

ASOCIACIÓN MEXICANA DE GASTROENTEROLOGÍA, A.C.

INSTRUCTIONS FOR AUTHORS

The *Revista de Gastroenterología de México* (Mexican Journal of Gastroenterology) is the official publication of the *Asociación Mexicana de Gastroenterología* (Mexican Association of Gastroenterology). Its pages are open to the members of the Association, as well as to all members of the medical community interested in using this forum to publish their articles in accordance with the following editorial policies.

The principal aim of the *Revista de Gastroenterología de México* is to publish original work in the broad field of Gastroenterology, as well as to provide information on the specialty and related areas that is up-to-date and relevant. The scientific works include the areas of clinical, endoscopic, surgical, and pediatric Gastroenterology, along with related disciplines.

The *Revista de Gastroenterología de México* accepts original articles, scientific letters, review articles, clinical guidelines, consensuses, editorials, letters to the Editors, brief communications, and clinical images in Gastroenterology in Spanish and English for their publication. The *Revista de Gastroenterología de México* publishes 4 issues annually, one every three months. It also publishes two supplements, one in August that corresponds to the International ECOS Course of the *Asociación Mexicana de Gastroenterología* and the other in November, which contains the abstracts of the Association's National Gastroenterology Week.

Original research, scientific letters, review articles, clinical guidelines, consensuses, and brief communications of general interest that contribute to advances in the field of Gastroenterology are evaluated by the Editorial Committee through double-blind peer review in accordance with the established norms of the Journal.

The clinical images in Gastroenterology are selected by the Editors. The editorials and review articles are published exclusively by invitation from the Editorial Committee.

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Manuscript submission

The manuscripts must be submitted electronically using the Elsevier Editorial System (EES) at: <http://ees.elsevier.com/rgmx/>. All the necessary information for manuscript submission is found on this website. Once the authors are registered, they will be able to follow the status of the manuscript by means of the indicated links. The text of the manuscript (with the exception of the first page or title page) must include the *resumen/abstract*, *las palabras claves/keywords*, the bibliographic citations, tables and their legends, and figure legends in a single file, whereas each of the figures must be sent in a separate file. These documents will be uploaded in the "Attach Files" section. **All manuscripts must be written in a double-spaced format using the size 12 Arial font.**

When the manuscript is received, a confirmation email will be sent to the author. The Editorial Committee will then communicate its decision (accepted, rejected, or changes required) within a maximum time frame of 3 months. **No material sent by messenger service or by the conventional postal service will be accepted.**

All manuscripts must be accompanied by a **cover letter** to be included in the “Attach Files” section, stating: 1) the section of the Journal the authors consider for the publication of the work; 2) a declaration stating that the work is original and has not been published in another journal or elsewhere; 3) a maximum one paragraph explaining the original contribution of the work and its relevance to the specific area of the Journal; 4) acknowledgement of awareness of the Instructions for Authors and the ethical responsibilities involved, as well as a statement that all the signing authors meet the authorship requirements and have made Conflict of Interest declarations on the “Title Page”; 5) the detailed specification of redundant or duplicate publication of a part of the article in another journal, and should that be the case, a statement that the necessary publication permissions have been obtained from its author and publisher.

The authors can propose persons they consider qualified to critically review the manuscript and can make their proposals through the EES, in the “Suggest Reviewers” section.

Manuscript preparation of Original articles

First page or title page

The title page must contain the initials of the first name(s) followed by the last name of each of the authors. Each name must be followed by superscript letters in alphabetical order that identify only the affiliations of each of the authors (names of the services, departments, and institutions they belong to, including the city, state, and country). Author’s institutional posts or positions are not to be included. The corresponding author must be indicated with an asterisk identifying him or her as such (see the examples):

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Contact information for the corresponding author* should appear at the lower left of the first page and include the author’s first and last names, address, telephone number, and email address. When a paper is sent to the *Revista de Gastroenterología de México*, the authors must be aware that the only official form of communication between them and the Editorial Committee is by email. It is the authors’ responsibility to maintain a current and functioning email address.

