

Author Instructions

Brazilian Journal of Cardiovascular Surgery

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1. Purpose and Editorial Policy

The *Brazilian Journal of Cardiovascular Surgery* (BJCVS) is the official publication of the Sociedade Brasileira de Cirurgia Cardiovascular (SBCCV). It is a peer-reviewed scientific journal, published on a rolling basis and with regular circulation since 1986.

BJCVS aims to register the scientific production and innovation in cardiovascular surgery and encourage continuous education, professional improvement, and the ongoing development of specialty professionals. With its commitment to these goals, BJCVS has a significant impact on cardiovascular surgery practice and related fields.

BJCVS follows the recommendations set by the International Committee of Medical Journal Editors (ICMJE - www.icmje.org), the Committee on Publication Ethics (COPE - <https://publicationethics.org/>), the Council of Science Editors (CSE - <https://www.councilscienceeditors.org/>) and the World Association Medical Editors (WAME - <http://www.wame.org/>).

BJCVS welcomes the submission of papers focusing on topics related to cardiovascular surgery and its associated areas. BJCVS also accepts preprints, which are preliminary versions of a work shared publicly before going through the formal peer review process and publication in a journal. The journal publishes the following categories of articles: Original Articles, Review

Articles, Brief Communications, How I Do It, Multimedia, Letter to the Editor, Editorial and Guidelines.

The acceptance of articles will be based on their originality, significance, and scientific contribution to the field. Articles with purely propagandistic or commercial purposes will not be accepted.

Articles should be submitted only in English, using clear and precise language while avoiding colloquial (informal) writing. Only manuscripts whose data are not being evaluated by other journals and/or which have not been previously published will be considered for evaluation. Once approved, reproduction of the manuscripts, whether in whole or in part, requires explicit consent from the BJCVS editor. Keep your registration updated, as communication with the authors is conducted exclusively by email.

The journal will be published in its entirety on the website www.bjcv.org and on SciELO at www.scielo.br/rbccv, with specific links on the website of SBCCV (www.sbccc.org.br) and CTSNET (www.ctsnet.org).

Recognizing the importance of disseminating the published articles, BJCVS is indexed in the main international databases: Web of Science (Clarivate Analytics), PubMed Central, PubMed/Medline, SCOPUS (SCImago), Proquest, LATINDEX, Redalyc,

EBSCO, and Google Scholar. Moreover, it is also indexed in national databases: LILACS and SciELO.

BJCVS does not charge any Article Processing Charge (APC) for the submission, evaluation, review, publication, distribution, or downloading of manuscripts. Publication is completely free and open access.

2. Research Involving Human and Animal Subjects

Research involving human subjects must be submitted to the Ethics Committee of the institution, in accordance with the Declaration of Helsinki of 1975, revised in 2013 (available at [https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/#:~:text=The%20World%20Medical%20Association%20\(WMA,identifiable%20human%20material%20and%20data,\)&res=466/2012](https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects/#:~:text=The%20World%20Medical%20Association%20(WMA,identifiable%20human%20material%20and%20data,)&res=466/2012)) and Resolution 466/2012 of the Brazilian National Health Council (available at http://bvsms.saude.gov.br/bvs/saudelegis/cns/2013/res0466_12_12_2012.html).

Manuscripts must be accompanied by a statement confirming that the research was carried out with the informed and appropriate consent of everyone involved. Written consent must be obtained from the patient (or their legal guardian or executor, if applicable) for publication of any details or photographs that could identify an individual.

Experimental work involving animals must comply with the **ARRIVE** (Animal Research: Reporting of In Vivo Experiments) and **PREPARE** (Planning Research and Experimental Procedures on Animals: Recommendations for Excellence) guidelines, which must be applied in addition to the Brazilian Guideline for Animal Care and the Use of Animals in Teaching or Scientific Research Activities (DBCA), from the Brazilian National Council for the Control of Animal Experimentation (CONCEA).

- The **PREPARE** guidelines can be found at <https://norecopa.no/prepare>.
- The **ARRIVE** guidelines can be found at <https://arriveguidelines.org/>.
- THE DBCA (**CONCEA Normative Resolution No. 55**) can be found at <https://www.in.gov.br/web/dou/-/resolucao-n-55-de-5-de-outubro-de-2022-434869177>.
- CONCEA: <https://www.gov.br/mcti/concea>.

