GUIDE FOR AUTHORS

Updated June 2011

GENERAL CONSIDERATIONS

Actas Dermo-Sifiliográficas (http://www.elsevier.es/ad) is the official publication of the Spanish Academy of Dermatology and Venereology (AEDV). Founded by Juan de Azúa in 1909, it is the longest-standing monthly Spanish medical journal. The journal is dedicated to articles on scientific and continuing education with subjects related to medical-surgical dermatology and venereology.

All articles are evaluated by the Editorial Board of the Journal after receiving the comments from independent external reviewers who are unaware of the identity of the authors.


MANUSCRIPT SUBMISSION

Articles should be submitted through the online Elsevier Editorial System (EES) available at http://ees.elsevier.com/ad, which includes all the information necessary for submission. This resource provides the user with the option of directly tracking the status of the manuscript online during the evaluation process.

The manuscript should be accompanied by a cover letter (see below) drafted in the Enter Comments section of the EES.

The manuscript text (except for the title page), abstract and key words, references, tables and footnotes, and figure captions should be submitted in a single file. The title page and each one of the figures, if any, must be submitted in separate files. All these documents should be uploaded to the Attach Files section of the EES.

Consult the general instructions of use of the EES in its tutorial for authors at: http://epsupport.elsevier.com/al/12/1/article.aspx?aid=1562&bt=4

EDITORIAL PROCESS

The Editorial Board of Actas Dermo-Sifiliográficas will acknowledge receipt of submitted manuscripts and will provide information on the decision for acceptance, modification or rejection. Evaluation of the works, which will follow a protocol established for such purpose, will be anonymous. This initial evaluation process will take 3 to 4 months.

To ensure the anonymous character of the review, neither the name of the authors, nor their personal data, or references to the center(s) in which the investigation is carried out should be stated in any of the sections of the manuscript except for on the title page. If changes are required in the manuscripts, these should be submitted to the Journal within a period of no more than 3 months. After such time, the work will be returned to the responsible author and will be rejected for publication. No manuscript will be definitively accepted until all corrections have been satisfactorily made. Whenever the Editorial Board requests modified versions, the authors should submit the new versions within a maximum period of 15 days, accompanied by a letter written to the section Respond to Reviewers of the EES. The letter should include a detailed explanation of the changes made based on the suggestions of the Editorial Board per se and in response to the recommendations mentioned in the reports of the experts consulted.

The Editorial Board reserves the right to make or introduce changes in the study in order to make it more understandable, as long as it does not alter its content. The author will have to approve the version edited by the Editorial Board.

Proofs of the article for correction will be sent to the corresponding author. The author should review them and...
mark any possible errors. The proofs must be returned to the Editorial Board within a period of 48 hours.

The purpose of these proofs is to detect typographic, spelling, and formatting errors. The corresponding author is also responsible for reviewing the text in English. Corrections that affect the content or sense of the original article will not be accepted. In the event that these corrected proofs are not received within the stipulated deadline, the Editorial Board cannot be held responsible for any errors or omissions published.

The Editorial Board reserves the right to accept or reject corrections to the proofs made by the author.

COVER LETTER

All manuscripts must be accompanied by a cover letter (see section “Obligations of the author”), which will be included in the section “Attach Files” of the EES, in which, in addition to including the article title, should indicate:

