

POLICIES AND GUIDE FOR AUTHORS

Introduction

The Argentine Journal of Rheumatology is published quarterly. Four issues are published each year. Extra issues are usually published, either with the abstracts of the National Congress or with Clinical Practice Guidelines prepared by the Argentine Society of Rheumatology. Occasionally, the journal collaborates with international institutions for joint publication. The scientific contents of the journal include joint, bone, metabolic, soft tissue and autoimmune and autoinflammatory diseases, as well as their diagnostic and therapeutic methods. Epidemiological studies related to the area, case-control studies, cohorts studies, observational studies, case reports and reviews are included. In addition, "Letters to the Editor" are received. Editorials on special topics are by invitation only. This journal is published in Spanish language. However, for special cases, if the author does not use Spanish as language, it can be published in English.

General publication requirements

All pages of the manuscript, including those containing references, tables, and figures, should be presented single-spaced, using 12-point Arial font, and with lateral margins between 2 and 2.5 centimeters. All pages should be numbered consecutively.

All studies involving human subjects or the handling of sensitive data must be accompanied by the respective approval of an ethics committee or a declaration of its involvement as a sworn statement. The author must ensure that it was conducted in accordance with the WHO ethical code (Declaration of Helsinki) on human studies. The manuscript should follow the recommendations for the conduct, registration, editing and publication of scientific papers in medical journals of the ICMJE (International Committee of Medical Journal Editors).

All studies with experimental animals must be accompanied by a statement that the rights of research animals have not been violated in accordance with current standards/guidelines. Studies of this type should follow the recommendations of the ARRIVE (Animal Research: Reporting of In Vivo Experiments) guidelines and be conducted in accordance with the UK Animals (Scientific Procedures) Act 1986 and the related recommendations of the EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health Guide on the Care and Use of Laboratory Animals (NIH Publications No. 8023, revised 1978). The author should clearly state in the manuscript that these guidelines have been followed. The sex of the animals should also be indicated, and, where appropriate, the influence (or association) of sex on the results of the study.

Informed consent and patient data

Studies conducted with patients or volunteers require the approval of an institutional or independent ethics committee duly recognized. If required by the ethics committee, an

informed consent process should be carried out for each patient including a “publication of scientific work” section. When an author wishes to include case data or other personal information, or images of patients and other persons, appropriate permissions, consents and releases should be obtained. Images of faces/faces/facials/face should be avoided unless strictly necessary for the scientific subject matter. In this case it is advisable to cover the eyes of the image, unless it is also strictly necessary for scientific justification. When the patient's face is presented in an image, regardless of whether the ethics committee requests it or not, a transfer of rights is recommended and should be included as a clause in the informed consent.

When the photographs incorporate the patient's face, tattoos or any image that can recognize the individual, an informed consent signed by the patient must be presented.

The author should keep the written consents but there is no need to send copies to the journal. Only if specifically requested by the journal in exceptional circumstances (e.g., in case of a legal problem), the author should provide copies of the consents or evidence that the consents have been obtained.

Unless you have written authorization from the patient (or, when necessary, the patient's next of kin), the patient's personal data included in any part of the article and supplementary material (including videos and illustrations) must be removed prior to submission.

In conclusion, in the work submitted for publication, with healthy patients or volunteers, the studies performed require the approval of an institutional or independent ethics committee. And it is not necessary to submit informed consents in the presentation.

The contents of the published papers and cases must be truthful and based on real data. By submitting a research paper or clinical case, it is assumed that it is true. The detection or denouncement of falsehood in the same may be cause for legal action against the authors in the event that the work has already been published in this journal.

