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## AUTHOR RULES AND INSTRUCTIONS

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### Objectives and Scope

The Acta Radiológica Portuguesa (ARP), founded in 1990 is the official journal of the Portuguese Society of Radiology and Nuclear Medicine (SPRMN). It is a quarterly journal.

It is a journal with peer review, publishing any scientific contribution related to the basic and clinical aspects of modern Radiology, including imaging diagnostic and intervention techniques, nuclear medicine, radiobiology and radiological physics.

A double-blind system for peer review is used to select the paper.

The editorial structure comprises the following sections: Editorial; Opinion Articles; Reviews; Original Papers; Continuous Training; Images of Interest; Clinical Cases; Letters to the Editor.

All manuscripts are reviewed by the Editorial Board. The Original Papers, Images of Interest, Technical Innovation, Clinical cases and Letters to the Editor are submitted spontaneously and subject to peer review.

The Editorials, Opinion Articles and Continuing Training are submitted upon request of the Editorial Board.

The paper submitted must be original and not previously published. The rigor and accuracy of its contents, as well as the views expressed, are the sole responsibility of the authors. Articles published in the ARP journal are property of the journal and may not be reproduced, in whole or in part, without prior consent of the publishers. After publication in the ARP and written permission of the editors, authors can publish the papers in repositories of their institutions, always mentioning prior publication in the ARP.

ARP's contents include original articles, review articles, editorials, letters to the editor and the ARP intends to be a forum for the international radiological community.

### Access

ARP is an open access journal available at <http://www.sprmn.pt/arp.html>.

Printed version is only available by annual subscription.

### Language

Papers may be submitted in Portuguese or in English.

Titles, abstracts and keywords always have to be submitted in both languages.

### Submission

Submission of the paper by email reduces considerably editorial processing and reviewing time, thus reducing total publication time. Please forward your paper to [ActaRP.on@gmail.com](mailto:ActaRP.on@gmail.com)

### Editorial Freedom

It is the responsibility of the Portuguese Society of Radiology and Nuclear Medicine to appoint and dismiss editors, to establish a contract with the editors at the time of their

appointment, where it may be clearly outlined their rights and duties, their authority, the general terms of the appointment and the mechanisms for conflict resolution. The publisher's performance is evaluated through mutually agreed indicators. The ARP has adopted the ICMJE's definition of editorial freedom described by the World Association of Medical Editors, which states that the editor in chief takes full authority over the editorial content of the journal as a whole and on the publication of its contents. The Portuguese Society of Radiology and Nuclear Medicine as the owner of ARP does not interfere in the evaluation, selection, programming or editing of any manuscript, neither directly nor by maintaining an environment that may strongly influence decision making. The editor bases his editorial decisions on the validity of the work and on its importance to the ARP readers, not on commercial considerations regarding the journal, and is free to express critical views, although responsible, on all aspects of medicine without fear of reprisals.

### Exclusivity

ARP does not consider previously published material (except abstracts presented in conferences) or awaiting publication.

### Peer Review

ARP follows a rigorous double-blind system for peer review. All manuscripts are reviewed by the editor-in-chief who may refuse them at this stage without resorting to the reviewer's opinion.

Papers not in compliance with the journal's guidelines cannot be accepted for publication.

Final acceptance of the paper is the scientific editor's responsibility.

After review process, papers may be:

- a) Accepted without modification
- b) Accepted after modification proposed by scientific consultants
- c) Refused

Only papers containing original material not yet published, in whole or in part, and which have not been submitted for publication elsewhere, will be accepted.

Upon receipt of the manuscript, the editor-in-chief sends it to two reviewers if the manuscript is in accordance with the authors instructions and if it fits the editorial policy.

Within 28 days maximum, the reviewer should reply to the editor-in-chief indicating the comments on the manuscript subject to revision, and his suggestion regarding the acceptance, revision or rejection of the work. Within 10 days, the Editorial Board will take a decision which may be: accept the paper without modifications; submit comments from reviewers to authors so that they may proceed according to recommendation; rejection.

When changes are proposed, authors have 15 days (period which can be extended at the authors request) to submit a new revised version of the manuscript, considering the comments of the reviewers and those of the editorial board. Authors should answer all the questions received and submit a revised version of the paper, with the inserted changes highlighted with a different colour.

The editor-in-chief has 10 days to make the decision regarding the new version: reject or accept the new version, or submit it for a new assessment by one or more reviewers. In the case of acceptance, in any of the previous phases, this will be communicated to the Corresponding Author.

