TARGET AND POLICY

MISSION AND EDITORIAL POLICY

Revista Paulista de Pediatria [São Paulo Pediatrics Journal] is a quarterly publication of São Paulo Pediatrics Society (SPSP, acronyms in Portuguese). Since 1982, it publishes original contributions, reviews and clinical case reports of methodological research, with discussions on the health and research field of newborns, infants, children, and adolescents’ diseases. The purpose is to disclose research with methodological quality related to themes about children and adolescent’s health. Full articles are electronically available in Portuguese and English, and can be accessed at SciELO without paying charges, in electronic format and for open access. The journal is indexed in the following databases: PubMed Central, Medline, Scopus, Embase (Excerpta Medica Database), SciELO (Scientific Electronic Library Online), LILACS (Literatura Latino-Americana e do Caribe em Ciências da Saúde), Index Medicus Latino-Americano (IMLA) BR, Sumários de Revistas Brasileiras, and Redalyc (Red de Revistas Científicas de América Latina y el Caribe, España y Portugal Scientific Information System).

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REVIEW PROCESS

Every submitted article is sent to the editor-in-chief, who checks if it follows the minimum standards specified in the publication standards and if it fits the Journal’s objectives. Then, the article is sent to two experts in the area, blind as to the article’s authorship, to be examined, with a specific form for review. After this review is done, the Journal’s editors decide if the article will be accepted without modifications, if it should be refused or if it should be sent to the authors for modifications and for later reassessment. In case of the latter, the editors reassess the article for a later decision regarding acceptance, refusal or need of new modifications.

TYPES OF PUBLISHED ARTICLES

- **Original articles**: epidemiological, clinical, or experimental studies. They mainly include epidemiological and clinical studies. Experimental trials may be accepted, but they are not the Journal focus.
- **Case reports**: articles reporting cases reports of patients with rare diseases or non-frequent or innovative interventions.
- **Review articles**: critical or systematic analyses of literature about a theme chosen spontaneously by the authors.
- **Letter to the Editor**: they reflect the author’s viewpoint about other articles published in the Journal.
- **Editorials**: generally sent by the editors for discussing a theme or an original article with a controversial and/or interesting subject and/or relevant theme, to be published in the Journal.

INSTRUCTIONS FOR AUTHORS

GENERAL RULES

The article should be typed in A4 format (210x297 mm), with a 25mm margin in all sides, and double space in all sections. Use Times New Roman font, size 11, numbered pages in the right upper corner and Microsoft Word® text processor. Manuscripts shall have, at most:

- **Original articles**: 3000 words (without including: abstract in English and Portuguese, tables, graphics, figures, and references) and up to 30 references.
- **Reviews**: 3500 words (without including: abstract in English and Portuguese, tables, graphics, figures, and references) and up to 55 references.
- **Case reports**: 2000 words (without including: abstract in English and Portuguese, tables, graphics, figures, and references) and up to 25 references.
- **Letters to the Editor**: 400 words at most. The letters should refer to articles published in the six months before the definite publications; up to 3 authors and 5 references; include 1 figure or 1 table at most. The letters are subject to publishing changes, without previous note to the authors.

**Note:**

Clinical trials shall only be accepted if they present the registration number and database, following the clinical trials standards of PORTARIA No. 1.345, FROM July 2, 2008, Ministry of
For registration, access: http://www.ensaiosclinicos.gov.br/about/

• Information regarding support to the policies for registration of clinical trials: According to ANVISA resolution – RDC 36, from June 27 2012, that amends the RDC 39/2008, all clinical trials of phases I, II, III and IV should present a proof of clinical trial registration in the database of the Brazilian Registration of Clinical Trials (ReBEC) (http://www.ensaiosclinicos.gov.br). This is a registration managed by Fundação Oswaldo Cruz of the clinical trials performed in human beings, publicly or privately funded, carried out in Brazil. The registration number should be in parentheses at the end of the last abstract, before the introduction section (The clinical case registration number is: -website). For cases before June 2012, proofs of other primary records from the International Clinical Trials Registration Platform will be accepted (ICTRP/OMS) (http://www.clinicatrials.gov).

• Sending the submission letter signed by all authors is compulsory. In this letter, the authors should mention that it is an original article, it has never been published, and it was not or will not be sent to another journal, while Revista Paulista de Pediatria is considering its publishing. In addition, the letter must contain each author’s role in the study and article elaboration and a declaration stating that all of them agreed with the version sent for publishing. It must be declared in the letter that no information about funds for research or connection with people or companies that might be interested in the data discussed in the article or case was not omitted. Finally, it should include an indication that the authors are responsible for the manuscript’s content.