Abstracts

Abstract in Spanish. All original articles must include the following sections: *Introducción y objetivos, Material y métodos, Resultados, Conclusiones*, a maximum of 5 keywords each separated with a semi-colon, and a Word count that should not exceed 250 words.

Abstract in English. It is the authors' responsibility to provide a title and an abstract in English that have been revised by an expert in the language. All original articles must include the following sections: *Introduction and aims, Materials and methods, Results, Conclusions*, and should not exceed 250 words. A maximum of 5 keywords are included at the end of the abstract, each word separated by a semi-colon. A *Word count* follows the *Keywords*. The content of the abstract should be the same in Spanish and English.

Structure of the manuscript text

Introduction and aims. This section should be brief and provide only the explanation necessary for the reader to understand the text to be presented. It should include the research basis and its intent. It should not contain tables or figures. Cite only the references that are strictly necessary. The aim(s) of the work should be clearly stated and included as the final paragraph of this section.

Materials and methods. The materials utilized in the work, human or experimentation, are described here, along with their characteristics, the selection criteria, and techniques employed. Direct or bibliographic data must be provided so that the related experience can be repeated by the reader. The following of good clinical practice and animal experimentation norms must be stated. The center where the study has been conducted must be named, along with the study's time frame or duration, patient characteristics, the selection criteria employed, and techniques used. A precise description of how the study was carried out, the type of study design, inclusion and exclusion criteria, treatment guidelines, statistical analysis, etc. will be included, providing enough details so that the experience can be repeated based on the information provided. The bibliographic search should be described in the text, together with the key words, the years covered, and the last update. All methods used, including the statistical ones, must be specified. A brief description of the ethical norms followed by the researchers is given in relation to studies on humans as well as on animals. Studies on humans must have the express approval of the local ethics and clinical trial committee and be thus stated in the manuscript.

Results. The observations with the method employed are related, not interpreted, in this section. These data are explained in the text and complemented by tables and figures.

Discussion and conclusions. The authors should explain their own opinions on the topic here, emphasizing the following: 1) the significance and practical application of the results; 2) considerations as to a possible methodology inconsistency and the reasons why the results can be valid; 3) the relation to similar publications and comparison between areas of agreement and disagreement, and 4) indications and directives for future research. In addition, care should be taken that the discussion not become a review of the theme nor a repetition of the concepts that appeared in the introduction. Study results should not be repeated either. The conclusions of the study should be included as the final paragraph of this section.

References

Consult the Reference preparation guidelines.

Tables

Each table should be on a separate page within the text document and numbered progressively with Arabic numerals. Include a brief title for each one and if necessary, a note, as well as the definition of the symbol(s) used. Superscript Arabic numerals should be used in footnotes in the tables. If abbreviations are used they should be defined just below the table.

Figures

Figures should be professionally designed. Clinical photographs, radiographs, and surgical specimens should only be presented in JPEG, EPS, or TIFF digital image formats in high resolution quality or its equivalent in 300 dpi. No original drawings, printed photographs of any kind, or radiographs will be accepted. If photographs of persons are sent they must preserve the individual's anonymity or be accompanied by a letter granting permission for their use. The figures should be uploaded separately to the EES. All figures should be cited following their descriptions in the text and numbered consecutively.

Figure legends (detailed description of each figure)

Figure legends should appear on a separate page and be double-spaced, each one beginning with an Arabic numeral. Detailed figure descriptions should be given in this section, not just simple statements that the figure is a chest or abdominal x-ray, for example. When arrows are used, identify what they are signaling. In graphs, the significance of each bar color or pattern should be indicated, as well as its statistical significance, when applicable. If abbreviations are included they should be defined in the figure legends.

