

Guidelines to authors

Boletín Médico del Hospital Infantil de México is the official publication of the Hospital Infantil de México "Federico Gómez." The journal has been continuously published on a bi-monthly basis since 1944 and publishes studies relating to pediatrics according to the following areas: biomedical, clinical, public health, clinical epidemiology, health education and clinical ethics. The following guidelines are in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals," published by the **International Committee of Medical Journal Editors** (<http://www.icmje.org>).

Types of articles

Types of articles published are as follows: Review Articles, Clinical Case Reports, Clinicopathological Cases, Pediatric Themes and Letters to the Editor. Published articles appear both in print and on-line in Spanish and on-line in English.

Submissions should be sent via electronic mail to: bolmedhim@yahoo.com.mx with the following requirements:

1. Letter addressed to Dr. Gonzalo Gutiérrez Trujillo, Editor, *Boletín Médico del Hospital Infantil de México*, Departamento de Ediciones Médicas. The letter, signed by the corresponding author, should include the following information:
 - a) The enclosed article is being submitted for evaluation for eventual publication in *Boletín Médico del Hospital Infantil de México*.
 - b) The authors declare that the work has not been previously published, has not been previously accepted for publication and has not been submitted simultaneously to another publication.
 - c) Type of study should be indicated along with the corresponding pertinent area of pediatrics.
 - d) Confirm that the Guidelines to Authors have been reviewed and adhered to prior to submission.
 - e) If applicable, the authors should declare any conflict of interest or submit a statement that no conflict of interest exists. In the event of a conflict of interest, the authors must disclose any external financial or economic interest.
 - f) All external funding sources should be clearly indicated.
 - g) All authors must affirm that they are in agreement with the submission of the manuscript and that they have reviewed and approved the work.

Please be reminded that without the appropriately signed author letter, the initial editorial process will be delayed.

Manuscript preparation

All manuscripts should be prepared with standard programs (Word 97 or higher) using the word processor function of your computer. Double space all sections of the manuscript including References, Tables and Figure Legends. Do not justify right margins and use one-inch margins all around. Keep formatting to a minimum. Pages should be numbered consecutively beginning with the first page and numbers should appear in the lower right corner of the page.

Abbreviations

Complex terms used frequently in the manuscript may be abbreviated. Abbreviations are placed in parentheses at first use in the abstract and again at first use in the text. Confirm that any

abbreviations used in Tables are appropriately spelled-out in the Table legend underneath.

Organization of the manuscript

The first page should include the following:

- a) Title of the manuscript (Spanish and English)
- b) Type of manuscript: Original Article, Review Article, Clinical Case Report, etc.
- c) Name(s) of all authors in their order of appearance in relation to the publication
- d) Affiliation of each author (degrees and honors should be omitted)
- e) Name, E-mail address, postal address and telephone number of the corresponding author to whom any correspondence can be directed during the review process of the manuscript.

The second page should contain the Abstract. Note that the Abstract is the most-often read part of the manuscript. For this reason, it must be clear, concise and contain information relevant to the article. Do not use references in the Abstract. In the case of Original Articles and Clinical Case Reports, the Abstract should be structured according to the following sections: Background, Methods, Results, Conclusions, or Background, Clinical Case and Conclusions. Abstracts for Review Articles and Pediatric Themes should be unstructured and include only one paragraph. The Abstract should be limited to 200 words and include only relevant aspects of each of the principal sections of the body of the manuscript. Authors should provide 3–6 key words following the Abstract and use Medical Subject Headings (MeSH) terms as a guide. Visit: <http://www.nlm.nih.gov/mesh/meshhome.html>. The manuscript should include the following sections:

- 1) Original articles: Introduction, Methods, Results, Discussion and References.
- 2) Clinical case reports: Introduction, Clinical case, Discussion and References.
- 3) Clinicopathological cases: Clinical case, Discussion and References.

