

EDITORIAL POLICIES

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Aims and scope

The Portuguese Journal of Pediatrics (PJP) was founded in 1938 and is an official organ of the Portuguese Society of Pediatrics (SPP). It is Portuguese scientific peer-reviewed journal published in English that aims to publish high quality articles in topics ranging from clinical to experimental issues concerning pediatric and maternal-fetal conditions. The PJP publishes original articles, review articles, case reports, case series, images in Pediatrics, editorials letters to the Editor and other contents that aim to improve clinical practice (guidelines and perspectives). It is published trimestrally in both paper-based and digital formats.

The accuracy of the PJP contents as well as the views expressed are the sole responsibility of the authors. All published articles constitute property of the PJP and cannot be reproduced, partly or completely, without the editor's authorization.

Manuscripts submitted to the PJP must comply with the norms included in the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, created by the International Committee of Medical Journals Editors (ICMJE), reviewed in December 2016, available online in <http://www.icmje.org/icmje-recommendations.pdf>.

The PJP's process of review and publication respects the Editorial Policy Statements issued by the Council of Science Editors (https://www.councilscienceeditors.org/wp-content/uploads/CSE-White-Paper_2018-update-050618.pdf).

Editorial independence

It is the responsibility of the SPP to appoint and dismiss the Editorial Board of the PJP, as well as to establish a contract at the time of their appointment, in which their rights, duties and authority are described, as well as general terms of nomination and conflict resolution mechanisms. The performance of the Editorial Board is evaluated by mutually agreed indicators. The PJP adopts the definition of editorial freedom of the ICMJE described by the World Association of Medical Editors, which states that the Editor-in-Chief assumes complete authority over the editorial content of the journal as a whole and on the publication of its content. The SPP, as proprietor of the PJP, does not interfere in the process of evaluating, selecting, programming or editing any manuscript, either directly, or by maintaining an environment that can strongly influence the decisions. The editor bases the editorial decisions on the quality of the articles submitted for publication and its importance to the readers of the PJP and not in the any business implications they may have for the journal. The Editor is also free to express critical but responsible views on all aspects of medicine without fear of reprisals.

Publishing best practices

Authorship and responsibility

As mentioned in the Requirements, ICMJE authorship requires a substantial contribution to the manuscript, being necessary to specify, in the cover letter, the contribution of each author to the work.

Individual contributions statement signed by each author

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

Each manuscript must have a 'corresponding author'. However, all the authors should have

participated significantly to take public responsibility for the content and authorship credit. The corresponding author must obtain written permission from everyone mentioned in the acknowledgements.

Authors are those who:

- 1) Have a direct and substantial intellectual contribution to the conception or design of the article;
- 2) Participate in the analysis and interpretation of data;
- 3) Participate in the drafting of the manuscript, version review and critical review of the content; approval of the final version;
- 4) Acknowledge that they are accountable for the accuracy and integrity of the work.

In addition to being responsible for the work already done, an author must be able to identify which of the co-authors were responsible for the other specific parts of the work. Obtaining funding, collecting data, or the general supervision of the work group, by itself, does not justify authorship.

Group authorship

When a large group of authors perform a work, this group must decide, before starting to work, who will be the authors listed as such in manuscripts submitted for publication.

All group members listed as authors should meet the four criteria of authorship, including approval of the manuscript's final version - and should be able to take public responsibility for the totality of the work of other group authors. Individually, all group members must complete the declaration of conflicts of interest form.

Some groups, particularly when numerous, ascribe authorship of the work to the name of the group, with or without listing individual names. When submitting a manuscript whose authorship is a group, the corresponding author must specify the group name, if it exists, and clearly identify which group members can receive credit and take responsibility for the work as authors. Whenever authors publish on behalf of a group, the group members should be listed in the Appendix.

If a medical writer was involved in the manuscript drafting, a statement is required signed by the corresponding author, with the name and information of whether there was funding from that person. This information should be added in the Acknowledgements section. It is mandatory to have statements signed by the medical writer, indicating that he or she gives permission to be named in the Acknowledgements section.

Changes in authorship

Authors must determine among themselves the order of authorship and resolve any disagreements before submitting the manuscript for publication. Changes in authorship (whether in order or number of authors) should be discussed and approved by all the authors. Any requests for changes in authorship after the initial manuscript submission and prior to publication should be explained in writing to the editor in an e-mail with every author on copy.

Any change in authorship after submission must be approved in writing by all the authors. Changes to authorship or the authors order are not considered after the acceptance of the manuscript.

Role of the corresponding author

The corresponding author will act on behalf of all coauthors as the preferred correspondent with the editorial team during the submission process and review. The corresponding author, on behalf of all coauthors, is responsible for communicating with the journal during submission, peer review and publication process. He or she is also responsible for ensuring all the administrative requirements of the journal (providing details of authorship; approval

by the Ethics Committee; conflict of interest forms; informed consent).

Guidance for submission of studies

The PJP recommends the guidelines for publication of the EQUATOR network (<http://www.equator-network.org>), namely the CONSORT declarations and their extensions (randomized trials, <http://www.consort-statement.org>), STROBE (observational studies, <https://www.strobe-statement.org>), STARD (diagnostic/prognostic studies, <http://www.equator-network.org/reporting-guidelines/stard>), PRISMA (Systematic reviews and meta-analyses, <http://prisma-statement.org>), SQUIRE (quality improvement studies, <http://www.squire-statement.org>) e CARE (case reports, <http://www.care-statement.org>).