Preparation of Scientific letters

The Journal's Editorial Committee will evaluate the clinical descriptions that contain information that can be of clear educational value for the readers of the Journal. Case studies of 4 patients or fewer may be included that describe new aspects, a therapeutic challenge, treatments of pathologies with new drugs and/or relevant evaluations of the mechanisms of the disease, its diagnosis, or treatment. The maximum length is 850 words and the text should not be divided into sections. Two figures or tables may be included. The reference list should not have more than 10 references. Scientific letters do not include an abstract. The maximum number of authors is 5.

Preparation of Clinical images in Gastroenterology

This section is for images that are of clinical interest or useful for teaching. A maximum of 5 photographs are accepted in the JPEG, EPS or TIFF digital image formats at the best possible resolution (300 dpi). The text should not exceed 15 single-spaced lines that will be used as the legends accompanying the photograph(s). Images with a maximum of 3 authors are accepted. A reference list is not required. No images printed on any kind of paper will be accepted. The Editors reserve the right to reject all images of inadequate quality or resolution. Images do not include an abstract.

Preparation of Letters to the Editors

The *Revista de Gastroenterología de México* accepts Letters to the Editors in relation to articles published in the Journal from the two latest issues. The Letter should have a title that refers to the article being discussed and it is the authors' responsibility to provide the title in Spanish and English. The letter should begin with the phrase, "To the Editors: ...". It should be no longer than 500 words. The authors' own data is acceptable if they strengthen the discussion of the article. If such is the case, a maximum of one table, figure, or illustration is allowed. There is a maximum of 5 references, including the obligatory reference of the article being discussed (previously published in the *Revista de Gastroenterología de México*). Consult the Reference preparation guidelines. Once the Letter to the Editors has been received, the authors of the article under discussion will be contacted to give them the opportunity to write a Letter of Response, and both will be published in the same issue of the Journal. If more than one Letter is received, all will be sent to the authors of the corresponding article so they can be answered.

Preparation of the Brief Communications

These are brief reports of preliminary or limited data corresponding to original research that is in progress, observations or case series with data on the physiopathogenesis, diagnosis, treatment, or prognostic factors of gastrointestinal, hepatic and/or pancreatic disorders. The authors are responsible for providing the title in Spanish and English. An abstract no longer than 150 words in Spanish and English must be included. The body of the article should not be longer than 1,200 words and should have only one table, figure, or illustration. The following sections are included: Introduction, Materials and methods, Results, and Discussion. There is also a maximum of 10 references (consult the Reference preparation guidelines).

Preparation of the Review Articles (by invitation)

These are articles that investigate, describe, and analyze the current state of knowledge on a subject of interest in Gastroenterology and related disciplines. They can be written by one or more collaborating authors, but only at the express request of the Editorial Committee. They may encompass aspects of physiopathogenesis, new diagnostic techniques, experimental treatments, emerging therapies, and new classifications of a nosologic entity. The abstract and text are not divided into sections. The Spanish and English abstracts should not exceed 250 words each, with a maximum of 5 keywords. Each Review article has a minimum of 5,000 words and a maximum of 7,500 words and no more than 250 references (structured as indicated in the Reference preparation guidelines). There is a maximum of 6 tables or figures.

The Editorial Process

The editorial process includes the following phases:

1. The manuscripts are reviewed by the Administrative Editor to make sure they follow the Journal guidelines, and if they do not, they are returned to the authors to be completed.
2. Manuscripts are assigned to the Editors.
3. All manuscripts are submitted to peer review. The Editors assign the manuscript to two reviewers.
4. The reviewers may suggest the following decisions:

- a. Rejected.
 - b. Accepted without Changes.
 - c. Accepted with Minimal Modifications.
 - d. Accepted with Major Modifications.
5. Once the evaluations are received, the Editors discuss them to make their decision. The manuscripts can be Accepted immediately, they can be returned to the authors so the modifications suggested by the Reviewers can be carried out, or they can be Rejected. If there are differing opinions, a third Reviewer can be requested. If the Editors deem it necessary, a Technical Reviewer can be summoned, such as a statistics specialist.
6. In the case of modifications, the authors must submit a new version through the EES within a maximum time limit of one month from the notification, together with a letter written in the "Respond to Reviewers" section of the EES, in which they give a detailed description of the modifications made, including the proposals by the Editorial Committee, as well as those indicated by the reviewers consulted. If this is not done, the work will be rejected.
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9. The accepted articles will be published in advance on the Journal's website in the "Ahead of Print" section and they will be included in the first issue that has space for them.

