



## REVUE MEDICALE DE BRUXELLES

### Recommendations to authors

#### AIMS AND SCOPE

The *Revue Médicale de Bruxelles* is the hospital-faculty journal of continuing medical education for specialists and general practitioners, published by the L'Associations des Médecins anciens étudiants de l'Université libre de Bruxelles (AMUB) in paper form and available online (6 issues per year). It is open to contributions from the national and international scientific community and represents an essential link between physicians from the ULB Faculty of Medicine.

The *Revue Médicale de Bruxelles* publishes various types of articles evaluated by peers for their quality and originality: review articles, original and synthesis articles, diagnostic and therapeutic news, clinical and anatomopathological cases, symposium reports, medical images, etc...

The main objective of the journal is to actively contribute to the continuing medical education of health professionals, including medical students, general practitioners and specialists of all disciplines as well as internship supervisors.

The recommendations below are based on the "Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals" (Updated December 2019) of the ICMJE (<http://www.icmje.org/icmje-recommendations.pdf>).

#### ARTICLE SUBMISSION

All manuscripts must be sent electronically to the editor ([elena.kremer@amub-ulb.be](mailto:elena.kremer@amub-ulb.be)) with a cover letter describing the type of article submitted (literature review, practice guidelines, original research articles, ...) and its subject.

Authors guarantee that their manuscript is original and is not submitted for publication in another journal. Each article is submitted to an anti-plagiarism software. Authors agree that the article may be published in the *Revue Médicale de Bruxelles* and on its website.

All manuscripts submitted to this peer-reviewed journal undergo a rigorous evaluation by a minimum of 2 readers involving national or international experts.

#### PEER REVIEW PROCESS AND ACCEPTANCE OF ARTICLES

Each submitted article is evaluated by the Editor-in-Chief, assisted by the members of the Editorial Board, in terms of overall quality, relevance, absence of bias, and compliance with international ethics and confidentiality rules.

For work on animals or humans, the authors will clearly state in the manuscript the Opinion of an Ethics Committee (explicit mention of obtaining authorization from a competent body OR mention that the study does not fall under an EC agreement). Manuscripts that do not meet these criteria are rejected at this stage (even for clinical cases).

Each manuscript is then sent for review to at least two experts in the field. The reviewers' comments are centralized by the Editorial Manager and re-evaluated by the Editor-in-Chief. The final decision of the Editorial Board is then communicated to the authors (rejection, major or minor revision, acceptance).

The composition of the Editorial Board and the affiliations of its members are detailed at the end of the document.



Authors then have 8 weeks to submit a revised version with a detailed description of the changes made and responses to reviewers' comments. This revised version is re-evaluated by the Editor-in-Chief, who accepts it with or without further modifications. The accepted version of the manuscript is reviewed in French by the Editor-in-Chief and the Editorial Secretary. Once the articles are accepted, only minor modifications of substance (improvement of comprehension) and form (typography) are possible.

Articles published in the journal or on its website are the property of the Revue Médicale de Bruxelles and are indexed in the Elsevier search engine (Scopus), LiSSa and Google Scholar.

## RUBRIQUES

- The Revue Médicale de Bruxelles publishes manuscripts related to the medical and paramedical profession and corresponding to the headings mentioned below. The Editorial Board reserves the right to determine the section in which the article will be published and to recommend the necessary corrections.
- **Original articles:** Original articles present the results of unpublished studies according to the IMRaD method. The maximum length of the manuscript (title page, abstract, references, tables and figures not included) is 4000 words. Bibliographic references will be limited to a maximum of 40. Figures, tables, graphs and photographs that facilitate reading as well as recent national and international references are highly recommended.
- **Review articles:** Review articles are intended to provide a comprehensive update of the medical literature on a given topic. Both narrative and systematic reviews are accepted. The objective of the review and the methodology used for the literature search must be specified. The maximum length of the manuscript (title page, abstract, references, tables and figures not included) is 5000 words. The number of references is not limited but they must be directly related to the subject matter. The number of tables and figures is limited to 9 in total.
- **Clinical cases:** The clinical cases report recent and privileged observations either for their didactic aspect or for their rarity. The presentation will follow the IMRaD method and the length will be limited to 1000 words and 10 bibliographical references, one table and one figure maximum.
- **Anatomical-clinical sessions:** Anatomical-clinical sessions organized in a hospital are accepted for publication as long as they are the report of an exercise. The presentation will follow the same plan as that of an original article and the length will be limited to 1500 words and 20 bibliographical references, two tables and a maximum of one figure.
- **Diagnostic and therapeutic news:** Manuscripts will include the positioning of the diagnostic or therapeutic novelty, a study of clinical trials, new diagnostic techniques. The presentation will follow the IMRaD method. Length will be limited to 1000 words and 10 bibliographic references, one table and one figure maximum.
- **Abstracts of continuing education presentations:** Length will be limited to 1000 words and 10 bibliographic references.
- **Imagery of the Month:** Presentation of a particularly interesting iconography. The length of the text will not exceed 750 words and 5 bibliographic references and an abstract not exceeding 100 words. The number of figures will be limited to 4.
- **Opinion articles:** The text should be short, with a maximum of 750 words and 3 bibliographic references, without tables or figures. Readers' letters should be limited to 300 words and 3 bibliographic references.
- **Les Cahiers de la Faculté:** This section aims to present old or recent events, anecdotes, related to the Faculty of Medicine of the Université libre de Bruxelles. The text will be limited to 1000 words.
- **Editorial:** the text will be limited to 600 words and 10 bibliographical references maximum.