• Transference of copyrights: after submitting the manuscript to the process of evaluation of Revista Paulista de Pediatria, all authors should sign the form available in the submission website, in which the authors acknowledge that, after the acceptance of the article for publishing, the Associação de Pediatria de São Paulo starts to be the withholder of the manuscript’s rights.

• The mandatory documents are available at: http://www.rpped.com.br/documents-requireds

ATTENTION
Each of the items below should be uploaded in the system as separate files:
1) Submission Letter; 2) Opinion of the Institutional Ethics and Research Committee; 3) Transference of copyrights; 4) Front page; 5) Main document with abstract in English and Portuguese, keywords in English and Portuguese, text, references, tables, figures, and graphics – Do not put the authors’ name in this file; 6) Additional files, if necessary.

• For original articles, attach a copy of the project’s approval by the Committee for Ethics in Research from the institution where the research was developed. The Revista Paulista de Pediatria adopts the resolution 196/96 of the National Health Council from the Brazilian Ministry of Health, which approved the “New Guidelines and Regulating Rules of Research Involving Human Beings” (DOU 1996 Oct 16; No. 201, section 1:21082-21085). Only papers developed following these standards shall be accepted.

• For case reports, it is also necessary to send the approval from the Research Ethics Committee and, if the patient can be identified, send a copy of the informed consent from the person in charge for scientific disclosure of the clinical case.

• For literature reviews, letters to the editor and editorials, this approval is not needed.

Revista Paulista de Pediatria checks for plagiarism.

DETAILED STANDARDS
The complete content of the original article must obey the “Uniform Requirements for Original Contributions Submitted to Biomedical Journals,” published by the International Committee of Medical Journals’ Editors (available at http://www.icmje.org/). Each of the following sections must begin in a new page: abstract and keywords in English and Portuguese; text; acknowledgments, and references. Tables and figures must be in Arabian numbers and placed at the end of the text. Each table and/or figure must include a title and footprint notes.

FRONT PAGE
Format the paper with the following items:
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- Total number of words: in the text (exclude abstract in Portuguese and English, acknowledgments, references, tables, graphics and figures), in the abstract in Portuguese and English. Include the total number of tables, graphics and figures, and the number of references.

**ABSTRACTS**

(PORTUGUESE AND ENGLISH)

Each of them must have 250 words at most. Do not use abbreviations. They must be structured according to the following orientations:

- **Original article**: It must include the sections: Objective, Methods, Results, and Conclusions (Resumo: Objetivo, Métodos, Resultados, Conclusões).
- **Review articles**: It must include the sections: Objective, Data source, Data synthesis and Conclusions (Resumo: Objetivo, Fontes de dados, Síntese dos dados, Conclusões).
- **Case report**: It must include the sections: Objective, Case description and Comments (Resumo: Objetivo, Descrição do caso, Comentários).

For the abstract, it is important to obey English grammar rules. A person fluent in English must do it.

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After the abstract in Portuguese and in English, provide from 3 to 6 descriptors that will help the proper inclusion of the abstract in bibliographic databases. Use descriptors exclusively from the list included in the “Health Sciences Descriptors”, prepared by BIREME and available at [http://decs.bvs.br/](http://decs.bvs.br/). This list shows the corresponding terms in both Portuguese and English languages.

**TEXT**

- **Original article**: divided into Introduction (short with 4 to 6 paragraphs, it should only justify the paper and has the objectives in its end); Method (specify the study outline, describe the studied population and the selection methods, define the used procedures, detail the statistical method. Declaring the approval of the procedures by the Research Ethics Committee of the Institution is compulsory); Results (clear and objective – the author should not repeat the information provided in tables and graphics within the text); Discussion (interpret the results and compare them with literature data, by putting emphasis on the important aspects of the study and its implications, as well as its limitations – this section must end with pertinent conclusions regarding the objectives of the study).
- **Review articles**: they do not obey a strict scheme of sections, but we recommend they contain an introduction to emphasize the importance of the theme, its review, followed by comments and, if necessary, recommendations.
- **Case reports**: they are divided into Introduction (short with 3 to 5 paragraphs, to emphasize the knowledge regarding the discussed disease or procedure); Case description (do not include data that could identify the patient), and Discussion (a comparison with other literature cases and the innovative or relevant perspective of the case).

**TABLES, GRAPhICS AND ILLUSTRATIONS**

Only 4 tables and 2 illustrations, including figures and graphics, are allowed in each article. They must be sent in the same file of the article. In the event of approval, figures and graphics with a better resolution will be requested.

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