The reporting of statistical details should be done in accordance with the Statistical Analysis and Methods in the Published Literature (SAMPL Guidelines, <http://www.equator-network.org/2013/02/11/sampl-guidelines-for-statistical-reporting>)

Duplicate submission and publication

The PJP does not accept any material that has already been published (except for presentations at conferences and other scientific meetings) or that it is waiting to be reviewed for publication by another journal.

The PJP endorses the ICMJE policy regarding overlapping publications (<http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/overlapping-publications.html>).

Plagiarism policy

Whether it's intentional or not, plagiarism is a serious violation. We define plagiarism as reproduction of another work with at least 25% similarity and without citation. The PJP uses specific software for similarity check.

If evidence of plagiarism is found before/after the acceptance or after the publication of the article, the author will be given an opportunity for a rebuttal. If the arguments presented are considered not to be satisfactory, the manuscript will be retracted, and the author will be sanctioned with a suspension to publish any work for a period to be determined by the Editor.

Ethical considerations

The author must ensure that the study submitted for publication complies with the ethical and legal principles, during research and publication phases, including the World Medical Association Declaration of Helsinki revised in 2013 (<http://www.wma.net/en/20activities/10ethics/10helsinki>), the ICMJE (www.icmje.org) and the Committee on Publication Ethics (COPE) (<http://publicationethics.org/resources/guidelines>) guidelines.

When applicable, the author must show that the research was approved by the Ethics Committee(s) of the involved institutions and that recommendations were followed. This information should appear in the body of the article. Any suspected research misconduct will be investigated, and all interested parties will be informed. Identifying information of the research subjects, including photographs, names or hospital numbers, should not be published. Studies involving animal experiments must be conducted in accordance with the guidelines defined in the "Guide for the care and use of laboratory animals" by the National Institutes of Health. All animal studies should also comply with the ARRIVE (Animal Research: Reporting of In Vivo Experiments) guidelines. The author should also comply with the national legislation that regulates this type of study (Decree-Law No. 113/2013 of 7 August 2013). The manuscript should

clearly explain that the above-mentioned guidelines were followed. The PJP holds the right to reject any manuscript based on the ethical misconduct of human or animal studies.

Privacy and informed consent

Studies involving patients or voluntaries require approval by the Ethics Committee and informed consent from each subject. These should be clearly stated in the article.

The author is responsible for obtaining informed consent from each subject shown in photographs, videos, detailed case descriptions, even after appropriate measures to preserve anonymity are taken. Names, initials or other forms of identification must be removed from photos or other images. Personal data, such as profession or residence, must be omitted except when epidemiologically relevant to the study. The author must ensure that data allowing for unequivocal identification is not presented or, if this is not possible, informed consent of subject(s) (or, where applicable, the next of kin) must be obtained.

Generally, the presentation of a case report must be accompanied by the written consent of the subject (or parent/guardian) prior to publication. This is particularly important when photographs are used or in cases where the unique nature of the case allows for the identification of the patient. Although the Editorial Board recognizes that it is not always possible or appropriate to obtain this consent, the author must demonstrate that this exception applies in the specific case.

Language

The manuscripts submitted to PJP must be written in English.

Open access policy

This journal provides immediate open access to its content.

Copyright

All articles in this journal are Open Access and meet the requirements of the funding agencies or academic institutions. Considering third party use, the PJP is licensed under a Creative Commons 'Attribution Non-Commercial No Derivatives (by-nc-nd)' license.

The author is responsible for obtaining permission to reproduce illustrations, tables, etc., from other publications.

Upon acceptance of an article, the authors will be asked to complete a "Publishing Agreement". An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a Publishing Agreement form or a link to the online version of this agreement.

The PJP follows Sherpa/RoMEO policies on copyright and auto-archiving (<http://www.sherpa.ac.uk/romeo/>).

Auto-archiving

The author is entitled to post the manuscript in their institution's repository, as long as the publication journal is stated, and it complies with the Creative Commons license.

Article processing charges

There is no article processing charge (no submission fees even for the publication of color images).

Permissions

All previously published and copyrighted material, including illustrations (figures and tables), must be accompanied by the written permission of the copyright holders.

Conflicts of interest and funding sources

Public trust in the scientific process and the credibility of published articles depend in part on how transparently conflicts of interest are handled during the planning, implementation, writing, peer review, editing, and publication of scientific work.

A conflict of interest exists when professional judgment concerning a primary interest (such as patients' welfare or the validity of research) may be influenced by a secondary interest (such as financial gain).

Financial relationships are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and science itself. However, conflicts can occur for other reasons, such as personal relationships or rivalries, academic competition, and intellectual beliefs. Authors should avoid entering in to agreements with study sponsors, both for-profit and nonprofit, that interfere with authors' access to all of the study's data or that interfere with their ability to analyze and interpret the data and to prepare and publish manuscripts independently when and where they choose.

All participants in the peer-review and publication process—not only authors but also peer reviewers, editors, and editorial board members of journals—must consider their conflicts of interest when fulfilling their roles in the process of article review and publication and must disclose all relationships that could be viewed as potential conflicts of interest.

When authors submit a manuscript of any type or format they are responsible for disclosing all financial and personal relationships that might bias or be seen to bias their work.

The details of all sources of funding for the study must be stated, together with a description of their role in the study design and in the decision to submit the article for publication. The precision and accuracy of the contents, as well as the opinions expressed are the sole responsibility of the author.

All authors must complete and submit the ICMJE Form for Disclosure of Potential Conflicts of Interest available at: http://www.icmje.org/downloads/coi_disclosure.pdf. This information will be kept confidential during the manuscript review and will not influence the editorial decision but will be published if the article is accepted. If there are no conflicts of interest, the authors must state this fact.