Plagiarism policy

We do not accept papers that have already been published in other journals. Partial reports or data that have been used in another work will be accepted if differences with the first one are found. In case of submitting a paper with these characteristics for evaluation, the editor must be notified by sending the already published paper so that it can be evaluated at the time of acceptance of the article sent to this publication. It is not allowed to copy totally or partially other works/articles. Partial or total reproductions of text, images, photographs, etc. must be authorized in writing by the author, responsible publisher, museum, etc. They must also be authorized by the editorial section of this publication. The mere fact of accepting the submission of an article in this journal implies a declaration by the author that he/she has not committed plagiarism. The collaboration of all participating roles is governed by the Principles of Transparency and Good Practice in Scholarly Publishing of the Committee on Publication Ethics (COPE), <https://publicationethics.org>. and the ICMJE guidelines.

All submissions are monitored through an online search and plagiarism detection software. In case of detecting total or partial plagiarism or locating the article already published by the same author, the journal will not publish the article and will not advance in the respective editorial process. In the event that an article already published

is denounced for plagiarism or for violating ethical standards, the Journal will immediately and temporarily remove it from the portal, and will notify the author so that he/she may exercise his/her right of defense. The publishing institution will decide on the matter based on the ethical norms of transparency and good practices of academic publications and the current law on copyright.

Conflicts of interest

Any work subsidized by the pharmaceutical industry or for-profit entity, either partially or totally, as well as a university or other entities that have funded the work, should be clarified in an item entitled "Conflicts of interest" at the end of the work and before the bibliography.

The Editorial Committee reserves the right to reject those articles it considers inappropriate, as well as to propose or make modifications when considers necessary.

Types of articles

Editorial

Contribution requested by the Editorial Committee to an expert, who from a personal point of view will write on topics of current interest. An editorial may not be submitted. It is by invitation of the editor. By exception, an expert on a topic could be proposed to carry out an editorial, even more so if it is related to a work published in the same issue of the journal. Its maximum length will be 1500 words.

Original articles

Presentation of an original scientific experience, personal or group, that contributes to the progress of the specialty. The text will have a maximum length of 3000 words. Up to 6 figures and 6 tables will be accepted.

The different items will appear in the following order: abstract in Spanish and English up to 200 words, keywords (3 to 10), introduction, material and methods, results, discussion, conclusions and bibliography. The CONSORT guidelines should be followed for the preparation of controlled clinical trials. Available at: <http://www.consortstatement.org/>.

There is no maximum number of authors for original articles. However, if, for editorial layout reasons, it is necessary to distribute a large number of authors, this will be done in an appendix or at the end of the article, and the authors will be informed in advance.

The different items should appear in the following order:

First page:

1. Title in Spanish

2. Title in English
3. Authors: Surname and name. If the study is multicentric the citation should be added (numerical in superscript), and then, at the end of the list of authors, the place of belonging should be detailed in the order cited. The distribution and order of authors should be defined by the leader of the author team, and the Journal is not responsible for any conflict related to it or for the authors' omission, whether voluntary or involuntary. Neither is the Journal responsible for the inclusion of authors who have not participated directly in the study and who, for various reasons, the author team leader has decided to include them. Nor is the Journal responsible for the inclusion of authors or co-authors who, because they belong to the same scientific society, are included without consensus among the authors.

The complete list of authors and their order of authorship is requested in separate Excel or Word table listing the roles of each author/co-author in the work. This document must be signed by all authors and dated by the first author.

4. Contact e-mail address. It is recommended the first author 's e-mail.

Second page

1. Abstract in Spanish up to 200 words.
2. Key words in Spanish.
3. Abstract in English up to 200 words.
4. Keywords in English.

Third page

1. Introduction. Describe the objectives of the paper, based on the appropriate rationale. Avoid a detailed review of the literature or summarizing the results.
2. Material and methods.
Provide enough details to allow an independent researcher to reproduce the work. The statistical method used and whether the study had informed consent and was approved by an ethics committee should be described. All studies with patients in which there has been an intervention or sensitive data have been manipulated must contain an ethical approval that should be indicated in this section.
3. Results. They should be concise and clear.

