

## INSTRUCTIONS FOR AUTHORS

### Archivos de Bronconeumología

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## AIMS AND SCOPE

Archivos de Bronconeumología is an international journal that publishes original studies whose content is based upon results of research initiatives dealing with several aspects of respiratory medicine including epidemiology, respiratory physiology, pathophysiology of respiratory diseases, clinical management, thoracic surgery, pediatric lung diseases, respiratory critical care, respiratory allergy and basic research. Other types of articles such as editorials, reviews, and different types of letters are also published in the journal. Additionally, the journal expresses the voice of the following scientific societies: the Spanish Respiratory Society of Pneumology and Thoracic Surgery (SEPAR; <https://www.separ.es/>), the Latin American Thoracic Society (ALAT; <https://alatorax.org/>), and the Iberian American Association of Thoracic Surgery (AIACT; <http://www.aiatorax.com/>).

It is a monthly journal in which all manuscripts are sent to peer-review and handled by the editor or an associate editor from the team and the final decision is made on the basis of the comments from the expert reviewers and the editors. The journal is published solely in English. All the published data is composed of novel manuscripts not previously published in any other journal and not being in consideration for publication in any other journal.

The journal is indexed at Science Citation Index Expanded, Medline/Pubmed, Embase and SCOPUS. Access to any published article is possible through the journal's web page as well as from Pubmed, ScienceDirect, and other international databases. Furthermore, the journal is also present in X, Facebook and LinkedIn. Manuscripts can be submitted electronically using the following web site: <https://www.editorialmanager.com/ARBR/> link.

## SECTION A. ARTICLE TYPES

The journal publishes the following article types: editorials, pro/con debates, original articles, reviews, official position papers, clinical letter, scientific letters, discussion letters, and clinical images. All the manuscripts will be written fully in English. All manuscripts with no exceptions will have to be submitted via the online web system <https://www.editorialmanager.com/ARBR/>

### Editorials.

**Content.** Editorials are articles that express the authors' opinion or position about a specific topic of interest, on the basis of scientific evidence, with regard to a specific and relevant aspect which is novel or controversial. Short reviews on a given topic will not be accepted under this article type, but articles that reflect the scientific opinion of an author who is an expert on the subject concerned. Editorials can be comments on articles published in the same issue of the journal, on an article previously published, or on other aspects of general interest to the scientific community that are not reflected in any other type of article types of the journal.

**Initiative.** The editorials will be explicitly commissioned by the editorial committee of the journal. In exceptional cases, the committee may consider the acceptance of unsolicited editorials, on novel or controversial topics, submitted by authors with experience and publications in the topic in question. Authors are strongly encouraged to first contact the chief editor before submitting unsolicited editorials via <https://www.archbronconeumol.org/en-presubmission>

### Pro/con debates.

**Content.** Pro/con debates are composed of two coupled editorials with the same features, that will come published as one single article. These debates will help bringing different and opposite views on controversial aspects of respiratory medicine. Short reviews on a given topic will not be accepted under this article type, but articles that reflect the scientific opinion of two authors who are experts on the subject concerned.

**Initiative.** The pro/con debates will be explicitly commissioned by the editorial committee of the journal. In exceptional cases, the Committee may consider the acceptance of unsolicited editorials, on novel or controversial topics, submitted by authors with experience and publications in the topic in question. Authors are strongly encouraged to first contact the chief editor before submitting unsolicited pro/con debates via <https://www.archbronconeumol.org/en-presubmission>

## Original articles

**Content.** Original articles offer novel information as the result of novel research initiatives. The studies will show the results of research projects. All the information contained in the submitted articles will have to be original, and manuscripts reporting results previously reproduced in other journals will not be accepted for publication in the journal. In the accompanying cover letter (see below), the original nature of the manuscript contents will be made explicitly clear. Special manuscripts also considered as original articles include:

- Methodological articles: showing the study design of projects that are still under way, which should be clearly stated in the title of the manuscript.
- Systematic reviews as long as they follow the structure of an original article following a specific methodology with results as a consequence of this method.

