INSTRUCTIONS TO AUTHORS

einstein

einstein, ISSN 1679-4508, is the official scientific journal published quarterly by Instituto Israelita de Ensino e Pesquisa Albert Einstein. It aims at recording scientific production and contributions bring forth by the healthcare community. Original papers may be submitted in English and/or Portuguese. After approval by the editors, the papers are sent to two reviewers for analysis and assessment, and anonymity is assured during the entire evaluation process. The comments are sent to the authors so that they may modify the text or give reasons for not altering it. The papers are sent for publication only after final approval by reviewers and editors. The authors are solely responsible for the concepts provided in the articles. einstein scientific journal has the following sections: Original Article, Health Economics and Management, Case Report, Review, Reviewing Basic Sciences, Learning by Images, Medical Developments and Letters to the Editor.

ORIGINAL ARTICLE

Designed to report results of scientific studies. The article must be original and unpublished and must contain the following items: structured Abstract in Portuguese and English, Introduction, Objective, Methods, Results, Discussion, Conclusion and References. Maximum length: 3,000 words of text and no more than 30 references.

HEALTH ECONOMICS AND MANAGEMENT

Designed to report knowledge that expresses concepts and reflects effective practices in management, administration and economy in health. It must contain the following items: structured Abstract in Portuguese and English, Introduction, Objective, Methods, Results, Discussion, Conclusion and References. Maximum length: 3,000 words of text and no more than 30 references.

CASE REPORT

To report cases of a certain medical condition, particularly rare situations, describing its aspects, history, management etc., including a brief literature review, case description and respective discussion. Maximum length: 1,000 words of text and up to 10 references.

REVIEW

Review articles, including critical and systematic review of the literature on a given subject; it must describe the procedures adopted, the topic and its limits, and include conclusions and references. Maximum length: 3,000 words of text and no more than 40 references. Reviews can be narrative and/or systematic and must be solicited by our journal editor.

REVIEWING BASIC SCIENCES

It includes review articles on basic science topics with relevant clinical impact. Maximum length: 2,000 words of text and no more than 30 references.

LEARNING BY IMAGES

A typical patognomonic image, be it an ultrasonography, computed tomography, X-ray, magnetic resonance imaging, surgical photograph, microscopy, clinical sign image etc., followed by an explanatory text. Maximum length: 300 words text and no more than 10 references.

MEDICAL DEVELOPMENTS

Designed for publication of diagnostic and/or therapeutic novelties currently applied to different health areas. The section discusses developments already in use. The text is free and must have at most 1,000 words and no more than 10 references.

LETTERS TO THE EDITOR

The purpose is to comment on or discuss papers published in the journal or to report ongoing original research, scientific findings etc. It must have a maximum of 150 words and 5 references.

Any type of study must comply with the following instructions, which are based on the format proposed by the International Committee of Medical Journal Editors (ICMJE) and published in the article Uniform requirements for manuscripts submitted to biomedical journals, available at http://www.icmje.org/manuscript_1prepare.html
TECHNICAL REQUIREMENTS:

Articles submitted must include:

a. double spaced text, 12-point Arial font size, margins of 2.5 cm, and section heads highlighted by a caption;

b. permission to reproduce articles as well as stating that the authors transfer to einstein all rights of the manuscript;

c. a declaration stating that the manuscript is not under evaluation and will not be submitted for publication in another journal;

d. all manuscripts involving human participants or animals must have the approval by an ethics committee from the institution where the study was done. Approval number obtained should be listed;

e. for investigation of human beings, the statement of informed consent should be included;

f. conflicts of interest disclosure statement is mandatory. This form must be completed by each author listed on the title page.

After making the corrections suggested by the reviewers, the definitive article should be submitted to einstein through our submission system at apps.einstein.br/revista. Only the editor of einstein may authorize to use or reproduction of its contents.

PREPARING THE MANUSCRIPT

First page should include: title page

a. the title of the article, in Portuguese and English, which should be concise and informative;

b. running title with 40 characters;

c. full names and affiliations of all authors;

d. the name of the department and institution to which the paper should be attributed;

e. full name, address, fax number and e-mail of the corresponding author;

f. all source of financial and information of sponsors or funders, if any;

Second page should contain:

a. abstract: a structured abstract (Objective, Methods, Results, Conclusion) in Portuguese and English of no more than 250 words for reports of original data with a brief description of the main parts of the paper highlighting the most significant data. For other manuscripts, an unstructured abstract should be included.

b. keywords: after the abstract, supply 5 to 10 keywords that reflect the content of the paper. Keywords must be based on the Descriptors in Health Sciences (DeCS) published by Bireme and translated from Medical Subject Headings (MeSH), by the National Library of Medicine, available at http://www.dees.bvs.br.

c. registration number in a clinical trials base: indicate, for clinical trials, the registration number in a clinical trials base (http://clinicaltrials.gov).