1) The section of the journal in which the manuscript is to appear;
2) The declaration that the manuscript is original and that it is not under consideration by another scientific journal;
3) The explanation, in no more than one paragraph, about the original contribution of the study and its relevance in the area of the journal;
4) The declaration that the authors have taken into consideration the “Ethical responsibilities” included in these guidelines and, among them: a) that the procedures followed in the research are in accordance with the ethical guidelines of the responsible committee on human and animal research (institutional or regional) and in accordance with the World Medical Association and Declaration of Helsinki, b) that the rights of their patients to privacy and confidentiality have been assured in accordance with that described in the section corresponding to these guidelines and that the article has avoided any type of identifying data in the text or images and, in any case, c) that they have the printed and electronic (internet) informed consent of the patients for the participation in the study and publication of the results in Actas Dermosifilográficas and that this has been thus declared in the EES.
5) The declaration of any grant (financial aid) from an institution.
6) The statement that the signing authors meet the requirements of authorship (optional to declare the degree of participation) in accordance with that included in the section of “Authorship” of these guidelines and in accordance with that declared in the EES;
7) If part of the article has been published in another journal (redundant or duplicate publication), the details should be specified here. The author should also declare that he/she has the necessary permissions for publication by its author and publisher (also see the section “Guarantees and transfer of intellectual property rights).

8) This point should include the declaration by each one of the authors of the existence or not of conflict of interests and the confirmation of their statement in the Additional Information section of the EES.

FORMAL ASPECTS OF THE MANUSCRIPT

The entire manuscript (including title page, abstract, main text, acknowledgments, references, tables, and figure captions) must be double-spaced, using uneven margins, 12-point letter size, with 2.5 cm margins on the right and left side. Number the pages consecutively, beginning on page 1 (title page), in the upper right corner. Articles may be submitted in Spanish or English.

Only use common abbreviations in the field of dermatology. Avoid abbreviations in the title or abstract. When an abbreviation appears for the first time, it should be preceded by the complete term to which it refers, except in the case of common units of measure, which are preferably expressed in the International System of Units.

Trade names should be avoided in all of the manuscript. Use generic names.

The accompanying figures and title page must be submitted as separate files, using the Attach Files section of the EES.

1. Title Page

It should contain the following information:
- The title. This should adequately describe the contents of the work. It should be short, clear and informative and should not contain any acronyms.
- The name and last name of the authors (or the two last names joined by a hyphen).
- The name of the department(s) and center(s) to which the work should be attributed. Do not include the academic or professional posts.
- Include the full name, telephone and fax number (and e-mail) and complete mail address of the correspondence author responsible for the correction of the proofs.

The first page should be submitted in a separate file from the rest of the manuscript.

2. Abstract and Key Words

Only include an abstract in those articles destined for sections that require an abstract. They should adhere to the characteristics given in the specific instructions for the each Section. Original articles should have a structured abstract of up to 250 words. Other sections for which an abstract is required should have an unstructured abstract of up to 150 words. Include three to six key words at the end of the abstract in accordance with those listed in the Medical Subject Headings (MeSH) of Index Medicus/Medline available from http://www.ncbi.nlm.nih.gov/entrez/meshbrowser.cgi
3. Main Text of the Article

The characteristics of the main text of the article will depend on the target section of the journal (see “Specific rules for each section”). The different sections within the text will follow each other without page breaks.

4. Acknowledgments

Only those persons who have clearly contributed to making the work possible, but who cannot be admitted as authors, should be mentioned. All those persons specifically mentioned in “Acknowledgements” should know and approve their inclusion in said section. Technical help should be expressed in a separate paragraph from those used to acknowledge financial and material help from institutions that may give rise to a potential conflict of interests, which should be mentioned in “Financing.”

5. Information incorporated by the publisher

In this point, the publisher will add the information regarding the “Obligations of the author” declared in the EES in relationship to: The “Ethical responsibilities,” specifically regarding a) protection of persons and animals; b) confidentiality, and c) the right to privacy and informed consent; financing; authorship with the grade of participation of the authors (optional); and the declaration of each one of the authors in relationship to the existence or not of a conflict of interests.

6. References

Number the references consecutively in order of appearance in the text. Within the text, always use superscript for the reference number, in accordance with the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” issued by the International Committee of Medical Journal Editors, available at Http://www.icmje.org/

Abbreviate the names of the journals following the style used in the Index Medicus/Medline. Avoid, when possible, references to textbooks and proceedings of meetings. Do not use phrases such as “unpublished data” or “personal communication.” References as footnotes will not be accepted.

The following are some examples of reference formats.