3. Ethical Considerations

BJCVS supports the recommendations of the Committee on Publication Ethics (COPE), the Council of Science Editors (CSE) and the World Association Medical Editors (WAME) regarding ethical standards of publication, addressing plagiarism, self-plagiarism, redundant publication, data fabrication, and corrections and retractions. Any cases of misconduct will

be dealt with the appropriate sanctions established by the Editorial Board.

- **Plagiarism** is the appropriation of someone else's ideas, processes, results, or words without proper acknowledgment. Authors hold full responsibility for the content and information presented in their manuscripts. BJCVS uses the Similarity Check software, which allows to detect similarities in the submitted materials. **Manuscripts found to contain plagiarism will be rejected, and authors may incur sanctions determined by the Editorial Board.**
- **Text Recycling**, also known as self-plagiarism, is the practice of reusing some or all the content of a previous work without proper attribution or proper citation in a new work. This can include reusing entire sections from a previous publication or mixing excerpts from different previous works. In other words, text recycling occurs when an author incorporates excerpts from their own previously published work into a new work, without indicating that these excerpts have been published before. This practice is considered unethical because it can be seen as an attempt to deceive the reader by presenting information as new and original when it has already been previously published. **Manuscripts that present text recycling will be rejected, and authors may incur sanctions determined by the Editorial Board.**
- **Duplicate Submission and Redundant Publication:** The BJCVS is committed to publishing only original material that has not been previously published or is under review by other journals, including in languages other than English. Articles submitted to the BJCVS should not be submitted to any other journal while under evaluation. Duplicate submission refers to the practice of submitting the same study to multiple journals, while redundant publication involves the inappropriate division of study results into multiple articles (also known as salami publication), which may result in the rejection or retraction of the article, and authors may face sanctions established by the BJCVS Editorial Board.
- **Data Fabrication and Falsification:** If any fraud in the manipulation of images, data fabrication or falsification is identified in a manuscript, **it will be promptly excluded from the evaluation process and authors may face sanctions determined by the Editorial Board.**
- **Corrections and Retractions:** Errors or failures, regardless of nature or origin, which do not constitute misconduct, will be corrected through errata. Articles already published in which the misconduct was identified will be retracted, clearly stating the reason for the retraction. All authors will be asked to agree to the content.
- **Conflict of Interest Statement:** BJCVS requires all authors to disclose any financial, personal, or organizational relationships that may improperly bias their work. Authors

must express a possible conflict of interest and take responsibility for any violations that may arise from such conflicts. For more information on conflict of interest, BJCVS recommends consulting the ICMJE (<http://www.icmje.org/conflicts-of-interest/>) and WAME (<http://wame.org/wame-editorial-on-conflict-of-interest>) guidelines.

Conflicts of interest can include:

- **Financial** – funding and other payments, goods or services received or expected by the authors related to the subject of the work, or from organizations with an interest in the result of the work.
- **Affiliations** – being employed, serving on the advisory board, or being a member of an organization with an interest in the outcome of the work.
- **Intellectual property** – ownership of patents or trademarks by the authors or their organization.
- **Personal** – friends, family, relationships, and other close personal connections.
- **Ideological** – beliefs or activism, such as political or religious affiliations, relevant to the work.
- **Academic** – competitors or someone whose work is criticized.

If there are no conflicts of interest, authors must explicitly state that they have no conflicts to declare.

Any conflicts of interest must be disclosed at the time of manuscript submission by the ScholarOne system.

- **Use of chatbots in manuscripts submitted to BJCVS:** in order to ensure the integrity and reliability of the results and conclusions presented in scientific manuscripts that use chatbots such as ChatGPT, and to maintain public confidence in the findings and advances presented, BJCVS supports WAME recommendations (<https://wame.org/page3.php?id=106>) on the ethical considerations related to these technologies in scientific manuscripts, namely:
 - **Transparency:** Authors should be transparent about the use of chatbots in the manuscript writing process, including detailed information (name, version, model and source of the technology used), as well as explaining the role of chatbots in the development of the text.
 - **Responsibility:** Authors are responsible for the work performed by chatbots in their manuscripts, including the accuracy of the information presented and the absence of plagiarism. Authors should also be able to state that there is no plagiarism in their article, including in the text produced by chatbots.