This information should be provided under the section entitled "Declaration of Conflicts of Interest", which should appear after the "Acknowledgements" section and before the "References" section. The absence of any conflict of interest must also be declared.

Clinical trials

The PJP supports initiatives that contribute to a better disclosure of clinical trial results. These include prospective registration of clinical trials in public databases. In accordance with the ICMJE recommendations, the PJP requires the registration of all clinical trials included in manuscripts submitted for publication in this journal.

ICMJE adopts the World Health Organization's definition of clinical trial: "any study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes". This definition includes Phase I to Phase IV trials. ICMJE defines health-related interventions as "any intervention used to modify a biomedical or health-related outcome" and health-related outcomes as "any biomedical or health-related measures obtained in patients or participants".

Registration in a public clinical trials database is mandatory for the publication of data from clinical trials in the PJP, in accordance with the recommendations of the International

Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org>). The trials must be registered prior to or at the beginning of the patient recruitment period. A clinical trial is any study that prospectively assigns human participants or groups of humans to one or more health-related interventions to evaluate the effects on health outcomes. Health-related interventions are those used to modify a biomedical or health-related outcome; examples include drugs, surgical procedures, devices, behavioral treatments, educational programs, dietary interventions, quality improvement interventions, and process-of-care changes. Health outcomes are any biomedical or health-related measures obtained in patients or participants, including pharmacokinetic measures and adverse events. Purely observational studies (those in which the assignment of the medical intervention is not at the discretion of the investigator) will not require registration.

The trial registration number (TRN) and date of registration should be included as the last line of the manuscript abstract.

Availability of data

The PJP strongly suggests that all datasets on which the conclusions of the manuscript rely should be available to readers. We encourage authors to ensure that their datasets are either deposited in publicly available repositories (where available and appropriate) or presented in the main manuscript or additional supporting files, in machine-readable format (such as spreadsheets rather than PDF files) whenever possible.

The PJP requires an “Availability of Data” section at the end of each manuscript. For drug or medical device trials, this section must include at least the relevant data of each patient, properly anonymized, available upon justified request to the authors.

We suggest one of the following forms for this statement:

“Availability of data: individual patient data [and/or] complete dataset [and/or] technical appendix [and/or] statistical analysis specifications are available in [/DOI] [with free access/but the following restrictions apply] [from the corresponding author]. Subjects gave informed consent for the availability of data [either informed consent was not obtained from the participants, but the data are anonymized and the risk of identification is low, or informed consent was not obtained, but the potential benefits of the availability of these data justify the potential risks, as...].”

If data are not available, the statement should mention: “Availability of data: additional data are not publicly available.”

This option does not apply to clinical trials of drugs or medical devices.

The raw data on which the manuscript is based can be requested from the authors during the review process and up until 10 years after publication.

Bibliographic databases/Repository

The PPJ is indexed/listed in:

- Free Medical Journals
- Índex de Revistas Médicas Portuguesas
- Latindex
- RCAAP Repositórios Científicos de Acesso Aberto de Portugal
- Socolar
- Directório Luso-Brasileiro
- SherpaRomeo

INSTRUCTIONS FOR AUTHORS

Manuscript submission

The PJP provides authors with an online-only system of submission and review of articles that can be accessed directly at <http://pjp.spp.pt/> or through the SPP's website (<http://www.spp.pt>). In the online platform, authors will be able to submit their articles and monitor their status throughout the review process. They will be notified by e-mail whenever their articles undergo relevant changes during the editorial process.

In order to submit a manuscript, the authors must follow the following steps:

- **Create a user account:** Access <http://pjp.spp.pt/>, click "Enter", followed by "Register" and follow the instructions provided. An activation e-mail will be sent. To activate the PJP account, it is necessary to follow the link provided in the body of that e-mail, which will automatically redirect to a log in message on the PJP website.
- **Manuscript submission:** After the registration/log in process is complete, the authors will be able to submit and track the progress of their articles. After submitting a manuscript, the author will receive a confirmation e-mail with an identification number for the manuscript.

If you have any question during the submission process, please contact our support team at pjp@spp.pt.

Necessary documents

Before submitting a paper, authors must prepare:

- **Cover letter** (template available at <http://pjp.spp.pt/>), written and signed by the corresponding author, who must justify the publication of the article on the PJP; point out that the article is original, was only submitted for publication on the PJP and not previously published; mention that the manuscript adheres to the structure and style standards adopted by the PJP; point out that the work complies with ethical and legal guidelines (recommendations of the Helsinki Declaration of the World Medical Association and has been evaluated and approved by the Ethics Committee, in the case of an original study); and indicate sources of funding.
- **Authorship responsibility statement** (template available at <http://pjp.spp.pt/>), filled out by the corresponding author and hand signed by all the authors of the work declaring that everyone meets the authorship criteria and specifying the contribution of each to the work; that everyone has read and had access to all the study data; that everyone accepts responsibility for the data validity; that everyone agrees with the article content and submission to the PJP; that everyone accepts the transfer of copyright and agrees with the availability of the manuscript on paper and online. Although editors and proofreaders develop efforts to ensure the scientific and technical quality of the manuscripts, the ultimate responsibility of the content (including accuracy and precision of the observations, as well as opinions expressed) is the sole responsibility of the authors to whom the article's intellectual property belongs.
- **Declaration of Conflicts of Interest** (ICMJE template, available at <http://pjp.spp.pt/>). Authors must declare any potential conflicts of interest that could cause a bias or be seen as a bias in the conduct of their work, in the individual ICMJE template declaration. Consequently, authors are required to disclose all financial and personal relationships that might exist in relation to the work that is submitted. They should also identify any benefits that might be associated with publication of the article, including: stock or financial interests in companies or other institutions, wages or awards, grants or other

forms of funding, consulting, patent rights or any other type of financial relations.

