Instructions for Authors

Aims and scope:

Acta Reumatológica Portuguesa (ARP) is an international scientific peer reviewed journal covering clinical and experimental aspects of rheumatic diseases. The journal publishes Original Articles, Reviews, Case Reports, Images in Rheumatology, Letters to the Editor and special articles intended to improve Clinical Practice (e.g. guidelines and clinical protocols).

ARP was founded in 1973 as the official journal of the Portuguese Society of Rheumatology and subscribes the requirements for the acceptance of manuscripts in biomedical journals proposed by the International Committee of Medical Journal Editors (ICMJE), published initially in N Engl J Med 1991; 324: 424-428.

The editorial policy of ARP follows the Editorial Policy Statements published by the Council of Science Editors, available in https://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/

Articles should be written in English. The accuracy of the manuscript contents, as well as written opinions, are of the exclusive responsibility of the author(s).

Papers submitted to ARP must be original and cannot be previously published elsewhere. Published articles will remain property of the journal and cannot be reproduced, as a whole or as a part, without the authorization of the Editor.

The journal is indexed on PubMed/Medline and all the articles are available online with open and free access.

Authorship criteria

ARP follows the authorship criteria of the ICMJE (available in http://www.icmje.org/icmje-recommendations.pdf) which are based on the following 4 criteria: 1. Having had a substantial contribution to the conception or design of the work, acquisition of data, analysis and interpretation of results; 2. Drafting the work or revising it critically for important intellectual content; 3. Final approval of the version to be published; 4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. All those designated as authors should meet all these four criteria for authorship, and all who meet the four criteria should be identified as authors. Everyone who has contributed to the manuscript, but who does not meet the authorship criteria, should be referred in the acknowledgements.
Manuscript submission guidelines:

Acta Reumatológica Portuguesa offers a web-based submission and peer review process of the manuscripts. Through ARP website (www.actareumatologica.com), authors can submit and track the status of their manuscripts as they progress through the review process. The corresponding author is notified by email about the status of the manuscript on the same day of the decision.

In order to submit a manuscript, users should create an account:

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- Go to Acta Reumatológica Portuguesa website (www.actareumatologica.com), enter your private area and click the button “Submit manuscript”. Fill in the form following the instructions carefully.

Instructions for authors:

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- **Authors and affiliations**
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- **Corresponding author** information: name; mailing address; phone number and email address

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- **Review articles** will be also commissioned by the Editor. However, authors interested in presenting a review article are welcomed to contact the Editor. Review articles should not exceed 4000 words, 6 Tables or Figures and 100 references. ARP will preferentially accept systematic reviews of the literature that comply with PRISMA.
- **Original articles:** the text of original articles should be submitted with the following sections: Introduction, Material (or Patients) and Methods, Results, Discussion and Conclusions. Original articles should not exceed 4000 words, 6 Tables or Figures and 60 references. Please insure that observational studies are presented in accordance to STOBE statement and randomized trials according to CONSORT statement.

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Tables should be cited in the text with Roman numerals. Each Table should have a title and contain no vertical lines. Horizontal lines should be used only as separators between titles and subtitles. All abbreviations should be explained at the bottom of the Table. Each Table should be uploaded separately.

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The authors have a maximum period of 6 months to submit the reply to the reviewers. After this period ARP Editorial team reserves the right to remove the manuscript from the reviewing process.

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