- **Attribution:** Authors must ensure proper attribution of all sources, including material produced by chatbots. Authors should also seek out and cite sources that support statements made by chatbots.
- **Limitations:** Authors should discuss the limitations and potential biases associated with using chatbots in the production of scientific texts.

Authors should disclose the use of generative artificial intelligence (AI) and AI-assisted technologies in the writing process by including a statement in the main manuscript file before the **References** section. The statement should be presented in a new section titled **“Declaration of Generative AI and AI-Assisted Technologies in the Writing Process”**.

- **Statement:** “During the preparation of this work, the author(s) used [NAME OF THE TOOL/SERVICE] for the purpose of [REASON]. After using this tool/service, the author(s) have reviewed and edited the content as necessary and assume full responsibility for the content of the publication”.

This statement does not apply to the use of basic tools for grammar and spelling checking and reference management, among others. If there is nothing to reveal, there is no need to add a statement.

- **Originality and Copyright Statement:** Authors retain the copyright to their articles and agree to grant BJCVS the license to publish, provided that the authorship is properly credited and that the original article is quoted correctly. By submitting the manuscript, the authors declare that the work is original and does not contain fabrication, fraud, or plagiarism; does not infringe any copyright or property rights of third parties; is not under consideration for publication in another journal; and has not been previously published. In addition, authors must ensure that they meet the authorship requirements as recommended by the ICMJE (please refer to the **Manuscript Preparation** section) and understand that, if the article or part of it is found to be flawed or fraudulent, each author bear shared responsibility.
- **Sanctions:** Any practices that violate scientific integrity, as described above, will be taken for evaluation by the Editorial Board, which will decide on penalties such as suspension of publishing in the journal for a period determined by the Editorial Board. The authors will be immediately notified of all stages of this process.

4. Use of Inclusive Language

Inclusive language is sensitive to differences and promotes equal opportunities, respecting individual differences, and avoiding any implication of superiority based on age, gender,

race, ethnicity, culture, sexual orientation, disability, or health status. BJCVS advises authors to ensure that their manuscripts are free of prejudice, stereotypes, slang, and references to dominant cultures, in addition to avoid using descriptors that refer to irrelevant personal attributes. To strive for gender neutrality and to avoid using offensive or exclusionary terms in coding terminology, BJCVS recommends the use of plural nouns. For more information, authors are encouraged to refer to chapter 11 of the AMA Manual of Style, 11th edition, at <https://academic.oup.com/amamanualofstyle/book/27941/chapter/207567296?login=true#362714659>.

5. Preprints

BJCVS recognizes the value of new scientific media and enables readers and researchers to have faster access to the results of recent research prior to its publication. Therefore, BJCVS accepts manuscripts that have been deposited on non-commercial preprint servers.

Preprints are preliminary versions of scientific works that are publicly shared in online repositories prior to its peer review and publication in a scientific journal. It is a way to accelerate the process of scientific communication, allowing researchers to promptly share their findings with the academic community. Preprints can be found in public repositories such as bioRxiv and medRxiv, which are platforms dedicated to biology and medicine publications, respectively. These repositories are maintained by non-profit organizations and offer free access to the public for reading and downloading.

To ensure transparency and integrity in the handling of preprints submitted to the BJCVS, authors are encouraged to provide the following information:

- **Preprint identification:** Authors must provide detailed information about the preprint, including title, authors, name of the repository where it was published, date of publication and Digital Object Identifier (DOI) if available.
- **Relationship with the submitted work:** Authors should clearly explain the relationship between the preprint and the work submitted to the journal, *e.g.*, if the preprint is an earlier version of the submitted work or if it contains supplementary information.
- **Conflict of interest:** Authors must disclose any conflicts of interest related to the preprint, such as funding from a company or institution with an interest in the work.

BJCVS recommends completing the [Open Science Compliance Form](#), that must be submitted as a **Supplementary File** together with the manuscript. This information is important for the BJCVS editors to evaluate the originality and relevance of the submitted work, as well as to avoid duplication or redundant information in subsequent publications.