An **Acknowledgment** section may be included directly following the Reference section. Granting institutions or other financial aid may be listed under Acknowledgments. If there are persons, other than the authors, who assisted with the study or preparation of the manuscript (i.e., technicians, nurses, ancillary health personnel, editorial assistance), they may be listed here.

References

References should be numbered consecutively, double spaced, and listed in the order in which they appear in the text using arabic numbers (in the text, references are indicated by superscript arabic numbers after any punctuation). The Reference section should follow the last section of the manuscript. It is not necessary to begin the References on a separate page. The references should be formatted according to the instructions from the U.S. National Library of Medicine. Abbreviated journal names should reflect the style of *Index Medicus* (visit <http://www.nlm.nih.gov/tsd/serials/lji.html>) When a reference cites six or fewer authors, names should be included for all authors. When there are seven or more authors, use the first six names followed by et al. **Authors are responsible for the accuracy of references.** Please use the following examples for presentation of references:

Journals:

- Klimo P, Rao G, Brockmeyer D. Congenital anomalies of the cervical spine. *Neurosurg Clin North Am* 2007;18:463-478.
- Published book:
- Bell RM. *Holy Anorexia*. Chicago: University of Chicago Press; 1985.
- Book chapter:
- Hudson JI, Hudson RA, Pope HG. Psychiatric comorbidity and eating disorders. In: Wonderlich S, Mitchell J, eds. *Eating Disorders Review. Part 1*. Oxford: Radcliffe Publishing; 2005. pp. 43-58.
- Internet consult:
- McKusick VA. Klippel Feil syndrome. Online. Mendelian inheritance in man (accessed: March 26, 2008). Available at: <http://www.ncbi.nlm.nih.gov/entrez/dispomim.cgi?id=148900>.

Tables and Figures. All tables and figures including schemes, diagrams and table legends must be presented in an editable form. Do not “copy and paste” material from external sources.

Tables

Tables should be numbered using arabic numbers in the order in which they are cited in the text and include a short descriptive title. Tables should not reiterate information presented in the Results section. For preparation of Tables containing only data, use the “Table Editor” function of your word processing program. Do not insert any vertical lines. Use horizontal lines only for clarity of information under table headings. Confirm that information provided below each table heading is properly aligned and clearly identifiable. Tables containing schemes or diagrams should be prepared in PowerPoint; graphics with shading, bars, dispersions, etc. should be prepared using Excel. Each Table should be prepared on a separate page, following the Reference section. Table footnotes should include any abbreviations that need to be explained and notes relating to the Table should be presented alphabetically using superscript letters.

Figures

Authors should number figures in the order in which they appear in the text. Figures include graphs, charts, photographs, and illustrations. Each figure should be accompanied by a self-explanatory legend. Digital images should be legible and printed with a resolution of not less than 300 dpi, using .jpg (jpeg) or .bmp extension. If photographs submitted correspond to actual patients, the anonymity of the patients should be protected or written permission from the patient and/or family/legal guardian to publish the photograph(s) should be submitted. Figure legends with corresponding figure numbers should be typed consecutively on a separate page following the last Table (or following the Acknowledgments if there are no Tables).

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Ethical approval of studies and informed consent

In regard to possible ethical conflicts, the rights of patients of privacy and confidentiality shall be maintained. For studies involving human subjects, state the manner in which informed consent was obtained from the study participants (i.e., oral or written). All manuscripts reporting data from studies involving humans or animals are subject to formal review and approval by an appropriate institutional review board or ethics committee and should be described at the end of the Methods section. For investigators who do not have formal ethics review committees, the principles outlined in the Declaration of Helsinki as well as in the Guide for the Care and Use of Laboratory Animals (Institute of Laboratory Animal Resources, Commission on Life Sciences, National Research Council) should be followed.

Review process

The first review of the manuscript is performed by the Editor to assure that the manuscript corresponds to the theme of the journal and that all required information has been properly submitted in accordance with the Guidelines to Authors. The second review is carried out by two independent reviewers who have been assigned to the manuscript on the basis of their field of expertise. The identities of authors’ and reviewers’ are kept confidential.

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