These documents must be provided during the submission process through the online platform, by e-mail (pjp@spp.pt) or by a traditional postal route.

Any other personal, professional, political, religious or any other form of relationship that readers may consider likely to influence the article should also be reported. This information will be kept confidential during the manuscript review and will not influence the editorial decision, but will be published if the article is accepted.

The existence of conflicts of interest for the publication of an article does not constitute a reason for rejection, given that the said conflicts are properly declared. For any queries on what constitutes a relevant financial or personal interest, authors should contact the Editor-in-Chief.

Structure of the manuscript

Front page

- a) Title (concise and objective, preferably with less than 10 words).
- b) Name of all authors (clinical or professional name) and respective affiliation (department, institution, city). Authors must provide an ORCID ID at the time of submission by entering it in the user profile in the submission system.
- c) Address and e-mail of the corresponding author.
- d) Brief title for the header (with a maximum of 40 characters).
- e) Type of article.
- f) Word count (separately for the abstract and the main text).
- g) Number of figures and tables.
- h) Statement of conflict of interests.

Second page

- a) Abstract (maximum word count according to the article type). The abstract should not contain references and abbreviations.
- b) Key-words (three to six). Keywords should be easily searchable in indexing databases using Medical Subject Headings (MeSH) terminology found at <http://www.nlm.nih.gov/mesh/>. In the manuscripts that do not require an abstract, the keywords should be presented at the end.

Following pages

The following pages should include the main text of the article according to the specific sections of each type. Acknowledgements, financing sources, awards and previous presentations should be mentioned after the text and before the references.

After the references, the illustrations should be presented individually on a new page, in the following order: tables and figures.

Article types

The PJP accepts the following article types:

- a) Original articles reporting clinical or basic research;
- b) Review articles (including systematic reviews and meta-analyses);
- c) Case reports;
- d) Case series;
- e) Images in Pediatrics;

- f) Editorials, which are written at the invitation of the Editor-in-Chief and consist of comments on articles published in the journal or on topics of particular relevance;
- g) Letters to the Editor, consisting of concise opinions on recently published articles;
- h) Perspectives;
- i) Guidelines;
- j) Cochrane Corner.

The author must state in the cover letter the type of manuscript being submitted for publication.

Manuscript text

Original articles

Original articles should include the following sections: Introduction, Methods, Results and Discussion. At the end of the discussion five short bullets must be presented, highlighting “What is new in this study”. Acknowledgements (if applicable), References, Tables and Figures.

Original articles should not exceed 4000 words (excluding references and captions of illustrations), up to six illustrations (tables, figures) and up to 60 references. A structured abstract of the main text with a maximum of 250 words.

Review articles

Review articles are comprehensive articles that synthesize old ideas and suggest new ones. They cover large fields. They can be of clinical or basic science research. Although usually by the invitation of the Editor-in-Chief, the journal occasionally accepts unsolicited review articles about important issues or recent advances. Before you submit a review, please send a brief outline (no more than 500 words) to the Editor-in-Chief indicating the importance and novelty of the subject, and why you are qualified to write it. A submission invitation does not guarantee acceptance.

Review articles should not exceed 4000 words (excluding abstract, references and captions of illustrations), up to six illustrations (tables, figures) and up to 75 references. An unstructured abstract of the main texts with a maximum of 350 words.

Systematic reviews and meta-analyses

The text should not exceed 4000 words, excluding a structured abstract (of up to 350 words). It cannot include more than 80 references, and up to six illustrations (tables, figures).

Systematic reviews may or may not use statistical methods (meta-analysis) to analyze and summarize the results of the included studies.

Systematic Reviews should be presented in the following format: Introduction, Methods, Results, Discussion. The subject must be clearly defined. The purpose of a systematic review should be to produce a conclusion based on evidence. Methods must provide a clear indication of the literature search strategy, data mining, classification of evidence and analysis. PRISMA guidelines (<http://www.prisma-statement.org/>) must be followed.

We recommend that all systematic reviews are registered in PROSPERO (<http://www.crd.york.ac.uk/PROSPERO/>).

Case reports

Case reports should include the following sections: Introduction, Case Report and Discussion. At the end of the discussion five short bullets should be presented, highlighting “What this report shows”.

The text must not exceed 2000 words (excluding abstract, references and captions of illustrations), four illustrations (tables, figures) and 25 references. It must include an unstructured abstract not exceeding 150 words.

It should not have more than five authors and all authors must have had a substantial individual contribution to the writing of the manuscript and not only be involved in the patient care. Those who were only involved in patient care should be listed in

The acknowledgements.

CARE guidelines (<http://www.care-statement.org/>) must be followed.

Case series

These are articles that describe sets of cases, in a perspective of reflection on a particular experience of diagnosis, treatment or prognosis. The text must include the following sections: Introduction, Methods, Results, Discussion. At the end of the discussion five short bullets should be presented, highlighting “What is new in this study”. It should not exceed 4000 words (excluding abstract, references and captions of illustrations), up to six illustrations (tables, figures) and up to 60 references. The abstract should not exceed 250 words and should be structured in the same way as the main text.