6. Quality Standards

The BJCVS requires that all submitted articles meet the quality standards established by the checklists provided by the Enhancing the Quality and Transparency of Health Research (EQUATOR) Network (<https://www.equator-network.org/>):

- AGREE or RIGHT for clinical practice guidelines – <http://www.equator-network.org/reporting-guidelines/the-agree-reporting-checklist-a-tool-to-improve-reporting-of-clinical-practice-guidelines/>
- <https://www.equator-network.org/reporting-guidelines/right-statement/>
- ARRIVE for animal experiments – <https://www.nc3rs.org.uk/arrive-guidelines>
- CARE for case reports – <https://www.care-statement.org/>
- CHEERS for economic evaluations – <http://www.equator-network.org/wp-content/uploads/2013/04/Revised-CHEERS-Checklist-Oct13.pdf>
- CONSORT for randomized trials – <http://www.consort-statement.org/>
- PRISMA for systematic reviews – <http://www.equator-network.org/reporting-guidelines/prisma/>
- SPIRIT or PRISMA-P for study protocols – <http://www.equator-network.org/reporting-guidelines/spirit-2013-statement-defining-standard-protocol-items-for-clinical-trials/>
- <http://www.equator-network.org/reporting-guidelines/prisma-protocols/>
- SQUIRE for quality improvement studies – <http://squire-statement.org/index.cfm?fuseaction=Page.ViewPage&PageID=471>
- STARD for diagnostic accuracy studies – <http://www.equator-network.org/reporting-guidelines/stard/>
- STROBE for observational studies – <https://www.strobe-statement.org/index.php?id=strobe-home>
- TREND for non-randomized trials – <https://www.cdc.gov/trendstatement/index.html>

6.1 Clinical Trials

- **Clinical Trials Registration:** The BJCVS supports registration of clinical trials in accordance with the policies set forth by the World Health Organization (WHO) and the International Committee of Medical Journal Editors (ICMJE), recognizing the importance of these initiatives for the global dissemination of information on clinical trials in an open access format. Therefore, only clinical research articles that have received an identification number from one of the Clinical Trial Records validated by WHO and ICMJE criteria, such as Brazilian Registry of Clinical Trials

(ReBEC – <http://www.ensaiosclinicos.gov.br/>) or <http://apps.who.int/trialsearch/default.aspx>, will be considered for publication. The registration number must be provided in the Methods section.

- **Randomized trials** should follow **CONSORT** guidelines (<http://www.consort-statement.org/consort-statement>). This statement provides an evidence-based approach to enhancing the quality of clinical trial reports. All manuscripts describing a clinical trial should include the **CONSORT Flow Diagram** showing the number of participants in each intervention group, as well as a detailed description of the exclusion of any patients at each step of the data analysis. All clinical trials must be registered and accessible on an open access website. The clinical trial protocol (including the complete statistical analysis plan) should be submitted together with the manuscript.

6.2 Data Sharing Statement

As recommended by the ICMJE and the BJCVS, clinical trials must include a data sharing statement. This statement should specify: the individual patient data, a data dictionary that defines each field in the dataset and supporting documentation (e.g., statistical/analytical code), that will be shared; details on when, where, and how the data is available (informing the access link to the data repository); types of analyses that are allowed; and if there are restrictions on the use of the data. If there any reasons why the data cannot be shared, an explanation should be provided. Examples of data sharing statements that meet ICMJE requirements are available at http://www.icmje.org/news-and-editorials/data_sharing_june_2017.pdf.

7. Types of Manuscripts

- **Original Articles:** Articles that report new and/or innovative findings in cardiovascular surgery. This category includes clinical trials, cohort studies, case-control studies, prevalence, incidence, accuracy and cost-benefit studies, cross-sectional studies, epidemiological and experimental evaluations, among other observational studies. Authors should adhere to the following guidelines:

Maximum Title length (words)	40
Running title (words)	12
Maximum Abstract length (words)	250
Maximum length excluding Abstract, tables, figures, and references (words)	5,000
Maximum number of figures and tables	08
Maximum number of references	25

- **Review Articles:** Studies that use systematic methods and explicit criteria to identify, select, and critically evaluate pertinent research. This category includes systematic reviews, both with and without meta-analyses.

