

Instructions to Authors for International Archives of Otorhinolaryngology

Thank you for contributing to International Archives of Otorhinolaryngology (IAO). Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article. There are no submission charges to submit your manuscript to this journal.

International Archives of Otorhinolaryngology (IAO) is an international peer-reviewed journal dedicated to otolaryngology-head and neck surgery, audiology, and speech therapy.

IAO is published every three months and supports the World Health Organization (WHO) and of the International Committee of Medical Journal Editors (ICMJE) politics regarding registration of clinical trials. Therefore we only accept for publication articles of clinical trials that have been given a number of identification from one of the Clinical Essay Registry validated by the criteria established by the WHO and the ICMJE, the links to which are available at the ICMJE (<http://www.icmje.org/>). The identification number should be given at the end of the abstract.

IAO reserves the right to exclusive publication of all accepted manuscripts. We will not consider any manuscript previously published nor under review by another publication. Once accepted for review, the manuscript must not be submitted elsewhere. All authors must sign an Open Access Licence to Publish Agreement.

The editors and Thieme combat plagiarism, double publication, and scientific misconduct with the software CrossCheck powered by iThenticate. Your manuscript may be subject to an investigation and retraction if plagiarism is suspected.

All submissions follows double blind peer-review process. All article processing charges (APCs) are fully sponsored by the Fundação Otorrinolaringologia upon acceptance, no APC is due by the author.

Authors must disclose any financial relationship(s) at the time of submission, and any disclosures must be updated by the authors prior to publication. Information that could be perceived as potential conflict(s) of interest must be stated. This information includes, but is not limited to, grants or funding, employment, affiliations, patents, inventions, honoraria, consultancies, royalties, stock options/ownership, or expert testimony.

Peer Reviewing Process

The journal follows double blind peer-review process where author does not get to know the identity of the reviewer and the reviewer does not get to know the identity of the author. At least two random reviewers based on their technical and clinical expertise are assigned by the Chief Editor on each manuscript and the decision is taken based on the comparative reviews which the manuscript receives during the review process.

Article Categories

The journal publishes the types of articles defined below. When submitting your manuscript, please follow the instructions relevant to the applicable article category.

Original Research

Original, in-depth, clinical or basic science investigations that aim to change clinical practice or the understanding of a disease process. Article types include, but are not limited to, clinical trials, before-and-after studies, cohort studies, case-control studies, cross-sectional surveys, and diagnostic test assessments.

Components of original research are:

- **A title page**, including the manuscript title and all authors' full names, academic degrees (no more than three), institutional affiliations, locations, and ORCID iD. Designate one author as the corresponding author. Also indicate where the paper was presented, if applicable.
- **A structured abstract** of up to 250 words with the headings: Introduction, Objective, Methods, Results, and Conclusion.
- **The Manuscript body** should be divided as: introduction with objective(s); method; result; discussion; conclusion; references.
- Manuscript length of no more than 24 pages (exclusive of the title page and abstract).
- Studies involving human beings and animals should include the approval protocol number of the respective Ethics Committee on Research of the institution from which the research is affiliated.

Systematic Reviews (including Meta-analyses)

Critical assessments of literature and data sources on important clinical topics in otolaryngology-head and neck surgery. Systematic reviews that reduce bias with explicit procedures to select, appraise, and analyze studies are highly preferred over traditional narrative reviews. The review may include a meta-analysis, or statistical synthesis of data from separate, but similar, studies leading to a quantitative summary of the pooled results. The components of a systematic review are:

- **A title page**, including the manuscript title and all authors' full names, academic degrees, institutional affiliations, locations, and ORCID iD. Designate one author as the corresponding author. Also indicate where the paper was presented, if applicable.
- **A structured abstract** of up to 250 words with the headings: Introduction, Objectives, Data Synthesis, and Conclusion.
- **The Manuscript body** should be divided as: introduction; review of literature; discussion; final comments; references.
- **Manuscript length** of no more than 24 pages (exclusive of the title page and abstract).

Case Reports

It is not accepted for publication.

Update Manuscripts

The manuscript is an update that explores a particular subject, developed from current data, based on recently published works.

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- **A structured abstract** of up to 250 words with the headings: Introduction, Objectives, Data Synthesis, and Conclusion.
- **The Manuscript body** should be divided as: introduction; review of a particular subject; discussion; final comments; references.

- *Manuscript length* of no more than 15 pages (exclusive of the title page and abstract).

Video Data Innovation

The manuscript is an update that explores a particular subject, developed from current data, based on recently published works.

- *A title page, including the manuscript title and all authors' full names, academic degrees, institutional affiliations, locations, and ORCID iD. Designate one author as the corresponding author. Also indicate where the paper was presented, if applicable.*
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- The Manuscript body should be divided as: Introduction; Review of a Particular Subject; Discussion; Final Comments; References.
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- Manuscript including videos, figures and tables should have a maximum file size of 100MB.
- Submitted videos should not exceed 3 minutes. Videos require a label (e.g., "Video 1") and a brief description. If you want to include any explanation or narration with subtitles it must be in English.
- Format: Videos should be uploaded to the submission as Supplemental File for Review. Videos should be encoded in high definition format and in standard file extensions: .wmv, .mov, .qt, .mpg, .mpeg, or .mp4.
- To allow for a Double-Blinded Peer Review Process, be sure to exclude any author, institution or patient information.
- Originality: Videos and their description must not have been published previously.