For the galley review by authors, substantive changes to papers will not be accepted. The inclusion of such changes can motivate the subsequent rejection of the paper by decision of the Editor-in-chief.

In all cases, the opinions of the reviewers will be fully communicated to authors within 6 to 8 weeks from the date of receipt of the manuscript.

## **Ethical Responsibility**

### **Informed Consent and Ethical Standards**

Authors must ensure that the study that led to the paper being submitted for publication complies with ethical and legal principles, either during research or publication, including the recommendations of the World Medical Association Declaration of Helsinki, revised in October 2013 and available at <http://www.wma.net/en/20activities/10ethics/10helsinki/>, and the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly work in Medical Journals. – Produced by the International Committee of Medical Journals – ICMJE, reviewed in 2014, available at <http://www.icmje.org/recommendations> and those of the Committee on Publication Ethics (COPE) (<http://publicationethics.org/resources/guidelines>).

When in the paper submitted to ARP there are descriptions of experiments in humans, it should be mentioned in the manuscript that the nature, objectives and procedure of this study were thoroughly explained to participants and that their informed consent was obtained. This statement must be included in the manuscript. Any suspicion of misconduct will be investigated and reported.

All submitted manuscripts should comply with the requirements for submitting manuscripts to biomedical journals.

The journal's editorial policy incorporates in the review and publishing process the Editorial Policy Statements issued by the Council of Science Editors (<http://www.councilscienceeditors.org/i4a/pages/index.cfm?pageid=3331>).

## **Conflict of Interest**

Authors must disclose potential conflicts of interest in the authorship statement. In this context, the authors are required to disclose any financial and personal relationships that may exist in relation to the work submitted. They should also identify any benefits that they may derive from publishing the paper, including: shares or financial interests in companies or other institutions, salaries or bonuses, scholarships or other forms of funding, consulting, patent rights or any other types of financial relationships. Any other personal, professional, political, religious, or of any other type relationships, readers might consider likely to influence the paper to be published, should also be reported. This information will be kept

confidential during revision of the manuscript and will not influence the editorial decision but will be published with the paper if this is accepted.

The existence of conflict of interest for publication of a paper does not constitute grounds for rejection, provided that such conflict of interest is properly declared.

If in doubt about what constitutes a relevant financial or personal interest, authors should contact the editor-in-chief.

## **Authorship and Responsibility**

As mentioned in ICMJE Requirements, authorship requires a substantial contribution to the manuscript, whereby the cover letter must specify the contribution of each author to the work. Statement of individual contributions signed by each author (<http://download.thelancet.com/flatcontentassets/authors/tl-author-signatures.pdf> model)

### **Authors are those who:**

- 1) Make a substantially intellectual contribution directly in the design and drafting of the paper;
- 2) Participate in the analysis and interpretation of data;
- 3) Participate in the drafting of the manuscript, reviewing versions and critical review of the contents; approval of final version;
- 4) Agree that they are responsible for the accuracy and integrity of the work.

Besides being responsible for parts of the work done, an author must be able to identify which of the co-authors were responsible for other specific parts of the work.

Fund raising, data collection or general supervision of the working group, by itself, does not justify authorship.

All those designated as authors must meet the four criteria for authorship, and all those who meet the four criteria must be identified as authors. Collaborators who do not meet the four criteria for authorship but who have contributed to the study or manuscript, should be recognized in the Acknowledgements section, specifying their contribution.

The corresponding author must obtain written permission of all those who are mentioned in the acknowledgments.

### **When submitting a paper, authors should send:**

- 1) Cover letter written and signed by the corresponding author, which should explain why the manuscript is of interest to ARP and should be published, stating that the paper is original, only submitted to that journal and has not been previously published and in accordance with author instructions; that the work complies with the ethical and legal principles (fulfilled the recommendations of the World Medical Association Declaration of Helsinki, was evaluated and approved by the ethics committee, in case of an original study); and indicating the sources of funding.
- 2) Authorship Statement written and signed individually by each of the authors, where each author should state that he meets authorship criteria and specifies his contribution to the work; that he agrees with the contents of the paper; if there are any conflicts of interest, and if so, indicating them; and the transfer of copyright and authorizing the publication of the paper.

Although the editors and reviewers make efforts to ensure the technical and scientific quality of the manuscripts, the contents (including accuracy and precision of observations, as well as the expressed opinions) are the

sole responsibility of the authors, to whom the paper's intellectual property belongs.