4. The discussion should analyze the meaning of the results. It should be pertinent and oriented to the researched topic.
5. Conclusions: describe the conclusions of the study briefly.
6. If there were conflicts of interest or financial contributions to the study, these should be clarified, as previously described.
7. Acknowledgments. They should be placed at the end of the manuscript, before the bibliography. They should not be mentioned elsewhere in the article. Those persons who collaborated in the preparation of the article (for example, by reviewing the writing or translation of the article) may be included. No acknowledgments can be made to the participating authors, nor their affiliations since they have already been referenced.
8. Bibliography. See section Bibliographical citations.
9. Figures, graphs, tables, photos. They must have a correlative number according to the moment in which they are cited. All of them must have a title. See section Illustrative material.

Concise Report

Due to their special characteristics (series with reduced number of observations, research papers with specific objectives and results, descriptive epidemiological studies, etc.), research papers can be published in a more abbreviated and rapid form. They should have a maximum length of 1500 words and no more than 2 tables or figures. It will have the same structure as an original article. A maximum of 8 authors will be accepted in the heading and possibly acknowledgments or appendix at the end of the article if more authors participate.

Updates/Reviews

Updates on certain topics of interest are presented in a synthetic form. Since it is a publication of specialists, it is suggested to avoid general topics, undergraduate monographs, and dissertations. It should consist of an abstract in Spanish and English of up to 150 words, a review, discussion, conclusions, and a bibliography. It should not exceed 3000 words and may include 6 tables and 6 figures. The different items should appear in the following order,

On the first page,

1. Title in Spanish
2. Title in English
3. Authors.

Surname and name. If the study is multicenter, the citation should be added (numerical in superscript), and then, at the end of the list of authors, the place of belonging should be detailed in the order cited.

4. Contact e-mail. It is recommended that it be that of the first author.

On the second page,

1. Abstract in Spanish up to 150 words.
2. Key words in Spanish.
3. Abstract in English up to 150 words.
4. Keywords in English.

On the third page,

1. Review
2. Discussion
3. Conclusions
4. If there were conflicts of interest or financial contributions to the study, these should be clarified, as described previously.
5. Bibliography: see section Bibliographic citations. "Recommended readings" should be added in a number no greater than 10 citations, plus the corresponding citations that arise from the text.
6. Figures, graphs, tables, photos: they must have a correlative number according to the moment in which they are cited. All of them must have a title. They may have a brief explanation. See section Illustrative material.

Case report

Description of one or more clinical cases (series of cases) of unusual observation that represent an important contribution to the knowledge of the subject. It will consist of an abstract in Spanish and English of up to 150 words, an introduction, a description of the case, a discussion, conclusions, and a bibliography with a maximum of 15 bibliographic citations. Its maximum length will be 1000 words. Four figures and four tables will be accepted. A maximum of 6 authors will be accepted for a clinical case and 8 authors for a case series.

The different items will appear in the following order,

On the first page:

1. Title in Spanish
2. Title in English
3. Authors: Surname and name. If the study is multicenter, the citation should be added (numerical in superscript), and then, at the end of the list of authors, the place of belonging should be detailed in the order cited.
4. Contact e-mail. It is recommended that it be that of the first author.

On the second page:

1. Abstract in Spanish up to 150 words.
2. Key words in Spanish.
3. Abstract in English up to 150 words.
4. Keywords in English.

On the third page:

1. Introduction
2. Description of the case
3. Discussion
4. Conclusions
5. If there were conflicts of interest or financial contributions to the study, these must be clarified, as previously described.
6. Bibliography
7. Figures, graphs, tables, photos: they should have a correlative number according to the moment in which they are cited. All of them must have a title. Eventually they can have a brief explanation.

Diagnostic images

Images of any type (endoscopic, radiological, microbiological, anatomopathological, etc.) highly demonstrative and contain by themselves a didactic message. The problem case will be presented on the basis of diagnostic imaging, with essential clinical data and a sequence of studies performed to reach the definitive diagnosis. The maximum length of the text will be 300 words. Up to 2 figures will be accepted, each one or a combination of images. A maximum of 2 authors will be accepted.