Maximum Title length (words)	40
Running title (words)	12
Maximum Abstract length (words)	250
Maximum length excluding Abstract, tables, figures, and references (words)	6,500
Maximum number of figures and tables	08
Maximum number of references	75

The BJCVS requests that authors register their systematic reviews on platforms such as Prospero (<https://www.crd.york.ac.uk/prospero/>) and include the registration number in the **Methods** section. Prospero is an international database of systematic reviews and meta-analyses, which aims to enhance the transparency and quality of these studies. Registering a systematic review in Prospero helps ensure that the research is planned and conducted in an appropriate and transparent manner.

- **Brief Communication:** Articles intended to promptly share newly obtained results on topics of great interest. This type of article primarily focuses on innovative hypotheses that are likely to establish new paradigms in the field of cardiovascular surgery. Authors should adhere to the following guidelines:

Maximum Title length (words)	40
Running title (words)	12
Maximum Abstract length (words)	100
Maximum length excluding Abstract, tables, figures, and references (words)	1,500
Maximum number of figures and tables	02
Maximum number of references	20

- **How I do It:** Articles that address procedures with distinct or innovative characteristics in the field of cardiovascular surgery.

Maximum Title length (words)	40
Running title (words)	12
Maximum Abstract length (words)	100
Maximum length excluding abstract, tables, figures, and references (words)	1,500
Maximum number of figures and tables	08
Maximum number of references	10

- **Multimedia:** Modality that allows the submission of videos (MP3 or MP4 format) or images that provide valuable insights into significant disease states or their treatments. The multimedia submission should adhere to the following requirements:

Maximum Title length (words)	40
Running title (words)	12
Maximum length excluding Abstract, tables, figures, and references (words)	1,500
Maximum number of videos	02
Maximum number of figures	04
Maximum number of references	08

- **Letters to the Editor:** Letters to the editor provide an opportunity for readers to express their comments, discuss or criticize articles published in the BJCVS, as well as address other topics of general interest.

Maximum Title length (words)	40
Running title (words)	12
Maximum length excluding Abstract, tables, figures, and references (words)	1,000
Maximum number of references	06

- **Editorial:** By invitation only.
- **Guidelines:** Only at the discretion of the Department Boards of the Sociedade Brasileira de Cirurgia Cardiovascular.

and 2 cm margins on all sides. The recommended font is Times New Roman size 12 and the text should have a line spacing of 1.5 pt.

The **Letter to the Editor** should be sent separately from the manuscript and should inform the reasons why the BJCVS was selected for submission, including mentioning the scientific contributions of the manuscript to the subject matter.

The BJCVS follows a double-anonymous peer review process, which is performed by three or more reviewers assigned to evaluate the articles. Throughout the evaluation process, the identities of reviewers and authors are hidden from each other. To facilitate the submission process, the BJCVS recommends that authors prepare their manuscripts in separate files, as described below:

Title Page:

1. Title and Authorship:

- The title of the paper should be concise, informative, and in English. For clinical trials, systematic reviews, and meta-analysis, it is recommended to include the type of study as a subtitle, for example: "Noninvasive ventilation during immediate postoperative period in cardiac surgery patients: systematic review and meta-analysis".
- A running title must be provided, following the specified limit for each type of manuscript.
- If a title requires more extensive wording, it should be submitted for approval by the Editor-in-Chief.
- The full names of all authors, as well as the responsibilities of each author, should follow the authorship criteria of ICMJE (information below). Each author's affiliation should include university, department, city, zip code, country, email address and ORCID (all authors must be registered in ORCID – Open Researcher and Contributor ID – <https://orcid.org/signin>).
- A corresponding author must be indicated.

8. Manuscript Preparation

Manuscripts must be submitted in Microsoft Office Word file, with mandatory configuration of A4 paper pages (210x297 mm)

Types of Manuscripts and Word Limits (<i>Checklist</i>)					
Type	Manuscript (words)	Abstract	Abstract Type	Tables/Figures (No.)	References (No.)
Original Article	5	250	Structured	8	25
Review Article	6,5	250	Structured	8	75
Brief Communication	1,5	100	Unstructured	2	20
How I Do It	1,5	100	Unstructured	8	10
Multimedia	1,5	N/A	N/A	04 (02 videos)	8
Letter to the Editor	1	N/A	N/A	N/A	6

- **Authors' Responsibility:** It is mandatory for each author to confirm their substantial contributions to the work and assume responsibility for a significant portion of the manuscript's content. Each author should specify their contributions to the work. The corresponding author or the author who submitted the work will indicate, during the submission process, their guarantee and accuracy regarding the integrity of all the reported data in the manuscript. Except for new technology articles, statements regarding scientific responsibility are not included in the published manuscript.