Letters to the Editor and Opinion articles

Only by invitation from the Editorial Board. *Manuscript length*: no more 2 pages.

Manuscript Preparation

Correct preparation of the manuscript will expedite the review and publishing process. Manuscripts must conform to acceptable English usage.

Necessary Files for Submission (each topic should start in a new page):

- Title Page
- Abstract
- Manuscript (main text, references, and figure legends)
- Figure(s) (when appropriate)
- Table(s) (when appropriate)

In accordance with double-blind review, author/institutional information should be omitted or blinded from the following submission files: Manuscript, Figure(s), Table(s), Response to Reviewers.

The Abstract should be followed by three to six keywords in English, selected from the list of Descriptors (Mesh) created by National Library of Medicine and available at <https://meshb.nlm.nih.gov/search>.

Abbreviations

Do not use abbreviations in the title or abstract. When using abbreviations in the text, indicate the abbreviation parenthetically after the first occurrence and use the abbreviation alone for all subsequent occurrences.

Authorship

Authorship credit should be based on criteria established by the International Committee of Medical Journal Editors: (1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; (2) drafting the article or revising it critically for important intellectual content; and (3) final approval of the version to be published.

References

Authors are responsible for the completeness, accuracy, and format of their references. References should be numbered consecutively using Arabic numbers in the text. All authors shall be listed in full up to the total number of six; for seven or more authors, list the first three authors followed by "et al." There should be no more than 90 references for original articles and no more than 120 for systematic reviews or update articles. IAO uses the reference style outlined by the International Committee of Medical Journal Editors (ICMJE), also referred to as the "Vancouver" style. Example formats are listed in: http://www.nlm.nih.gov/bsd/uniform_requirements.html. Journal name abbreviations should be those found in the National Center for Biotechnology Information (NCBI) databases: <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>.

Examples

- **Journals:** Author | Article Title | Journal Title | Date of Publication | Volume Number | Issue Number | Pagination.
Huttenhower C, Gevers D, Knight R, et al. Structure, function and diversity of the healthy human microbiome. *Nature* 2012;486(7402):207-214
- **Dissertations and Theses:** Author | Title | Content Type | Place of Publication | Publisher | Date of Publication | Pagination.
Baldwin KB. An exploratory method of data retrieval from the electronic medical record for the evaluation of quality in healthcare [dissertation]. Chicago: University of Illinois at Chicago, Health Sciences Center; 2004:116
- **Books:** Author/Editor | Title | Edition | Place of Publication | Publisher | Date of Publication.
Valente M, Hosford-Dunn H, Roeser RJ. Audiology Treatment. 2nd ed. New York: Thieme; 2008
- **Book chapters:** Author of the chapter | Title of chapter | In: Editor(s) of book | Title of chapter | Place of Publication | Publisher | Date of Publication | Pagination.
Vilkman E. A survey on the occupational safety and health arrangements for voice and speech professionals in Europe. In: Dejonckere PH, ed. *Occupational Voice: Care and Cure*. Hague: Kugler Publications; 2001:129-137
- **Electronic material:** for articles taken entirely from the Internet, please follow the rules mentioned above and add at the end the web site address.
Ex: AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007 Available at: <http://www.ama-assn.org/>. Accessed Feb 22, 2007

Figures

Figures must be uploaded separately. Include the number of the figure in the description box.

Figure Legends

Provide a legend for each figure. List the legends (double-spaced) on a separate text page, after the reference page. Up to 8 pictures will be published at no cost to the authors; color pictures will be published at the editor's discretion. Acceptable submissions include the following: JPG, GIF, PNG, PSD, or TIF. The Publication Management System accepts only high definition images with the following features:

- Width up to 1000 px and DPI equal to or higher than 300;
- The image formats should be preferentially TIF or JPG;
- The maximum image size should be 8 MB;
- If figures have multiple parts (e.g., A, B, C, D), each part must be counted as a separate image in the total number allowed.

Tables and Graphs

Tables should be numbered in Arabic numbers consecutively as they appear in the text, with a concise but self-explicative title, without underlined elements or lines inside it. When tables have too many data, prefer to present graphics (in black and white). If there are abbreviations, an explicative text should be provided on the lower margin of the table or graph.

Appendices

Appendices will only be published online, not in the print journal, and may include additional figures or tables that enhance the value of the manuscript. Appendices must be submitted online with the rest of the manuscript and labeled as such. Questionnaires will be considered as Appendices.

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Revised manuscripts must follow the same instructions and should be submitted within 30 days of the revision letter date.

Accepted manuscripts sent to the publisher will be typeset and proofs will then be sent by e-mail to the corresponding author. If proofs are not approved and received within 2 business days, the article will not be published.

The reviewers should send their comments within 20 days.

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The International Archives of Otorhinolaryngology Scientific Merit Journal Prize

The IAO Scientific Merit Journal Prize is awarded every year for up to three best systematic review (meta-analysis) papers published each year in the journal. Manuscript awards will be selected based on novelty, impact, data quality, and number of online downloads by the journal readers.

The result will be communicated to the winners and officially published in an issue of IAO. All authors and co-authors will receive certificates of Scientific Merit.

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