Letter to the editor

Comments that refer to published works, preferably in the last issue of the journal, and those that provide opinions, observations, or experiences that, due to their characteristics, can be summarized in a brief text. They should not exceed 600 words and may include a single table or figure and up to 10 bibliographical citations.

The letter should be headed: "Mr. Editor..." and continue with a brief introduction, description of the material and methods, presentation of results, and discussion, without dividing or titling the subsections. A maximum of three authors are accepted.

Illustrative material

Tables

Only one table per page should be presented at the end of the manuscript, before the bibliography. Tables should be inserted in Word and editable. Each table should be numbered with Arabic numerals and headed by the statement or title. Tables should be cited in the text in consecutive order. All acronyms and abbreviations should always be accompanied by an explanatory note at the foot of the table. Likewise, the statistical measures used should be precisely identified. When a statistical study has been carried out, the level of significance will be indicated at the foot of the table, if it has not been included in the text of the table. The order of the call signs will be as follows: * if there is a single call; lowercase letters in alphabetical order (a, b, c...) if there are two or more calls.

Graphics (figures)

They can be designed by a computer only in a vector program (Corel Draw, Adobe Illustrator), a recognized statistics program with an associated graphics editor, or in a spreadsheet program (Excel). Like tables, graphs should be numbered with Arabic numerals according to the order in which they appear in the text and headed by a statement or title. All acronyms and abbreviations should always be accompanied by an explanatory note at the foot of the graph. Likewise, the statistical measures used should be precisely identified. When a statistical study has been carried out, the level of significance should be indicated at the foot of the table, if it has not been included in the text of the table. The order of the call signs will be as follows: * if there is a single call; lower case letters in alphabetical order (a, b, c...) if there are two or more calls. They will be sent as external files to the main text file; they must be named with the figure number, sending one file per graphic. If special freehand drawings on paper are included, they should be drawn in black ink on white paper to guarantee a good contrast.

Photographs

They should be high quality photos. They should have the same numbering system as the graphics. It is very important that the photos are in high resolution; they should be presented in such a way that the opaque bodies (bones, contrast substances) appear in white. When the photographs incorporate the patient's face, tattoos or any image that can recognize the individual, an informed consent signed by the patient must be presented. Although it is admitted that sometimes the authors have to retouch the images to make them clearer and more understandable, manipulation of the images with fraudulent intent is not accepted. This constitutes a breach of scientific ethics and will be acted upon. The journal applies the following rules for images: no enhancement, darkening, displacement, removal or addition of any element of the images is allowed. Adjustments to brightness, contrast or color balance are allowed as long as they do not obscure or remove any visible information in the original image. HD or equivalent quality is recommended for photos. Photos must be saved in tiff, JPG or png format. Photos and graphics included in Power Point or Word will not be accepted and must be sent as external files. The file must be identified in the file package sent.

Figure captions

They should be numbered according to their corresponding sequence and double-spaced. They should explain the content of the illustration, as well as the meaning of the signs, arrows, numbers, and abbreviations that may be present. Histological reproductions should specify the magnification and staining method.

Bibliographic citations

Bibliographical citations should be numbered in consecutive order as they appear in the text. They should be written according to international standards. They can be consulted at: https://www.nlm.nih.gov/bsd/policy/cit_format.html. Format: NLM.

Example:

Lescure FX, Honda H, Fowler RA, Lazar JS, Shi G, Wung P, et al. Sarilumab in patients admitted to hospital with severe or critical COVID-19: a randomised, double-blind,

placebo-controlled, phase 3 trial. *Lancet Respir Med.* 2021 May;9(5):522-532. doi: 10.1016/S2213-2600(21)00099-0.

When citing Internet pages, the complete URL should be provided, clarifying the date on which the reference was last accessed. Any other known information (DOI, names of authors, reference to a source publication, etc) should also be added.