Editorials

Editorials are the responsibility of the Editorial Board or by invitation of the Editor-in-Chief and comment on current topics or on articles published in the journal. They should not exceed 1200 words (excluding references and captions of illustrations), 15 references and may contain an illustration (table or figure). They have no abstract.

Letters to the Editor

Letters to the Editor are critical comments about an article published in the journal or a short note about a given topic or clinical case. Letters to the Editor should not exceed 600 words (excluding references and captions of illustrations), 10 references and may include a figure or table. They have no abstract.

If it includes a critical comment about an article, the following general structure must be followed: identify the article (reference 1); justify your writing; provide evidence (from the literature or from personal experience); provide a summary; cite references. The author answers must comply with the same structure. The timing of the Letters to the Editor is related to the probability of acceptance (submission until four weeks after the publication of the article in question).

Images in Pediatrics

Images in Pediatrics are an important contribution to clinical learning and practice. This section is intended for the publication of clinical, radiological, histological and surgical images, among others.

The title should not have more than eight words. Authors must be at most four. Images must be of high quality and educational value.

Up to 4 figures are allowed. Captions should be brief and informative. Arrows or other symbols should be included as necessary to facilitate understanding of the images. The text should not exceed 300 words, up to five references, and should include a brief medical history and relevant data of the physical examination, laboratory and clinical follow-up, as appropriate. They have no abstract.

Perspective

This type of manuscript is submitted at the invitation of the Editorial Board, although unsolicited proposals and submissions can be accepted (and, thus, encouraged). It can cover a wide variety of themes in health care, including current or emerging problems, controversies in the field of pediatrics, management and health policy, medical education, history of medicine, society issues and epidemiology, among others. An author wishing to propose an article in this category

should send the respective abstract by e-mail to the Editor-in-Chief, an indication of the authors (no more than three authors are recommended) and the title of the article for evaluation. Upon acceptance of the proposal, the final article must contain a maximum of 1200 words (excluding references and captions of illustrations), two illustrations (table, figure) and up to 10 references. An abstract is not mandatory.

Guidelines

The submission of consensus and guidelines of the Portuguese Pediatric Society (SPP) or other societies should be made by its respective Presidents or their representatives by contact of the Editorial Board. The authorship is attributed to the Section or Society in question, and the date of approval of the document, the names of the authors involved, and their institutional affiliation must appear at the end of the text.

Clinical practice guidelines should not exceed 4000 words, up to 6 illustrations (tables or figures) and up to 100 references. An abstract is not mandatory.

Cochrane Corner

Manuscripts that consist on a selected recent Cochrane Review, particularly relevant, with the following scope: a) are intended to present a summary of the results of a systematic review or an overview of Cochrane Collaboration reviews, complemented by an original comment of the authors; b) must address a systematic review or an overview included in the Cochrane Database of Systematic Reviews and/or in the Evidence-Based Child Health: a Cochrane Review Journal already published in initial or updated version, is “active” (not removed) and is not “empty” (with no studies included); c) the theme should be pediatric in scope and at least some of the included studies must have pediatric subjects. This type of manuscript is to be submitted at the invitation of the team responsible for the Cochrane Corner, although it can be derived of external requests. Its structure must include a title that includes “Cochrane Corner:” and the subject, Introduction, Abstract of the Cochrane review (divided into Objectives, Methods, Results and Conclusion) and a Commentary to contextualize the evidence, any limitations, applicability and implications for clinical practice and research. It should not exceed 1200 words (excluding references and captions of illustrations) and can be complemented by an illustration (table, figure). In the case of a full copy of a figure or table being present, the appropriate publication authorization must be secured by the authors. Up to 10 references are permitted. An abstract is not mandatory.

Manuscript word-limit

Article type	Abstract	Keywords	Main text structure	Max. words	Tables/figures	References
Original article	Max. 250 words; structured (Introduction and Objectives, Methods, Results and Discussion)	Up to 6	Introduction; Methods; Results; Discussion; Summary; Acknowledgments; if any; References; and figure legends, if any	4000	Total up to 6	Up to 60
Review article	Max. 350 words; unstructured	Up to 6	Introduction; thematic sections at the discretion of the authors; Conclusion(s); Acknowledgments, if any; References; and figure legends, if any	4000	Total up to 6	Up to 75
Systematic review	Max. 350 words; structured	Up to 6	PRISMA	4000	Total up to 6	Up to 80
Case report	Max. 150 words; unstructured	Up to 6	Introduction; Case report; Discussion; Conclusion(s) (optional); References; and figure legends, if any	2000	Total up to 4	Up to 25
Case series	Max. 250 words; structured (Introduction and Objectives, Methods, Results and Discussion)	Up to 6	Introduction; Methods; Results; Discussion with Conclusion(s); Summary, Acknowledgments, if any; References; and figure legends, if any	4000	Total up to 6	Up to 60
Editorial	None	None	Unstructured	1200	Total up to 1	Up to 15
Letter to the Editor	None	Up to 6	Unstructured	600	Total up to 1	Up to 10
Images in Pediatrics	None	Up to 6	Unstructured	300	Total up to 4	Up to 5
Perspective	None	Up to 6	Unstructured	1200	Total up to 2	Up to 10
Guidelines	None	Up to 6	Introduction; thematic sections at the discretion of the authors; Conclusion(s); Acknowledgments, if any; References; and figure legends, if any	4000	Total up to 6	Up to 100
Cochrane Corner	None	Up to 6	Introduction, Objective, Methods, Results, Conclusion and Commentary; References; and figure legends, if any	1200	1	Up to 10

Guidelines on the contents of the different sections

Introduction

The introduction should essentially contain the scientific arguments that contextualize the subject matter, substantiate the realization of the study and justify its objectives. This section should only contain the necessary references for these purposes.