Journals
1. Standard article. List all authors if there are 6 or fewer. If there are 7 or more, list the first 6 and add the expression “et al.” after a comma. Give the title of the article in its original language.

2. Group Authors

3. Author’s name not given

4. Supplement to a volume

5. Supplement to an issue

6. Indication of type of article

7. Manuscript in press

Books and Other Monographs


10. Proceedings of Meetings

Electronic Material
11. Internet Journal

12. Monographs in Electronic Format
7. Tables

Each table should be submitted on a separate page and numbered consecutively by their order of appearance in the text. Each table should include: a) their number in Arabic numbers; b) corresponding title or statement and c) the abbreviations used in alphabetical order in the lower part of the table.

The tables should be clear and without corrections. If a table occupies more than 1 Din-A4 page, repeat the headers on the following page. Tables of up to a maximum of 1 printed page will be accepted. They should complete but not repeat the information in the text.

8. Figure Captions

The captions should contain sufficient information to be able to interpret the data presented without need to recur to the text. When symbols, arrows, numbers or letters are used to identify part of the illustration, they should be clearly explained in the footnotes using indications in form of small letters in superscript and should appear in alphabetical order (a, b...). Specify the stain and magnifications used in the histological reproductions.

9. Figures

Figures (photographs and graphics) should be carefully selected, ensuring that they are of good quality and discarding those that do not provide better understanding of the text. They should be numbered consecutively in Arabic numbers (for example, fig. 1). If a figure is made up of more than one image, identify them in the text with the number and letter in small letters (for example, fig. 1a, fig. 1b). Figures will only be accepted in electronic format. Those formats should be bmp, jpg, or tiff, at a minimum resolution of 300 points per inch and a minimum size of 8 cm.

The figures must have the best possible quality to assure good reproductions. If patient photographs or data are reproduced, they must not provide identifying data regarding the subject. If this is not possible, the authors must obtain written informed consent from the patient, his/her parent or guardian, authorizing its publication, reproduction and disclosure on paper and in Internet in Actas Dermo-Sifiliográficas (Read the section: “Obligations of the authors” included in these instructions). Furthermore, the authors have the responsibility of obtaining the pertinent permissions to reproduce previously published material (text, tables or figures) in Actas Dermo-Sifiliográficas. These permissions should be requested both from the author and the publishing company that has published said material.

SPECIFIC INSTRUCTIONS FOR EACH SECTION

In addition to complying with the “General guidelines” for the submission of manuscripts, the authors should adapt the text to the characteristics of each section. In exceptional cases, these recommendations can be overlooked. However, if overlooked, the justification for doing so should be submitted to the Editorial Board.

Original articles. This section includes original clinical and laboratory studies. Use of an analytic design is recommended in the form of cross-sectional surveys, case and cohort studies, and controlled clinical trials. The articles on controlled clinical trials should be written following the CONSORT guidelines (JAMA 1996; 276: 637.9), available from: http://www.consort-statement.org/ It is recommended that there are no more than 6 named authors. The text may be up to 12 DIN-A4 pages (excluding the title page, abstract, references, tables, and figure captions). Up to 30 references, 6 figures, and 6 tables are permitted. Only under exceptional circumstances can these limits be exceeded.

The manuscript should be structured into the following sections:

1. Abstract and key words. The abstract should be structured with the following sections: Background and objectives, material (or patients) and methods, results, and conclusions. Up to 250 words can be included.
2. Introduction. This should be brief and only include enough explanation for the reader to understand the text that follows. Do not include either tables or figures. Include a final paragraph that clearly states the objective(s) of the work.
3. Material (or patients) and method. In this section, the center where the study was performed, the duration, the characteristics of the patient series studied, the selection criteria used, the techniques used, and the statistical methods applied should be included. Indicate the name and address (city, country) of the manufacturer of material used.
4. Results This section should present, but not interpret, the observations made with the method used. These data should be presented in the text with the support of tables and figures.
5. Discussion. This section should emphasize the most important aspects of the study and the conclusions that can be drawn. The authors should present their own opinions on the topic. Of importance in this section is: a) the meaning and practical application of the results; b) discussion of a possible inconsistency in the methodology and reasons why the results might not be valid; c) list of similar publications and comparison between the areas of agreement and disagreement; and d) indications and guidelines for future research. On the other hand, avoid converting the discussion into a review of the topic and a repetition of the concepts presented in the introduction. Do not repeat the study results.

