart. SR will also be accepted if proposed by the authors.

Clinical notes (Clinical cases or series)

The papers included in this section will include descriptions of single cases, or short series of cases, which due to their infrequent nature provide clinical, diagnostic or therapeutic novelties, and therefore deserve to be published. They should not exceed 3 pages or 1500 words, excluding bibliographic references and figure and table captions. No more than four authors will be admitted, except in specific cases and justified by the authors (prior acceptance by the editorial committee).

Images or clinical videos

The works included in this section must have educational value, being able to be diagnostic images, intraoperative or of any clinical nature with educational value in general surgery and digestive system. The length of the text in the Images and videos section should not exceed 450 words, excluding bibliographical references and figure captions. No more than four authors will be admitted, except in specific cases and justified by the authors (prior acceptance by the editorial committee).

Letters to the Editor

This section will be devoted to comments on any paper published in AdC. The maximum length will be 700 words. No more than two authors will be admitted, except in specific cases and justified by the authors (prior acceptance by the editorial committee).

Special article

These are papers that due to their characteristics do not present an original article structure (objectives, methodology, results and conclusions) but that provide relevant knowledge on a topic and a perspective of interest to the scientific community. They have a limit of 6000 words. The Editorial Committee may invite relevant authors to submit this type of papers, although they may also be submitted for evaluation at the request of the authors themselves.

CONFLICT OF INTEREST AND COPYRIGHT

The journal adheres to open access policies and the authors of the articles may choose the Creative Commons criteria (<https://creativecommons.org/licenses/by/2.0/es/>) with which they wish their article to be published in RPQ and subsequently reused by other authors.

In addition, All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. authors must declare the existence or non-existence of conflicts of interest during the submission process, specifying the scholarships and grants that the authors have received.

ETHICAL STANDARDS

Research on human beings: The works in which research is carried out on human beings must state: a) written informed consent has been obtained from each patient and b) the study protocol is in accordance with the ethical standards of the Declaration of Helsinki of 1975, being approved by the ethics committee of the institution where the study was carried out.



DATA PROTECTION

The personal data requested from the authors will be used by **AdC** exclusively for the purpose of managing the publication of the work accepted in AdC. Unless otherwise indicated, by submitting the article the authors expressly authorize the publication of their name, surname, institutional postal address and e-mail address in **AdC** and in the respective databases.

Authors may exercise their **rights of access, rectification, opposition and cancellation** to the processing of their personal data, under the terms and conditions provided for in the LOPD by contacting the following e-mail address: archivosdecirugia@dykinson.com.