The BJCVS recommends that authorship be based on the following four criteria:

1. Substantial contributions to the design of the work; or acquisition, analysis or interpretation of the data for the work; and
 2. Drafting the work or revising it critically for important intellectual content;
 3. Final approval of the version to be published;
 4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
- For individuals who do not meet the authorship criteria but have contributed to the study, they must be listed in the **Acknowledgments** section, as well as financial support from funding agencies.

Manuscript Structure (<i>Checklist</i>)		
	Abstract Structure	Manuscript Structure
Original Article Review Article	Introduction Methods Results Conclusion	Introduction Methods Results Discussion Conclusion Funding (if any) Acknowledgments References
Brief Communication	Unstructured	Introduction Comments References
How I Do It	Unstructured	Introduction Technique or Procedure Discussion Conclusion References
Multimedia	Unstructured	Case Presentation Description of the Technique Employed Comment References
Letter to the Editor, Editorial and Guidelines	N/A	N/A

2. Manuscript Structure:

- The articles should be divided according to the study design and follow the recommendations of the EQUATOR Network (<https://www.equator-network.org/>):
- **Original Articles and Rapid Research Communications:** Introduction, Methods, Results, Discussion, Conclusion, Acknowledgments, and References.
- **Review Articles and Cutting-edge Reviews:** Can be structured in sections at the discretion of the author.
- **Case Reports:** Introduction, Case Report and Conclusion.
- **Multimedia:** Patient Characterization and Description of the Technique Employed.
- **Special Articles (New Techniques, Letter to the Editor, Editorial and Guidelines):** Can be structured in sections at the discretion of the author.
- **Abstract:** It should be structured into four sections: Introduction, Methods, Results, and Conclusion. It is important to avoid the use of abbreviations. The maximum number of words in the abstract should follow the recommendations for each type of manuscript. In Case Reports, the abstract should be structured into three sections: Background, Case Presentation, and Conclusion. In the New Techniques type, the abstract must be unstructured. The Multimedia type does not require an abstract.
- **Keywords:** Three to five English descriptors should also be included. Descriptors can be found at the following electronic addresses: <https://decsfinder.bvsalud.org/dmfs> (DeCS/MeSH Finder) or <https://meshb.nlm.nih.gov/MeSHonDemand> (MeSH on Demand).

- **Abbreviations and Terminology:** The use of abbreviations should be kept to a minimum. When long expressions need to be repeated, it is recommended to use capitalized initials as replacements after the first mention, followed by the initials in parentheses. All abbreviations in tables and figures must be defined in the respective captions. The BJCVS adopts the Universal Official Anatomical Terminology, approved by the International Federation of Associations of Anatomists (IFAA).
- **Units of Measurement:** values of physical quantities must be referenced according to the standards of the International System of Units.
- **Funding:** Any sources of research assistance, including project numbers and responsible institutions, must be declared. The role of funding agencies in study design, data collection, analysis and interpretation, and manuscript writing should be also stated in the Acknowledgments section.
- **Acknowledgments:** All contributors who have made substantial contributions to the manuscript (e.g., data collection, analysis, and writing or editing assistance), but do not meet the criteria for authorship, should be mentioned, as well as their specific contributions, in the Acknowledgments section.
- **References:** References should be standardized according to the Vancouver style, as specified by the International Committee of Medical Journal Editors (examples of references are available at https://www.nlm.nih.gov/bsd/uniform_requirements.html).
References must be identified, in the body of the text, with Arabic numerals, placed in superscript, and in square brackets, obeying the order of their appearance in the text. The accuracy of the references is the responsibility of the author.
 - If more than two references are cited in sequence, only the first and last references should be typed, separated by a dash (Example: [6-9]). In cases of non-sequential citation, all references must be typed and separated by commas (Example: [6,7,9]).
 - Avoid citing theses, dissertations, books and chapters, newspapers or non-scientific journals (magazines), and articles "in press", except when it is a theoretical reference (e.g., Cochrane Handbook).
 - The BJCVS encourages the use of DOI, as it provides a permanent access link to the electronic article.
 - For articles or texts published on the Internet that do not have a DOI, provide the complete URL address, as well as the date of access when it was consulted.
- **Preprints:** When a manuscript that has been published in a preprint repository is later published as a peer-reviewed article, the official publication should be referenced.