Methods

In this section the author should describe:

- a) Study sample or population (specifying its definition and means of identification, recruiting and selection);
- b) Study location in time and space;
- c) Study design;
- d) Data collection methods;
- e) Data analysis methods. Statistical methods should be described with sufficient detail. The computer program (and its version) used for data analysis should be mentioned, as well as its manufacturer.

Ethical considerations should be stated at the end of this section, including the approval of ethics committees and the obtaining of informed consent, if applicable.

Results

The results must be presented in the text and can be complemented by illustrations (tables, figures), following a logical sequence. Authors should mention only the main observations of the illustrations and redundant information (in duplicate in the text and illustrations) should not be provided.

Discussion

The discussion should not include repeated information contained in the other sections of the article. It should focus on possible limitations of the study; relation of the results with findings by other studies; innovative aspects of the study and the conclusions that result from them. Only the indispensable references to discuss the results of the study should be included. The conclusion is included at the end of the discussion, and it is important that it is in accordance with the objectives of the study. Authors must avoid statements and conclusions that are not fully supported by the results of the research carried out.

Style guides

Use of word-processing software

It is important that the file is saved in the native format of the word processor. The text should be in a single-column format. Keep the text layout as simple as possible.

To avoid unnecessary errors, you are strongly advised to use the grammar and spelling checking functions of your word processor.

General requirements

All articles submitted to the journal must comply with these instructions. Failure to do so will result in the return of the manuscript and possible delay in publication.

- Manuscripts should be sent in DOC, DOCX or RTF format, and should not be blocked or protected.
- The text of the manuscript should be typed double-spaced. Do not format the text in multiple columns.

- All margins should be at least 30 mm.
- All pages should be numbered consecutively in the top right-hand corner, beginning in the title page.
- Specify any special characters used to represent characters that are not on the keyboard.

References

Citations in the text

Superscript Arabic numerals are used in the text. Authors may be identified, but the reference number must always be given.

References to unpublished data and personal communications should be made directly in the text and should not be numbered. Citation of a reference as “in press” implies that it has been accepted for publication.

Format of the reference list

Make sure that all the references mentioned in the Reference List are cited in the text, and vice versa. References should be listed using Arabic numerals in the order in which they are cited in the text. The reference list should be added as part of the text, not as a footnote. Reference software specific reference codes are not allowed.

Make sure that the data provided in the references are correct. When copying references, be careful as they may contain errors.

References to published articles should include the name of the first author followed by the names of the other authors, article title, journal name and the year of publication, volume and pages. Journal names should be abbreviated according to the Medline style.

A detailed description of the formats of different reference types can be found in “Uniform Requirements for Manuscripts Submitted to Biomedical Journals” (http://www.nlm.nih.gov/bsd/uniform_requirements.html). List all the authors if there are six or fewer. Et al. should be added if there are more than six authors.

It is mandatory to indicate the DOI (Digital Object Identifier) in all references that have it.

Examples

Published article

Wallace IF, Berkman ND, Watson LR, Coyne-Beasley T, Wood CT, Cullen K, et al. Screening for speech and language delay in children 5 years old and younger: a systematic review. *Pediatrics* 2015;136:448-62. doi: 10.1542/peds.2014-3889

Article in press

Hunter G, Blankenburg R, Andrews J, Stevenson T. An unusual case of abdominal pain and hyponatremia in a 16-year-old girl with disordered eating. *Pediatrics* 2017 (in press) doi: 10.1542/peds.2017-0291.

Book

Murray PR, Rosenthal KS, Pfaller MA, Kobayashi GS. *Medical microbiology*. 4th ed. St. Louis: Mosby; 2002.

Book chapter

Castellano Barca G, Hidalgo Vicario M, Ortega Molina M. Transtorno del comportamiento alimentário. In: Castellano Barca G, Hidalgo Vicario M, Redondo Romero A, editores. *Medicina de la adolescência – atención integral*. Madrid: Ergon; 2004. p.415-29.

Thesis

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [thesis]. Mount Pleasant: Central Michigan University; 2002.

Web page

At a minimum, the full URL and the date on which the document was consulted must be given. Any other information, if known (author name, date, reference to a publication of origin, etc.), must also be given.

Programa nacional de luta contra a tuberculose. Sistema de vigilância (SVIG-TB). Direção-Geral da Saúde – Divisão de Doenças Transmissíveis [retrieved March 2005]. Available at: <http://www.dgsaude.pt/upload/membro.id/ficheiros/i006875.pdf>.

Footnotes

Footnotes should be avoided. When necessary, they must be numbered consecutively and appear at the bottom of the appropriate page.

Acknowledgements (optional)

Collate acknowledgements in a separate section at the end of the article before the references; in order to thank all of those who contributed to the study but have no weight of authorship. In this section, you can thank all of the sources of support, whether financial, technological or consulting, as well as individual contributions.

Funding sources

The author should mention all funding sources, as well as their influence on the manuscript's conception or decision to submit for publishing.

Awards and previous presentations

The author should mention any award attributed to the study, as well as any presentation of its content prior to the manuscript's submission.

Abbreviations

Do not use abbreviations or acronyms in the title and in the abstract. Non-standard abbreviations should be defined on first use, in full, soon followed by the abbreviation in parentheses, then use the abbreviation only. This is not needed if the abbreviation is a standard unit of measure.