When writing the articles, authors are advised to use the international guidelines for the report of health-related research results as referred to by the EQUATOR initiative (<http://www.equator-network.org/>) and all the guidelines within this initiative according to the research nature.

**Initiative.** Original articles are always submitted by the initiatives of the authors. There is no need of a previous contact with the chief editor to evaluate the convenience of the manuscript.

## Reviews.

**Content.** Narrative review articles are published as reviews. They cover a topic of interest that will be reviewed on the basis of an up-to-date and objective view extracted from the most relevant and recent publications dealing with the subject in question. The authors will not have to give their own view/opinion about the topic in question, but they will have to provide a summary of the state-of-the-art in an organized, structured, and adequate manner. Systematic reviews will be considered as original research articles, and the manuscript should follow the guidelines for these article types (see above).

**Initiative.** Reviews will be commissioned by the editors of the journal to expert authors, who have experience and publications in the subject under review. In exceptional cases, the committee may consider the acceptance of unsolicited reviews, on novel or controversial topics, submitted by authors with experience and publications in the topic in question. Authors are strongly encouraged to first contact the editor in chief before submitting unsolicited reviews via <https://www.archbronconeumol.org/en-presubmission>

## SEPAR/ALAT/AIACT's Voice

**Content.** This section will express the positioning of SEPAR, ALAT or AIACT scientific societies through guidelines, statements, and consensus reports. The publication will always be an English and will consist of an executive summary of a limited extension. The Spanish full-length guideline which will be available in the SEPAR, ALAT or AIACT webpages respectively.

**Initiative..** All manuscripts under this section will be submitted as any other manuscript type by initiative of the respective scientific society and once the final version of the document has been approved by the respective scientific society. An official approval from the scientific society must be uploaded with the manuscript. Therefore, there is no option to submit articles led by individual authors in this category without the approval of the scientific society.

## Letters

**Content.** The journal publishes three different types of letters depending on the content:

- Discussion Letters. This section will publish comments on results published in the journal or in other respiratory journals.
- Clinical letters. This section will publish isolated clinical cases or small group of cases in a descriptive manner that, due to their rarity or peculiarities, provide new information regarding a given disease or medical situation or therapy.
- Scientific letters. This section publishes the results of a research initiative of clinical, translational or epidemiological interest that can be expressed in brief form, such as preliminary studies or studies of an essentially descriptive nature or focused on very specific subjects.

**Initiative.** Letters are always submitted by the initiatives of the authors. There is no need of a previous contact with the chief editor to evaluate the convenience of the manuscript.

## Clinical images

**Content.** This section will consist of the publication of an endoscopic or pathological image or video clip, of special singularity as a result of the unusual clinical presentation of the underlying disease or diagnosis. The video clip will always be submitted in an .mp4 format and will not exceed 150 megabytes size.

**Initiative.** Clinical images are always submitted by the initiatives of the authors. There is no need of a previous contact with the chief editor to evaluate the convenience of the manuscript.

## SECTION B. FORMATTING THE MANUSCRIPT

### General instructions

**Files creation.** Files will be generated with a word processor. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts, as needed. All the manuscripts submitted to the journal will have to include the following separate files: a cover letter, the authorship page and the main text file. Additionally, the authors may include figures or videos and online supplemental materials, as needed.

**Margins, font and size.** The font, spacing or margins are free, as long as the document does not exceed the number of words allowed for each type of article. However, an indicative reference would be to use margins of at least 2.5 cm, Arial, Times New Roman, Calibri or similar font, with a size of 11 points and double spacing. It is advisable to use the same font and spacing throughout the whole manuscript including all the text, the tables, the figure captions and the references.

**Clear writing.** Authors are always asked to write scientifically in a clear and concise manner. Long subordinate clauses and one- or two-sentence paragraphs are not recommended.