The main author will be given two complete Journal issues for each author. No complimentary reprints are offered.

Legal and ethical considerations

Ethical Responsibilities

Protection of persons and animals. When experiments are described that have been conducted on humans, it should be indicated whether the procedures followed conformed to the ethical standards of the responsible committee on human experimentation (institutional or regional) and were in accordance with the World Medical Association and the Declaration of Helsinki available at: <http://www.wma.net/en/30publications/10policies/b3/>. When experiments on animals are described, it should be indicated whether the guidelines of an institution or international research council or a national law regulating the care and use of laboratory animals were followed.

Confidentiality. The authors are responsible for following the protocols established by their respective healthcare centers for accessing clinical history data to carry out this type of publication for the purpose of research/diffusion for the scientific community and they must declare that they are meeting this requirement. The author is obliged to guarantee that all patients included in the study have been adequately informed and that he or she is in possession of the patients' signed statements of informed consent needed for their participation in the study. **The authors must mention in the "Materials and methods" section that the procedures carried out on the patients and controls took place after having received their informed consent.**

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Financial disclosure

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Conflict of interest

There is a conflict of interest when the author had/has economic or personal relationships that could bias or inadequately influence his or her actions. These include fees for medical lectures, consultancies, research study funding, and economic interests in the pharmaceutical industry. Potential conflict of interest exists whether or not the parties involved consider that said relationships influence their scientific criterion. The authors must describe in the cover letter and on the first page any financial or personal relationship they had or have with persons or institutions at the time of writing or submitting the article that could represent a conflict of interest in regard to the article being submitted for publication. If there is no conflict, the names of the authors should be written followed by the statement "The authors declare that there is no conflict of interest". These statements will appear in both the printed and online Journals.

Authorship

Only those persons that have intellectually contributed to the work should appear in the list of authors. Having assisted in the collection of data or participated in some technique are not in themselves sufficient criteria for being listed as an author (but can be included in the "Acknowledgments" section). To be listed as an author the following criteria must be met:

1. Having participated in the conception and design, data acquisition, analysis and interpretation of the data of the work resulting from the article in question.
2. Having participated in the writing of the text and its possible revisions.
3. Having approved the final version to be published.

The authors appear on the title page, as well as in the “Add/Edit/Remove/Author” section of the EES. The authors must declare that they have read and approved the manuscript and that the requisites for authorship have been met.

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The Journal does not accept previously published material and will not consider manuscripts for publication that are simultaneously submitted to other journals, or redundant or duplicate publication, that is, articles that overlap substantially with one already published, in print or electronically. The authors must mention complete or partial submissions or publications prior to the present work that could be considered redundant or duplicate publication. These previous publications must be cited and included in the reference list of the new manuscript.

The *Revista de Gastroenterología de México* advises against submitting several articles related to the same study, because it can be considered redundant publication. It is more appropriate to publish the different results in a single article. All such cases will be evaluated on an individual basis.

The Editors of the Journal have the sanctioning capacity to judge whether the research study and its possible publication contains any of the following serious problems:

1. Intentionally false information.
2. The same manuscript has been previously published by another author (plagiarism).
3. The manuscript has been previously published by the same author (duplicate publication).
4. The manuscript has been sent for editorial review to two journals at the same time (simultaneous review).
5. The manuscript is published in another journal by the same author without the permission of the *Revista de Gastroenterología de México*.