Excessive and unnecessary use of acronyms and abbreviations should be avoided. They should be used only when they facilitate readability, reducing the repetition of long technical terms.

Study location

The institutional affiliation of the authors must be mentioned on the front page. The identification of the institution where the study took place should not be explicit in the abstract nor in the abstract place in order to maintain the double anonymity of the review process. In case the location may be important for the understanding of the manuscript, it must be done in terms of generic characterization of the level of differentiation and geographical location of the institution (e.g. "level III university hospital " or "health center in a rural area").

Numbers

Numbers one through nine must be written in length, except when they have decimals or if followed by units of measure. Numbers greater than nine are written in digits, except at

the beginning of a sentence. The point is to be used as a decimal separator. A thousands separator should not be used.

Numeric ranges must be separated by "-" (for example, 25-30). A space between a value and the respective unit of measure should be used (for example, 25-30 mg), except for percentages (for example, 3%) and temperature values (for example, 5°C), which must be presented without a space.

Units of Measure

Units of measure in the International System of Units should be used. Measures of length, height, weight and volume should be expressed in metric units (meter, kilogram, or liter) or their decimal multiples. Temperatures should be written in degrees Celsius (° C), blood pressure in millimeters of mercury (mmHg), and hemoglobin in g/dL. All measurements should be referred to in the biochemical or hematological metric system according to the International System of Units (SI).

Names of diseases

The names of diseases should be written with lowercase initial letter, except for those that contain toponyms or anthroponyms.

Trade names

Precisely identify all the drugs and products with their generic (international non-proprietary name) name. Use of drug trade names is not recommend, but when the use is unavoidable, the product name must come after the generic name, in parentheses, in lower case, followed by the trademark symbol, in superscript (®).

Species names

The author should write species names in italics (e.g. *Homo sapiens*). The genus and species must be written in detail, both in the title of the manuscript and the first mention in the manuscript. After the first mention, the first letter of the name of the genus followed by the specific name of the species may be used (e.g. *H. sapiens*).

Names of instruments and equipment

Instruments of measurement, diagnosis or computer programs used in the study and mentioned in the manuscript should be presented in a general manner and by its commercial description, followed by the symbol ® and the name of the manufacturer, in parentheses.

Genes, mutations, genotypes and alleles

They must be written in italics. The recommended name should be consulted in a genetic nomenclature database (e.g. HUGO for human genes). Sometimes, it is advisable to indicate the gene synonyms the first time that it appears in the text. Gene prefixes such as those used for oncogenes or cellular localization should be shown in italics (e.g. *v-fes*, *c-MYC*).

Tables and figures

Tables and figures should be numbered in the order in which they are cited in the text with Arabic numerals and identified as a Figure or Table.

Each Figure and Table included in the manuscript must be referred to in the text; e.g. An abnormal immune response can be at the source of the symptoms of the disease (Fig. 2). It is associated with the other two lesions (Table 1).

Figure: When referred to in the text is abbreviated as Fig., while Table is not abbreviated. In captions, both words are written unabbreviated.

Each Table and Figure should be accompanied by a corresponding succinct and clear caption. Captions should be self-explanatory (without the need to resort to the text).

Graphics should be clear as to whether the information includes individual values, averages or medians, if there is representation of the standard deviation and confidence intervals and sample size (n).

Photographs must include identifiers (arrows and asterisks). Color photographs may be published, if considered essential.

Each Table should be used to show the results, showing individual lists or summarizing data, but it must not constitute a duplication of the results described in the text. It must be accompanied by a short but clear and informative title. The units of measurement used should be indicated (in parentheses below the heading of each category) and the numbers must be reduced to decimals of clinical significance.

Footnotes should contain information relevant to specific cells of the table; use the following symbols in order, as needed: *, †, ‡, §, ||, ¶, **, ††, ‡‡.

If patient photographs are used, they must not be identifiable, or their pictures must be accompanied by written permission for use.

The color illustrations are reproduced at no extra cost.

General principles:

- Number the illustrations according to their sequence in the text.
- Provide the captions of illustrations separately.
- Scale the illustrations to near the desired dimensions of the published version.
- Send each illustration in a separate file.

Inclusion of the previously published figures and/or tables requires the authorization of the copyright holder (author or editor).

The submission must be made separately from the text in accordance with the instructions in the platform.

The figure files must be provided in high resolution, 800 dpi for graphics and 300 dpi for photographs.

The color illustrations are published at no extra cost.

Image files should be delivered in one of the following formats:

- JPEG (.jpg)
- Portable Document Format (.pdf)
- PowerPoint (.ppt)
- TIFF (.tif)
- Excel (.pptx)

Multimedia Files

The multimedia files must be sent in a separate file with the manuscript. The multimedia material must follow the quality standards of production for publication with no need of any modification or editing. Acceptable files include: MPEG, AVI or QuickTime formats.

Appendices

Appendices should be used to submit long or detailed surveys, extensive mathematical calculations and/or item lists. They should be placed after the reference list, if necessary, with captions. Long appendices, such as algorithms, protocols and research will be published online only; the URL will be provided in the printed manuscript where the attachment is quoted.

If more than one appendix is present, they should be identified as A, B, etc. Formulas and equations in appendices must be numbered separately: Eq. (A.1), Eq. (A.2), etc.; the next

appendix should be named, Eq. (B.1) and so on. Similarly, for tables and figures, they should be named: Table A. 1; Fig. A. 1, etc.

Style

The APP follows AMA Manual of Style (10th Edition).