Text

a. text: it must comply with the structure required for each category. In all article categories, any citation of authors in the text must be numbered consecutively in Arabic numerals in parentheses and superscript. The full-term(s) for which abbreviations and acronyms stand should precede their first use in the text. Do not use abbreviations and acronyms in the title or abstract. Tables and figure legends must be followed by the full-term.

b. acknowledgements: include collaborations that deserve acknowledging but do not justify authorship; state acknowledgements for financial and/or technical support etc.;

c. references: must be numbered consecutively, in the same order they appear in the text and be identified by Arabic numerals. They must be based on the format known as Vancouver Style, as shown in the examples below. Journal titles must be abbreviated according to the Index Medicus, from the National Library of Medicine and available at http://www.ncbi.nlm.nih.gov/nlmcatalog/journals. For any reference list up to six authors. In case of more than six authors, list the first six followed by et al., as demonstrated in the following models.

ARTICLES IN PRINTED JOURNALS


* Important note: einstein in support to the rules of the World Health Organization (WHO) and the ICMJE for clinical trials registration recognizes the importance of the registry and the international publication of information on clinical trials. einstein only accepts for publication clinical research articles that had received a registration number in one of the clinical trials validated by WHO and ICMJE protocols, available at http://clinicaltrials.gov, or PubMed database, via the link <clinicaltrials.gov>. The registration identifier must be included at the end of abstract.
ARTICLES IN ELECTRONIC JOURNALS

BOOKS

CHAPTER IN A BOOK

CONFERENCE PAPERS

DISSERTATIONS

TABLES
They must be numbered consecutively using Arabic numerals, according to the order they appear in the text. All tables (at most 4) must contain a title and headings for all columns and must be cited in the text. The table footnote should have the key for abbreviations and statistical tests used.

IMAGES
Figures (charts, photographs, and illustrations): the figures must be presented as mentioned in the text (at most 4). When saved in digital files, resolution must follow these specific formats:

<table>
<thead>
<tr>
<th>Image type</th>
<th>Description</th>
<th>Example</th>
<th>Recommended format</th>
<th>Color mode</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line Art</td>
<td>An image composed of lines and text, which does not contain tonal or shaded areas</td>
<td><img src="image.png" alt="Line Art Example" /></td>
<td>tif or eps</td>
<td>Monochrome 1-bit or RGB</td>
<td>900 - 1200 dpi</td>
</tr>
<tr>
<td>Halftone</td>
<td>A continuous tone photograph, which contains no text</td>
<td><img src="image.png" alt="Halftone Example" /></td>
<td>tif</td>
<td>RGB or Grayscale</td>
<td>300 dpi</td>
</tr>
<tr>
<td>Combo</td>
<td>Image contains halftone + text or line art elements</td>
<td><img src="image.png" alt="Combo Example" /></td>
<td>tif or eps</td>
<td>RGB or Grayscale</td>
<td>500 - 900 dpi</td>
</tr>
</tbody>
</table>

Note: All images must be submitted at or above intended display size.
SUBMITTING MANUSCRIPTS

The manuscript must be submitted through our submission system at apps.einstein.br/revista

Online submission instructions

1. Prepare your manuscript using a word processing program (.doc file) without including the author’s name. Author’s name must be typed into the collaborating author’s area. The manuscript must contain only:
   - text;
   - references;
   - tables.
   Figures (images, graphics, pictures, illustrations) must be submitted separately (specific area in the system)

2. Include a cover letter containing:
   - manuscript title in English and Portuguese;
   - author’s full name;
   - corresponding author’s address.

3. Justification of the relevance of your manuscript for the journal.

4. Include the Ethical Research Committee approval letter; the registration number must be provided.

5. Before finalizing your submission, please make sure to submit the following:
   - cover letter;
   - file (.doc) containing the text, references and tables;
   - figures;
   - Conflict of interests letter;
   - Ethical Research Committee approval letter.

6. Select the non-plagiarism declaration and the statement of human and animal rights, if applicable.

7. Select the copyrights transfer agreement.

8. Review your submission and press “Submit”.
1. Read carefully the "Instructions to authors" before completing this checklist.
2. Attach this checklist to the original article and later to the revised version.

Full name of the corresponding author: 
Date the article was submitted: 
Telephone: 
Fax/e-mail: 
Identification page: 

☐ Full title of the article in Portuguese and English  
☐ Full name of the authors, followed by their academic degree and institutional affiliations, and the institution where the work was carried out  
☐ Full address, telephone, fax and e-mail of the corresponding author

Article text: 
☐ Abstract in Portuguese and English with no abbreviations  
☐ Keywords in Portuguese and English  
☐ Tables and figures numbered consecutively using Arabic numerals  
☐ Abbreviations used in tables are written in full in the key  
☐ Source of tables and figures that do not belong to the author  
☐ The text has the main divisions, according to its category  
☐ The abbreviated terms in the text are written in full the first time they are used  
☐ Patients are identified by initials or numbers

References 
☐ The references are in a separate page  
☐ All references are mentioned in the text and numbered in Arabic numerals  
☐ They are formatted according to the examples given in the "Instructions to authors"  
☐ The names of all authors are listed in the references. In case of more than six authors, mention the first six followed by et al.

Format and general layout 
☐ The text is typed in A4 paper using double-spacing, font size 12, with 2.5 cm margins in each side  
☐ It includes permission to reproduce materials  
☐ It includes approval by the Ethics Committee, if necessary  
☐ It includes the names of financing agencies, if applicable