**Abbreviations.** Abbreviations are allowed as long as these rules are followed:

- It is recommended to reduce them to the minimum possible to make the document easily legible.
- As a general rule, it is not justifiable to abbreviate one-word concepts (e.g. bronchiectasis).
- They must always be defined the first time they are used, indicating the abbreviation in parentheses just after having mentioned the concept for the first time in the text.
- Abbreviations must be defined again in the abstract of the article and in the footers of tables and figures.
- Once defined, they should be used frequently throughout the rest of the manuscript. Otherwise, it is better not to define abbreviations that will not be used later.



**Units of measurement.** Follow internationally accepted rules and conventions: use the international system of units. If other units are mentioned, please give their equivalent in the international system of units.

## The cover letter.

All manuscripts will have to include a short cover letter. This is a letter addressed to the editor-in-chief of the journal in which the authors formally request the publication of their manuscript. Authors must specify that they want to publish their manuscript in the journal, include the title of the manuscript and the section in which they wish to publish it. Additionally, in this letter, the authors must explain in a few words what is new about what they want to publish or what is their contribution to knowledge about its content.

Finally, authors must declare whether or not they wish for Open Access processing. If authors wish to make an open access edition, they must declare that they agree to pay the fees for the editorial process. If they do not want an open access edition, they should state that they transfer the copyright of the article to the Spanish Society of Pulmonology and Thoracic Surgery (SEPAR). Also, the authors must declare that the content of the manuscript is completely original, that all authors are aware of the manuscript and that they approve its submission to the journal, and that the work has not been totally or partially published or under consideration for publication in another journal.

## The authorship file

This file will consist of two pages. On the first page, the file will show:

- The type of article
- The title
- The list of authors with their affiliations
- The contact details for the corresponding author. Only one corresponding author is allowed.

Some article types have limitations in the number of authors (see table below). All authors must have contributed substantially to obtaining the results and preparation of the manuscript in accordance with ICMJE criteria (<http://www.icmje.org/>).

On the second page, this file will include the final declaration sections. All manuscript types will have to provide this final declaration section. The content of this final declaration section will be as follows:

**Compulsory final declaration section for all manuscripts.** These declarations must be included in all article types:

- **Funding of the research.** If a pharmaceutical or practice-related company has totally or partially funded the project, the authors will have to disclose if the funding company has taken part of the management of the project, the analysis of the data, the writing process, the approval of any version of the submitted manuscript or the decision to publish. If no funding has been provided for the research, it is recommended to include the following sentence: “This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors”.
- **Conflicts of interest of every author.** Please indicate any potential conflicts of interest that may be considered to influence directly or indirectly the content of the manuscript for every author. If there is none, please indicate that “the authors declare not to have any conflicts of interest that may be considered to influence directly or indirectly the content of the manuscript”.
- **Artificial intelligence involvement.** Here, authors must disclose if any of the material has been partially or totally produced with the help of any artificial intelligence software or tool.

**Optional final declarations according to the article type.** Other final declaration section the authors may wish to add include:

- **Contribution of each author.** Only applicable for original research articles and scientific letters. Please list each one of the authors identified by their initials and indicate the type of role in the research initiative.
- **Acknowledgements.** Here the list of contributors not considered to be formal authors should be acknowledged. Writing help and translation or English improvement services must be declared in the acknowledgement information.
- **List of researchers.** If authors are submitting a manuscript on behalf of a research group, this should be acknowledged here including the name of the group (if any) together with a full list of researchers and their affiliations.

## The main text file

### **Abstract.**

If the article type format requires an abstract (see the table below), the first page of this file will have the title of the manuscript followed by the abstract on the same page. Instructions on

whether or not this abstract should be structured as well as its extension can be found in the table below. The original articles must include a structured abstract with the following sections: objectives, methods, results, and conclusions. After the abstract 3 to 6 keywords separated by semicolons should be listed.

**Manuscript text.**

It is mandatory that the authors respect the instructions regarding text extensions summarized in the table below.

**Editorials.** Editorials will be structured at the discretion of the authors with no headings.

**Pro/con debates.** In this type of article, the pro position will be presented first, followed by the con position. Each position will be defended by a single author. In the authorship, the pro position will be listed as the first author and the con position as the second author, with a note indicating that both authors have contributed equally. The manuscript structure comprises the following sections: introduction, the pro position, the con position, and a final section of conclusions agreed upon by both authors. There is no space for rebuttal. The text is collaboratively developed and agreed upon by both authors.