Review, acceptance and publication

Peer-review process

All research articles, and most other article types, published in the PJP go through a peer review. Reviewers are therefore required to respect the confidentiality of the peer review process and not reveal any details of a manuscript or its review, during or after the peer review process. If reviewers wish to involve a colleague in the review process, they should first obtain permission from the Editor.

The acceptance criteria for all papers are the quality, clarity and originality of the research and its significance to our readers. Manuscripts should be written in a clear, concise and direct style. The manuscript should not have been published, in whole or in part, nor submitted for publication elsewhere.

All submitted manuscripts are initially reviewed by the Editor-in-Chief and can be rejected at this stage, without being sent to reviewers. Final acceptance or rejection rests with the Editor-in-Chief, who reserves the right to refuse any material for publication.

The PJP follows a rigorous blind peer review. The PJP will send manuscripts to outside reviewers selected from an extensive database.

All manuscripts that do not comply with the instructions for authors can be rejected before being reviewed. Final acceptance is the responsibility of the Editor-in-Chief.

Letters to the Editor or Editorials will be evaluated by the Editorial Board, but may also require an external review.

In the evaluation, the manuscripts can be:

- A) Accepted without changes
- B) Accepted but contingent on small modifications
- C) Revaluated after major modifications
- D) Rejected

Upon receipt of the manuscript, the Editor-in-Chief sends it to two reviewers if the manuscript is in accordance with the instructions to authors and meets the editorial policy.

Within 30 days, the reviewer should respond to the Editor-in-Chief indicating their comments on the manuscript and suggesting acceptance, review or rejection of the work. Within 10 days, the Editorial Board will make a decision which may be: accept the manuscript without modifications; sending the reviewers' comments to authors for manuscript review; rejection.

When changes are proposed, authors have 30 days (that may be extended at the request of the authors) to submit a new revised version of the manuscript, incorporating the comments of the reviewers and of the editorial board. Authors have to answer all the questions and also send a revised version of the manuscript, with the inserted amendments highlighted in a different colour.

The Editor-in-Chief has 10 days to make the decision on the new version: reject or accept the new version, or refer it to a new appreciation for one or more reviewers.

In case of acceptance, in any of the mentioned phases, it will be communicated to the Corresponding Author.

In the proofreading phase, substantive changes to the manuscript will not be accepted. The inclusion of these changes can motivate the rejection of the manuscript by the decision of the Editor-in-Chief.

Although editors and proofreaders develop efforts to ensure the scientific and technical quality of the manuscripts, the ultimate responsibility of the content (including accuracy and precision of the observations, as well as opinions expressed) is the sole responsibility of the authors.

Fast-track publication

A fast-track system is available for urgent and important manuscripts that meet the PJP's requirements for rapid review and publication.

Authors that request the fast-track publication must submit their manuscript on the online platform and send an e-mail to the Editor-in-Chief (editorinchief.pjp@spp.pt) clearly indicating why they consider the manuscript to be suitable for quick publication. The editorial group will decide whether the manuscript is suitable for a fast-track or for regular submission.

The Editor-in-Chief will communicate within 48 hours if the manuscript is appropriate for fast-track evaluation. If deemed not appropriate for fast-track publication, the manuscript can be considered for the normal revision process. In this case, the authors will also have the opportunity to withdraw their submission.

For manuscripts that are accepted for fast-track publishing, the editorial decision will be made within five working days.

If the manuscript is accepted for publication, the Editorial-board will aim to publish it online within three weeks after acceptance.

Epub ahead of print (articles accepted for publication)

The PJP publishes some selected accepted articles online before final publication in a printed and digital edition. The articles are, therefore, available as soon as they are completed, rather than only after the publication of the next issue. The articles accepted were completely reviewed and approved for publication, but not yet scheduled for publication. They will, however, have a digital object identifier (DOI), which allows the article to be cited and tracked before being allocated to a journal issue. After final publication, the DOI remains valid and may continue to be used to cite and access the article. More information on DOIs can be found at <http://www.doi.org/faq.html>

Press proof

The press proofs will be sent to the authors, indicating the review deadline depending on the publication needs of the PJP. The review must be approved by the corresponding author. Authors have 48 hours to review the text and communicate any typographical errors. At this stage, the authors cannot make any substantive modifications to the article, only corrections of small typographical errors and/or spelling mistakes can be made.

The non-compliance of the proposed deadline exempts the PJP from accepting the revision by the authors, so it can be carried out by PJP's services.

Corrections

The PJP publishes changes, amendments or retractions to a previously published article if, after publication, errors or omissions are identified which affect the interpretation of the data or information. After publication, further changes can only be made in the form of an erratum.

Retractions

The reviewers and editors assume that the authors are reporting work based on honest observations. However, if substantial doubt arises about the honesty or integrity of work, either submitted or published, the editor will inform the authors of the concern and seek clarification with the author's sponsoring body and/or employing authority. Consequently, if they find a

published article to be fraudulent, the PJP will print a retraction. If this method of investigation does not result in a satisfactory conclusion, the editor may choose to conduct his or her own investigation and may choose to publish an expression of concern about the conduct or integrity of the work.

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Before submitting a manuscript to the PJP, the authors must be in possession of the following documents which may be requested by the Editorial Board:

- a) Informed consent of each participant, if applicable;
- b) Informed consent concerning each person appearing in photographs, even after attempting to conceal their identity;
- c) Authorization to reproduce/use previously published material (for example, illustrations);
- d) Declaration of approval by the ethics committees of the institutions involved, if applicable.