



ACTA REUMATOLÓGICA PORTUGUESA SPR – Sociedade Portuguesa de Reumatologia

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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Instructions for authors:

To avoid delays during the revision process read carefully the instructions and assure that your manuscript length and format is conform to ARP requirements before submitting.

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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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- **Editorials** will be requested by the Editor and will be based on particularly relevant issues or on comments to articles published in that issue of ARP. Editorials should not exceed 1200 words, with a maximum of 15 references and one Table or Figure
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- **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;
- **Clinical Practice:** the text should be submitted with the following sections: Introduction, Material and Methods, Results, Discussion and Conclusions. It should not exceed 4000 words, 6 Tables or Figures and 60 references;
- **Case reports:** the text should be submitted with the following sections: Introduction, Case report and Discussion. Case reports should present illustrative figures (6 max.) and should not exceed 2000 words and 25 references;
- **Images in Rheumatology:** images depicting rare clinical manifestations or of particular interest for clinical practice can be submitted. This type of publication should contain a maximum of 4 figures and the accompanying text should not exceed 500 words, with a maximum of 5 references
- **Letter:** Letters to the Editor should be a comment on a previous ARP article or a short clinical study or case report. The text should not exceed 600 words, a maximum of 10 references and one Table/Figure.

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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Examples:

Journal article

Name(s) and initials of author(s). Article title. Journal name Year; Volume: Pages(s).

Ex: Hill J, Bird HA, Hopkins R, Lawton C, Wright C. Survey of satisfaction with care in a rheumatology outpatient clinic. *Ann Rheum Dis* 1992; 51: 195-197.

Article published online (insert DOI)

Name(s) and initials of author(s). Article title. Journal name Published Online First: date. doi.

Ex: Merkel PA, Curthbertson D, Hellmich B et al. Comparison of disease activity measures for ANCA-associated vasculitis. *Ann Rheum Dis* Published Online First: 29 July 2008. doi:10.1136/ard.2008.097758.

Chapter in book

Name(s) and initials of author(s) of chapter. Chapter title. In: Name(s) and initial(s) of editor(s). Book title. City: Name of publisher, year of publication: page(s).

Ex: Stewart AF. Hypercalcemia resulting from medications. In: Favus MD, ed *Primer on the Metabolic Bone Diseases and Disorders of Mineral Metabolism*. New York: Raven Press, 1991: 177-178.

Book

Name(s) and initials of author(s). Book title. City: Name of publisher, year of publication: page(s).

Ex: Lorig K. *Patient Education. A practical approach*. St Louis: Mosby-Year Book, 1992: 51.

Online document

Document title. <http://address>. Accessed date.

Ex: Programa Nacional de Luta Contra a Tuberculose. Sistema de Vigilância (SVIG-TB). Direção-Geral da Saúde – Divisão de Doenças Transmissíveis, Março de 2005. <http://www.dgsaude.pt/upload/membro.id/ficheiros/i006875.pdf>. Accessed in January 25th 2008.

Acknowledgments

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Supplementary material

As an complement to the manuscript and in order to be available online-only, authors may submit supplementary material which should be essential to the integrity of the paper. The material is subject to the same editorial standards and peer-review procedures as the print publication and should be submitted on the Tables/Figures section as a .docx or PDF file. If the editorial board doesn't consider it essential to the paper, publisher reserves the right to decline the publication of supplementary material.

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a tack changes version of the manuscript. In these documents the identification of the authors and affiliations should be barred.

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