Preprints that are fundamental to the development of the manuscript or have significant advances in the field, but have not yet been properly published, can be cited. Preprints should be explicitly identified as such, for example:

- Li X, Lidsky P, Xiao Y, Wu CT, Garcia-Knight M, Yang J, Nakayama T, Nayak JV, Jackson PK, Andino R, Shu X. Ethacridine inhibits SARS-CoV-2 by inactivating viral particles in cellular models. *bioRxiv* [Preprint]. 2020 Nov 2:2020.10.28.359042. doi: 10.1101/2020.10.28.359042.
- **Data Reference:** The BJCVS encourages citation of underlying or relevant datasets in the manuscript by mentioning them in the text and including them in the References section. Data references should include the following elements: author(s) name(s), dataset title, data repository, version (if available), year, and a global persistent identifier. Examples:
 - **Research Data:** Coin L. Genomics of development and disease [dataset]. 2014 Jun 1 [cited 2017 Jun 9]. The University of Queensland. Available from: <http://dx.doi.org/10.14264/uql.2016.583>.
 - **Repository Data:** Dryad Digital Repository [Internet]. Durham (NC): Dryad. 2008 Jan - [cited 2014 Oct 3]. Available from: <https://datadryad.org/stash/>
 - **Data Deposited in Repositories:** Kraemer MUG, Sinka ME, Duda KA, Mylne A, Shearer FM, Brady OJ, Messina JP, Barker CM, Moore CG, Carvalho RG, Coelho GE, Van Bortel W, Hendrickx G, Schaffner F, Wint GRW, Elyazar IRF, Teng H, Hay SI. The global compendium of *Aedes aegypti* and *Ae. albopictus* occurrence [dataset]. 2015 Jun 30 [cited 2015 Oct 23]. In: Dryad Digital Repository [Internet]. Durham (NC): Dryad. 2008 Jan - . 3 files: 3.406 MB; 1.549 MB; 1.815 MB. Available from: <https://datadryad.org/stash/dataset/doi:10.5061/dryad.47v3c>. Referenced in doi: 10.7554/eLife.08347
 - **Data Described in Articles:** Kraemer MUG, Sinka ME, Duda KA, Mylne A, Shearer FM, Brady OJ, Messina JP, Barker CM, Moore CG, Carvalho RG, Coelho GE, Van Bortel W, Hendrickx G, Schaffner F, Wint GRW, Elyazar IRF, Teng H, Hay SI. The global compendium of *Aedes aegypti* and *Ae. albopictus* occurrence [dataset]. *Sci Data*. 2015 Jul 7 [cited 2015 Oct 23];2:150035. Available from: <http://www.nature.com/articles/sdata201535>. doi: 10.1038/sdata.2015.35

Tables and Figures: Tables and Figures must be numbered in the order of their appearance in the text, have a title and be submitted as separate files. Tables should not contain redundant data already mentioned in the text. They must have an open format with an all-white background. The abbreviations used in tables must be mentioned

in alphabetical order in the footer, with their respective full forms. Likewise, the abbreviations used in figures must be explained in the figure captions. Figures will be published in color only if the author agrees to bear the costs of printing. Only images in TIFF or JPEG formats will be accepted, with minimum resolutions according to the image type: 1200 dpi for simple black and white graphics, 300 dpi for black and white photographs and 600 dpi for color photographs. Authors are requested to archive the original images they possess in case there are any issues with the submitted images, in which case the original images may be requested.

- **Videos:** Videos can be uploaded as Supplemental Files along with the manuscript via ScholarOne. The accepted digital formats are MPEG-4 and MP. Contributors must be succinct, and editors reserve the right to require a shorter video duration. The video must be of high quality (both in content and visibility) and must demonstrate the description provided in the manuscript. In addition, the content of the video should directly correspond to the video caption. Videos should not display explicit advertising of any products. Educational presentations are encouraged.