The articles presented within the framework of the Postgraduate Teaching Days (JEP) of the AMUB derogate from the rules of the rubric regarding the length of the manuscripts and the number of references. They are eventually submitted to an external expert.

The Editorial Board may agree to an increase in the length of an article at the request of the authors.

## PRESENTATION OF MANUSCRIPTS

The Revue Médicale de Bruxelles is published in French; texts in other languages will not be accepted.

Manuscripts should be typed double-spaced (approximately 300 words per page) using a word processor and presented in A4 format. Acceptable fonts and sizes are Times New Roman (size 12) and Arial (size 11). All pages must be numbered.

- **The first page** will contain only the title (and its translation into English), the first and last names of the authors, the institution, the name of the corresponding author with the correspondence address and telephone numbers and e-mail address.
- **The second page** will contain the detailed abstract of 250 words maximum, structured to include the main points and/or key messages of the article. This should be structured according to the model: Introduction, Material and Methods, Results, Conclusions.
- **The third page** will contain the abstract in English (maximum 250 words), as well as 4 to 5 keywords in English (selected from the official list of the National Library of Medicine MeSH).  
This abstract will be the showcase of the article in international databases.  
Terms should be italicized when they are foreign words or expressions that cannot be translated, journal titles, germ names (if written in their Latin version) and genes.  
Abbreviations should meet international standards and be explained when they first appear in the text.

Laboratory data should be provided in the units used in the literature. If international units are used, the data in conventional units should be given in parentheses.

## TABLES AND FIGURES

**Tables** must be provided in Word format. They should be numbered in Arabic numerals in order of appearance in the text and should be presented on a separate double-spaced typed page. They should include a title, an explanation of abbreviations and a caption if applicable.

**Figures and illustrations** should be provided on a separate computer file from the text in TIFF, JPEG or PNG format with a resolution of 300 DPI. They should be numbered in Arabic numerals in order of appearance in the text. The authors will ensure that they are anonymized and blurred if necessary. Coloured figures will be published only after approval by the Editor.

**For graphics** that will be reduced to a width of 9 cm (one column) for publication, sufficiently large lettering should be used, taking into account the future reduction.

**For microphotographs**, the magnification and histological technique used should be specified.

The captions of the figures should be grouped on a separate page and typed in double spacing. They should be sufficiently self-explanatory to avoid the need for text.

## COPYRIGHTS / AUTHORIZATIONS

The author undertakes to indicate and reference his or her scientifically recognized sources.

Copyright permission from the publisher must be provided with the article for any figures, tables or images already published in another publication or website.



## BIBLIOGRAPHY

References will appear in the text as a superscript number referring to the bibliographic list (e.g., 2-4). It will be ordered by order of appearance in the text and will follow the model of the New England Journal of Medicine, derived from the systematics of the NLM (U.S. Library of Medicine), it will provide the names and initials of all the authors if there are 6 or less; if there are 7 or more, cite the first 6 and follow with "et al."

Examples by type of document:

### Article

Author(s). Title of article. Short title of journal. Year;Volume number and date (issue number):page start-end.

EXAMPLE: Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. N Engl J Med. 2002 Jul 25;347(4):284-7.

### Book

Author(s). Title of book. Reprint mention (if any). Place of publication: publishing house; year of publication.

EXAMPLE: Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. Medical microbiology. 4th ed. St. Louis: Mosby; 2002.

### Chapter in a book

Author(s). Title of chapter. In: author(s) or scientific editor(s) of the book. Title of the book. City of publication: publishing house; year of publication: start page-end page.

EXAMPLE: Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002:93-113.