The Editorial Committee and the *Asociación Mexicana de Gastroenterología* are not responsible for the concepts, opinions, or affirmations sustained by the authors in their works.

Reference preparation guidelines

The Editors of the *Revista de Gastroenterología de México* reserve the right to reject any article with incorrectly structured references. It is the responsibility of the author to make sure that the references are correctly organized and can be found by all readers.

The citation style of the Journal is the numbered Vancouver style. The references should be numbered progressively in the order in which they first appear in the text, tables and figures, and they should be written in Arabic numerals with no parentheses and then followed by the necessary punctuation.

Journal articles

The writing should follow the indications of the International Committee of Medical Journal Editors in the style of the *Index Medicus*. The list of correct abbreviations appears annually in the January issue of the *Index Medicus* and can also be consulted in *PubMed*.

All authors must be included (capitalized last names followed by first name initials in capital letters) when there are 3 or fewer. When there are more, the first 3 are named, followed by the term “et al.” Each author’s name is separated by a “comma”(,) and the last author’s name is separated from the title of the article by a “period”(.). The title of the work must be written out completely in the original language. Journal abbreviations follow the indications in the *Index Medicus* and *PubMed*. The year of publication comes after the journal abbreviation with no separating punctuation and it is then separated from the journal volume by a “semicolon” (;). It is not necessary to put the journal number or month of publication in those journals that publish their issues with continuous pagination. The volume should be followed by a “colon” (:) separating it from the first and last pages of the designated article. The first and last pages are hyphenated (-).

Examples:

1. Rawsthorne P, Shanahan F, Cronin NC, et al. An international survey of the use and attitudes regarding alternative medicine by patients with inflammatory bowel disease. *Am J Gastroenterol* 1999;94:1298-303.
2. Lizardi-Cervera J, Vázquez-Elizondo G, Becerra-Laparra I, et al. Estudio comparativo de la presentación clínica y complicaciones de la diverticulitis aguda colónica en pacientes mayores y menores de 65 años. *Rev Gastroenterol Méx* 2008;73:153-8.

Book chapter

All authors must be included (capitalized last names followed by first name initials in capital letters) when there are 3 or fewer. When there are more, the first 3 are named, followed by the term “et al.”. Each author’s name is separated by a “comma” and the last author’s name is separated from the title of the chapter by a “period”. The title of the chapter must be written out completely in the original language followed by a “period” and then the word “In” for publications in English or “En” for publications in Spanish followed by a colon (:). Include the names of the Editors in the same format as that for authors. After the last name put a “comma” (,) and the word editor(s) followed by a “period” (.). Write the title of the book followed by a “period” (.). Then write the number of the edition, if it is not the first, followed by a “period” (.), the city in which it is edited, followed by a colon (:), the name of the

publisher, followed by a “semicolon” (;), the year of publication, followed by a “comma” (,), and then the abbreviation “pp.” followed by the hyphenated (-) first and last pages of the chapter.

Examples:

1. Sherman S, Lehman GA. Complications of endoscopic retrograde cholangiopancreatography and endoscopic sphincterotomy: management and prevention. In: Barkin JS, O’Phelan CA, editors. *Advanced therapeutic endoscopy*. New York: Raven Press; 1990, pp. 201-10.
2. Denis K, Kennett RH, Kinman N, Molinario C, Sherman L. Defining the B-cell repertoire with hybridomas derived from monoclonal fragment cultures. In: Kennett RH, McKearn TJ, Bechtol KB, editors. *Monoclonal antibodies. Hybridomas: a new dimension in biological analyses*. 2nd ed. New York: Plenum Press; 1981. pp. 49-59.

The term “personal communication” should not be used. In contrast, the term “in press” may be used when the paper has already been accepted by a journal, and in that case, the name of said journal must be specified.

All other cases referring to abstracts, books, conference publications, technical and scientific reports, newspaper articles, Internet pages, or electronic material may be consulted directly at www.nlm.nih.gov/citingmedicine/.