- **Patient Consent:** The corresponding author must confirm in the Copyright Transfer Agreement (CTA) that they have obtained a signed release form from each recorded video authorizing its offline and/or online distribution. The BJCVS suggests that patients should not be identified in the video. Editors may request additional video editing from authors prior to publication.

9. Manuscript Evaluation Process

The BJCVS follows a double-anonymous peer review process, where three or more reviewers are assigned to evaluate the articles. Throughout the evaluation process, the identities of reviewers and authors are hidden from each other.

The Editor reviews the manuscript to determine its suitability for the peer review process. If the manuscript is deemed to be of insufficient quality or outside the scope of the journal, it should be rejected without any further processing.

All scientific contributions are assessed by the Editor, Area Associate Editors, Editorial Board Members and/or Guest Reviewers, with the following processes:

Adequacy to standards	The initial analysis is conducted by the Editorial Assistant, to ensure compliance with the Author Instructions. If the manuscript does not meet the established standards, it will be returned to the authors for correction. Once the manuscript is deemed appropriate to the Journal's standards, it is directed to the Editor-in-Chief.
Evaluation Process	The Editor-in-Chief assesses the quality and interest of the manuscript and forwards it to the Associate Area Editor. The Associate Area Editor evaluates the manuscript and refers it to three Reviewers.
Opinions	The Reviewers submit their opinions directly in the ScholarOne system. The Associate Editor, based on the opinions, makes the editorial decision: <ul style="list-style-type: none"> • accept, • revise, • or reject and the decision is forwarded to the Editor-in-Chief.
Approval or Rejection	The Editor-in-Chief decides on the approval for publication or rejection of the manuscript, and the decision is communicated to the authors. If the manuscript is accepted, it enters the publishing process for publication.

9.1 Preprints Evaluation Process

Although the BJCVS follows the double anonymization peer-review process for manuscripts submitted to the journal, this process cannot be implemented for preprints, since authors and reviewers are known. However, the BJCVS adopts the single anonymous process for preprints, in which reviewers are known to the authors of the preprint, but not the other way around. This ensures a critical and impartial evaluation of the preprints before potential publication in the BJCVS.

Whenever necessary, the BJCVS will ask the authors of the preprints to provide detailed information on the methodology used in the research, results obtained, and conclusions reached, so that the reviewers can assess the quality of the work appropriately.

The BJCVS may also ask authors for information about any peer review that the preprint has already undergone in another repository, if applicable, to help reviewers in conducting a more comprehensive evaluation of the preprint's quality.

10. Electronic Submission

To submit a manuscript to the BJCVS, authors are required to use the online submission system provided by ScholarOne, at <https://mc04.manuscriptcentral.com/rbccv-scielo>. The submission must include the following:

- Letter of Presentation, explaining why the BJCVS was chosen for submission. It should also highlight the scientific contributions of the manuscript to the relevant subject matter.
- Conflict of interest statement of each author (the statement must be completed via ScholarOne platform).

- Title and Authorship Page.
- Manuscript.
- **After manuscript accepted:** Authors' Declaration duly signed by all authors.

Each document must be attached separately in the designated field within the ScholarOne system. Before initiating the process, the person responsible for the submission must previously register in the system as an author and create/associate their ORCID registration – <https://orcid.org/signin>. All authors must have the registration associated with an updated ORCID.

11. Proofs

The corresponding author will receive a proof of the manuscript in a text file (.doc and .docx), which includes observations and changes made by the technical reading team. The author will have four days to review the proof. If there are still questions regarding the proof, the editorial team will contact the author to address them, until a final version of the text is reached.

Upon acceptance of the manuscript, the corresponding authors will receive the finalized version of the article in PDF format for approval. To open these files, Acrobat Reader needs to be installed (available as a free download at <http://get.adobe.com/reader/>). Corrections requested at this stage of the process should be limited to typographical errors and should not involve changes to the content of the study or the list of authors. Once the proof is approved, authors must return the approved version via email within 48 hours of receiving the message. After the completion of the PDF production process, the article will be sent for publication.