### Web site

Author(s) (organization or personal author in the case of a personal page). (Consulted on the day, month, year of consultation by the user). Title of the homepage [Type of support]. URL address

EXAMPLE : National School of Public Health. (Accessed 11/05/2016). Public health database [Internet]. <http://www.bdsp.tm.fr>

Reference to abstracts or comments will be cited in footnotes with cross-reference in the text (<sup>i, ii, iii</sup>).

## PROTECTION OF PATIENT PRIVACY

The privacy of patients must be respected and the informed consent of patients must be obtained for the publication of any image and/or clinical mention likely to allow their identification.

For research articles, the author must mention having respected the principles relating to the well-being of the patient, in accordance with the Declaration of Helsinki, the law of 22.08.2002 relating to the rights of the patient and the law of 7 May 2004 on experiments on the human person.

## CONFLICTS OF INTEREST

Conflicts of interest must be indicated at the end of the text. The main conflicts of interest are financial interests, ad hoc interventions/conferences/participation in advisory committees, family relationships,



participation in clinical trials or any other variable that may influence the conclusions of the study submitted for publication.

A conflict of interest disclosure form is sent to authors upon receipt of their submission (it can also be downloaded from [www.amub-ulb.be/RMB](http://www.amub-ulb.be/RMB)).

## PROCESS FOR HANDLING CASES REQUIRING CORRECTIONS, RETRACTIONS, AND EDITORIAL EXPRESSIONS OF CONCERN

The Revue Médicale de Bruxelles ensures that all of its published journals follow the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals by the International Committee of Medical Journal Editors (ICMJE - <http://www.icmje.org/icmje-recommendations.pdf>) and the guidelines of the Committee on Publication Ethics (COPE - <https://publicationethics.org/guidance>).

We aim to ensure the integrity of the academic record of all published or potential publications. Whenever it is recognized that a significant inaccuracy, misleading statement, or distorted report has been published, it will be corrected promptly and with due prominence. If, after an appropriate investigation, an item proves to be fraudulent, it will be retracted. The retraction should be clearly identifiable to readers and indexing systems.

**Corrections:** errors in published papers may be identified in the form of a corrigendum or erratum when the Editor-in-Chief considers it appropriate to inform the journal readership about a previous error and makes a correction to the error in the published article. The corrigendum or erratum will appear as a new article in the journal, and will cite the original published article.

**Retractions** are considered and published when there are severe errors in an article that invalidate the conclusions. Retractions are also made in cases where there is evidence of publication malpractice, such as plagiarism, duplicate publication, or unethical research. According to industry best practice and in accordance with COPE guidelines, the Revue Médicale de Bruxelles implements the following procedure if a retraction is confirmed:

- A retraction note titled “Retraction: [article title]” signed by the authors and/or the editor is published in a subsequent issue of the journal and listed in the contents list.
- In the electronic version, a link is made to the original article.
- The online article is preceded by a screen containing the retraction note. It is to this screen that the link resolves; the reader can then proceed to the article itself.
- The original article is retained unchanged save for a watermark on the HTML and PDF indicating on each page that it has been “retracted.”

**Editorial expressions of concern:** where substantial doubt arises as to the honesty or integrity of a submitted or published article, journal editors may consider issuing an expression of concern. However, expressions of concern should only be issued if an investigation into the problems relating to the article has proven inconclusive, and if there remain strong indicators that the concerns are valid. Under some rare cases, an editorial expression of concern may also be issued when an investigation is underway but a judgement will not be available for a considerable time. The expression of concern will be linked back to the published article it relates to.

## ADVERTISING POLICIES

The Revue Médicale de Bruxelles considers advertising and sponsorship opportunities, as a means to provide value to our readers. It is important to us that this is carried out in a responsible way.

The following policies apply to both the print and electronic versions of journal publications:



- All advertising must be an accurate description of the product or service, legal, decent, truthful, honest and socially responsible (not encouraging illegal, unsafe or anti-social behaviour).
- Advertisements must comply with the relevant laws, regulations and industry codes for the geographic area in which they appear (including those related to the advertisement of medicines).
- Advertising has no influence over editorial decisions.
- A journal's editorial team has full and final authority for approving print and online advertisements and for enforcing advertising policy.
- A journal's editorial team will consider all criticisms of advertisements for publication, in the same way as any other journal content.
- Advertisements will not be juxtaposed with editorial content on the same product.
- Advertisements/sponsored content will always be clearly identifiable as such.
- Advertisements will not be carried for products proven to be seriously harmful to health.

For more detailed information, please visit our website

<https://amub-ulb.be>

and the "*Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals*" (Updated December 2019) of the ICMJE : <http://www.icmje.org/icmje-recommendations.pdf>

## REVUE MEDICALE DE BRUXELLES

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