Authorship

All authors must have made substantial contributions to each of the following: (1) conception and design of the study, or acquisition of data, or analysis and interpretation of the data, (2) drafting of the article or critical revision of the intellectual content, (3) final approval of the version being submitted.

If the work is multicenter, the citation (numerical in superscript) should be added and then, at the end of the list of authors, the place of belonging should be detailed in the order cited. The distribution and order of the authors should be defined by the leader of the authorial team and the Journal is not responsible for any conflict related to the same or for the omission of authors, whether voluntary or involuntary. Neither is the Journal responsible for the inclusion of authors who have not participated directly in the study and who, for various reasons, the author team leader has decided to include them. Nor is the Journal responsible for the inclusion of authors or co-authors who, because they belong to the same scientific society, are included without consensus among the authors.

It is requested to send the complete list of authors and their order in a separate Excel or Word table listing the roles of each author/co-author in the work. This document must be signed by all authors and dated by the first author.

Privacy statement

The names and email addresses entered in this magazine will be used exclusively for the purposes declared by this magazine and will not be available for any other purpose or to any person outside of it. The exception is the contact email that must appear in each article.

Cover letter

When submitting your manuscript for publication, it is necessary to include a letter to the editor where you must briefly explain why the study is relevant for publication in the journal and it must be clarified that it has not been sent to any other publisher simultaneously nor has it been published previously.

Submission Preparation Checklist

As part of the submission process, authors are required to verify that their submission meets all of the elements shown below. Those submissions that do not adhere to these guidelines will be returned to their authors.

- The submitted article has not been previously published, nor has it been submitted to another journal.
- The files are sent in Microsoft Word format.
- All pages are numbered consecutively.
- Complies with the ethical regulations named in the Guide for authors and this information is detailed in the manuscript.
- In the case of citations from web pages without DOI or reference number, they will be accepted only from scientifically or health recognized sites (e.g. who.int)
- Conflicts of interest were included at the end of the work and before the bibliography.
- The text conforms to the bibliographic and style requirements indicated in the GUIDELINES FOR AUTHORS
- The work does not exceed the maximum word length described in the Guide for authors.
- Contains abstracts in Spanish and English.
- Contains the list of keywords.
- The first author's contact information appears on the first page.
- Contains the number of tables/figures described in the Guide for Authors, numbered in Arabic numerals according to the order of appearance in the text.
- Tables/figures are being sent as external files named with the figure or table number.
- The complete list of authors and their order is sent in a separate Excel-type list or Word table where the roles of each author/co-author in the work are recorded. The document is signed by all authors and dated by the first author.
- Bibliographic citations are numbered in consecutive order as they appear in the text and are written accordingly in the Guide for Authors.

Submission

Registration and login are required to submit items online and to check the status of recent submissions. Go to Sign in to an existing account or Register a new account.

In the there is any problem on the Journal's web platform, you will not receive a receipt of your article submission. In that case, please contact us at the emails given in Contact Section.

Peer evaluation process

The journal has permanent reviewers on each topic, as well as external evaluators and new experts who are joining the staff. The editor of each section sends the work to two blind reviewers. The return of the revised work will be within a period of 30 days, except for the summer and winter recess periods, which may be longer. The acceptance of an article will depend on the initial approval of the two blind reviewers and, finally, the editorial team. Some works are accepted with minimal changes or clarifications. The final acceptance of an article may take more than 30 days if it requires several revisions or intensive work until a publishable version is reached or publication is withdrawn by the authors or the editor. The Editing team reserves the right to make style corrections or, if necessary, make corrections to the wording of certain phrases or expressions when they are not clear.

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Legal

The Argentine Journal of Rheumatology is the scientific publication of the Argentine Society of Rheumatology. Any litigation initiated by the journal will be carried out by this society. For more information, consult the Legal and indexing page.

Indexing

Consult Legal and indexing page.

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