Case reports. This section should include the presentation of one or more clinical cases that are unusual or are of interest and that make a relevant contribution to current knowledge. The abstract should be unstructured (up to 150 words) and include key words. The text may be up to
5 pages (excluding the title page, abstract, references, tables, and figure captions). Up to 5 figures and/or tables and 15 references are permitted. It is recommended that there are no more than 4 named authors. The case reports should include: a) an abstract (with a brief introduction, case descriptions, and discussion and/or conclusion); b) the text, with the following sections: Introduction, case description, discussion; and c) references.

Cases for diagnosis. These manuscripts should include original clinical cases that have not been published previously in another journal. One to 3 authors will be allowed. Do not include an abstract, but key words are required. These manuscripts should include:

1. A first part (case presentation) with up to 200 words that can fit on a single printed page. This part should contain the following: a) the case history; b) physical examination; c) histopathology (that describes the histologic findings but does not give conclusive information about the diagnosis); d) complementary tests; e) figures of best possible quality, in color (maximum 3): these may be clinical, histologic, dermatoscopic,... with no figure captions (their meaning should be described in the text).

2. Second part (diagnosis and comments). Up to 450 words, excluding references, can be included and should fit on one printed page. This part should include: a) the diagnosis; b) course and treatment (of the patient presented); c) comments (on the reference disease, the case presented, and the differential diagnosis); d) references (up to 6 references).

Scientific/clinical letters. This Section is for publication of brief reports of studies or clinical cases. From 1 to 4 authors. The text can be up to 800 words. There is no abstract. Include key words. Up to 3 figures and/or tables. Up to 10 references.

Letters to the editor. This Section is for publishing critical opinions, agreements, praise, or any other type of observation regarding articles published in the journal. This section can also be used for suggestions, criticism, or comments about any formal aspect or content of the issue of Actas Dermo-Sifiliográficas. From 1 to 4 authors are allowed. Do not include abstract, however, key words should be included. The maximum length of text allowed is 800 words with up to 3 figures and/or tables and up to 10 references.

Opinion article. It includes the opinion of the author on a subject of his/her specialty, especially with the author giving his/her personal thoughts on it, with the possibility of referring to related publications. One or two authors can be included. Do not include a summary but include key words. It is not generally divided into sections. References may be included. It may have an extension of 5 to 10 pages DIN-A4 not counting the references.

Review. Its aim is to provide an update on a subject of interest in dermatology, with an in-depth review and extensive references. Include from 1 to 3 authors. Extension up to 20 DIN-A4 (excluding title page, abstract, references, tables and figure legends). Use a non-structured summary (maximum 150 words) and key words. The reviews will be done after express request by the journal editor or after request by the author to the editor (directoractas@aedv.es) and will be subject to peer review.

Practical dermatology. A review article on a topic with an eminently practical approach. Avoid an extensively long development of the work, orienting the subject towards recommendations for the daily clinical practice. Include 1 to 3 authors. Length up to 15 DIN-A4 pages (excluding the title page, abstract, references, tables, and figure captions). The abstract should be unstructured (up to 150 words) and include key words. Use of figures, graphics, tables, or algorithms is recommended if they facilitate the understanding of the topic. These articles are commissioned expressly by the Editor-in-Chief or by prior request of the author to the Editor (directoractas@aedv.es) and will be subject to peer review.