- 3) Conflict of Interest Statement. Unload the statement at "ICMJE Form for Disclosure of Potential Conflicts of Interest" available at: <http://www.icmje.org/conflicts-of-interest/>

### Before starting the study

ARP recommends publishing guidelines from EQUATOR network (<http://www.equator-network.org>), namely CONSORT statements and extensions (randomized studies, <http://www.consort-statement.org/>), STROBE (Observational studies such as cohort studies, case-control, cross-sectional, <http://www.strobe-statement.org/>), STARD (diagnostic accuracy studies, <http://www.stard-statement.org/>), PRISMA (systematic reviews and meta-analyses, <http://www.prisma-statement.org/>), SQUIRE (quality improvement studies, <http://www.squire-statement.org/>) and CARE (clinical cases, <http://www.care-statement.org/>). Reporting statistical aspects of the studies must comply with Statistical Analyses and Methods in the Published

Example:

This effect has been widely studied.<sup>1-3,7</sup>

If there are more than six authors, list the first six followed by "et al."

*For papers published in journals:* 1. Last name followed by initials of first names; 2. Complete title of the paper; 3. Abbreviation of Journal's name; 4. Year of publication; 5. Volume (in Arabic numerals); 6. Number of first and last page.

Shetty AS, Grajo JR, Decker S, Heitkamp DE, DeStigter KK, Mezwa DG, et al. ABR core examination preparation: results of a survey of fourth-year radiology residents who took the 2013 examination. *Acad Radiol.* 2015;22:121-9.

*Book Chapter:* 1. Authors last names, followed by first names initials; 2. Complete title of paper 3. Last name and initials of Editor; 4. Complete title of the book; 5. Place of publication; 6. Year of publication; 7. Number of first and last page.

Brown B, Aaron M. The politics of nature. In: Smith J, editor. *The rise of modern genomics.* 3rd ed. New York: Wiley;2001. p 230-57.

*Book:* 1. Authors last names, followed by first names initials; 2. Complete title; 3. Place of publication: Publisher's name; 4. Year of publication.

Sahani DV. *Abdominal imaging.* Philadelphia: Saunders Elsevier; 2011

*Homepage/Website:* Cancer-Pain.org [homepage in Internet]. New York: Association

of Cancer Online Resources [consulted 2013 9 Jun]. Available at: <http://www.cancer-pain.org/>.

Non-published data such as those in papers that have been submitted but not yet accepted for publication, as well as personal communications, should not be included in the references. They may be cited in the text in parentheses (e.g.: Caseiro-Alves F, personal communication).

### Tables

Tables are identified with Arabic numbers by order of appearance in the text.

Titles must be short but self-explanatory and placed above the table's body.

Authors should place notes below the table's body and not in the title.

For table notes, the following symbols and sequence must be used: \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡.

### Figures

Figures are numbered with Arabic numbers and consecutively as they appear in the text.

Figures can be photographs, drawings, x-ray reproductions, in JPG, JPEG or TIFF format, Excel graphs, and may be included in the text. However, originals must always be submitted separately.

The most relevant parts of figures must be highlighted with visible signs (arrows, circles among other).

Photographs of patients must be presented blindfolded, preventing the patients from being identified, unless they are accompanied by a letter authorizing their publication.

The good quality of the photographs is of essence, minimum resolution must be 300 dpi.

If the Editor considers the quality to be poor, he may require that the originals be reproduced at the Author's expense.

### Galleys

Galleys are sent to the author with the indication of time delay for revision depending on the ARP publication deadlines.

The revision must be approved by the author responsible for the correspondence. Authors have five days to review the text and to communicate any typographical errors. At this stage, authors may not make substantial changes to the paper, besides corrections of typographical and/or spelling errors.

Failure to comply with the proposed deadline relieves ARP of accepting the review by the authors, and the review may be exclusively made by the ARP services.

### Errata and Withdrawal

ARP publishes changes, amendments or withdrawals of previously published papers, if, after publication, ARP identifies errors or omissions that influence the interpretation of data or information. Changes after publication will be in the Errata.

### Copyright

All papers are under the Copyright Code, but its reproduction in other publications is in principle authorized by the Editor as long as the journal is cited.

### Authorisations

Before submitting the manuscript to ARP, authors must have the following documents which may be requested by the editorial body:

- Informed consent of each participant, if applicable;
- Informed consent of each individual in the photographs, even after trying to hide identity;
- Authorization to reproduce/use previously published material, to reproduce previously published illustrations;
- Declaration of approval of the ethics committees of the institutions involved, if applicable.

### Final note

For a more complete explanation on this subject it is advisable to consult Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals (ICMJE Recommendations), available at <http://www.ICMJE.org>.