Controversies in dermatology. These are review articles on a topic that has some controversial aspects. The author should give some personal criteria and cover the different positions found in the literature. Include 1 to 3 authors. Maximum length should be up to 15 DIN-A4 pages (excluding the title page, abstract, references, tables, and figure captions). The abstract should be unstructured (up to 150 words) and key words should be used. Use of figures or tables is recommended if they facilitate the understanding of the topic. These articles are commissioned expressly by the Editor-in-Chief or by prior request of the author to the Editor (directoractas@aedv.es) and will be subject to peer review.

Novelties in Dermatology. These are articles in which a subject of great current interest is reviewed and briefly commented on. Include 1 to 3 authors. Use a maximum extension of 10 DIN-A4 pages (excluding the title page, abstract, references, tables and figure captions). Include a non-structured abstract (maximum 150 words) and key words. These articles are commissioned expressly by the Editor-in-Chief or by prior request of the author to the Editor (directoractas@aedv.es) and will be subject to peer review.

Consensus statements. These articles cover the content of consensus statements, recommendations, and therapeutic or diagnostic guidelines drafted by a working group or a scientific society. Include unstructured abstract (up to 150 words) and key words.

History and humanities in dermatology. These are review articles on the history or humanities related to dermatology and venereology. A maximum length up to 15 DIN-A4 pages (excluding the title page, abstract, references, tables, and figure captions) is allowed. Include an unstructured abstract (up to 150 words) and key words. These articles are commissioned expressly by the Editor-in-Chief or by prior request of the author to the Editor (directoractas@aedv.es) and will be subject to peer review.
Other sections. Book reviews, Obituaries.

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1. Ethical considerations

Protection of persons and animals. When experiments that have been performed in humans are described, it should be indicated whether these procedures were performed in accordance with the ethical guidelines of the corresponding ethics committee (institutional or regional) and the Declaration of Helsinki of 1975, with the current review, available at: http://www.wma.net/en/30publications/10policies/b3/. When experiments with animals are described, it should be indicated that the guidelines of the institution or international research council or national regulations were followed for the care and use of laboratory animals.

Confidentiality. The authors are responsible for following the protocols established by their respective health care centers to access the data of the clinical histories in order to be able to make this type of research/information for the community and thus they should declare having complied with this requirement. The author is required to assure that the requirement of having informed all the patients included in the study and that he/she has a signed document from them stating that they have received sufficient information and that their written informed consent to participate in it has been obtained. The authors should mention in the section “Methods” that the procedures used in the patients and controls have been conducted after obtaining an informed consent.

Privacy. The author is responsible for also assuring the right to privacy of the patients, protecting their identity in the writing of the article and images. Do not use names, initials or clinical history numbers of the hospital (or any other type of irrelevant data for the investigation that could identify the patient) in either the text or photographs unless such information is essential for the scientific purposes. In such case, they could be used in the article as long as the patient or his/her parent or guardian has given written informed consent for its publication. The authors are responsible for obtaining the written informed consent, authorizing its publication, reproduction and disclosure on paper and open access in internet.

2. Financing

The authors must declare the origin of any financing received. They should state if the investigation has received any financing from the US National Institutes of Health or if any of the authors belong to the Howard Hughes Medical Institute.

3. Authorship

The list of authors should only include those persons who have made an intellectual contribution to the development of the study. Having helped in data collection or some study procedure is not in its own right sufficient to warrant being an author (read “Acknowledgments”). In general, in order to be included as an author, an individual should have:

1. Participated in the design and development of the study, the data collection, analysis and interpretation of the work data leading to the article in question.
2. Participated in the drafting of the text and its revisions.
3. Have approved the version that is finally published.

In the case of group authorship, the names of the writers or those responsible for the manuscript followed by “and the Group, etc.” should be included when all the group members are considered to be co-authors of the work. If it is desired to include the name of the group, although not all its members are considered as co-authors, the formula that should be used is to mention the responsible authors followed by “on behalf of the Group...” or “by the Group ....” In any case, the names and institutions of the group members should be included in an annex at the end of the manuscript.

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