**Original research articles.** Starting from a new page, the main text of the manuscript will be included. The structure of the main text will be according to the type of article and is summarized in the table below. In the original articles it will be structured in the following sections: introduction, methods, results, and discussion, where the discussion section must have one final paragraph of conclusions.

**Reviews and official documents of scientific societies.** The reviews and the societies voices articles will be structured at the discretion of the authors.

**Scientific Letters.** Other types of manuscripts should not be structured by sections. Specifically, a scientific letter should consist of unsectioned text, divided into paragraphs as follows: the first paragraph provides the justification and objectives, the second paragraph describes the method, the third and fourth paragraphs present the results, and the remaining paragraphs focus on the discussion, concluding with a final paragraph of conclusions.

**Clinical letters.** These consist of unsectioned text, divided into paragraphs as follows: the first paragraph provides the justification, the second paragraph describes the clinical case, and the third paragraph focuses on the discussion.

**Discussion letters.** These will be structured at the discretion of the authors with no headings.

**Clinical Images.** This type of article consists of a single paragraph describing the novelty of the image the authors are sharing. There is no need to describe the entire clinical case. Instead, the author should explain why the image is relevant within the appropriate clinical context.

### Figures

Figures will appear referenced in the text with Arabic numerals in the order in which they are cited in the text. Figures can be placed either next to the relevant text in the article, or on a separate page. Figures can be embedded in the text or sent as separate files, but if the manuscript is accepted the authors will have to provide high-resolution figures. Make sure you use uniform lettering and sizing of your original artwork. Embed the used fonts if the application provides that option. Also ensure that the figure can be equally seen and understood under a grey scale version. A detailed [guide on electronic artwork](#) is available. You are urged to visit this site; some excerpts from the detailed information are given here.

**Formats.** If your electronic artwork is created in a Microsoft Office application (Word, PowerPoint, Excel) then please supply 'as is' in the native document format. Regardless of the application used other than Microsoft Office, when your electronic artwork is finalized, please 'Save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):

- EPS (or PDF): Vector drawings, embed all used fonts.
- TIFF (or JPEG): Color or grayscale photographs (halftones), keep to a minimum of 300 dpi.
- TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.
- TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors.
- Supply files that are too low in resolution
- Submit graphics that are disproportionately large for the content.

**Color artwork.** Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF) or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that

these figures will appear in color online (e.g., ScienceDirect and other sites). Further information on the preparation of electronic artwork.

**Figure captions.** Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used. Abbreviations must be defined in the footnote of the figure.

**Image manipulation.** Whilst it is accepted that authors sometimes need to manipulate images for clarity, manipulation for purposes of deception or fraud will be seen as scientific ethical abuse and will be dealt with accordingly. For graphical images, this journal is applying the following policy: no specific feature within an image may be enhanced, obscured, moved, removed, or introduced. Adjustments of brightness, contrast, or color balance are acceptable if and as long as they do not obscure or eliminate any information present in the original. Nonlinear adjustments (e.g. changes to gamma settings) must be disclosed in the figure legend.

#### **Tables.**

Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate pages at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.

#### **References**

**Citation in text.** Indicate references by superscript numbers in the text. The actual authors can be referred to, but the reference number must always be given. Please ensure that every reference cited in the text is also present in the reference list (and vice versa). The abstract must not have references. Unpublished results and personal communications are not recommended in the reference list but may be mentioned in the text. If these references are included in the reference list, they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

**Reference styles.** The reference should be quoted with this information depending on the nature of the publication cited:

- Journal articles. Named 6 authors, et al. followed by the title, the abbreviated name of the journal, the year of publication, the volume in bold and the first and last page with the final page truncated, followed by the DOI number. Examples: Van der Geer J, Hanraads JAJ, Lupton RA. The art of writing a scientific article. J Sci Commun 2010;163:51–9. <https://doi.org/10.1016/j.Sc.2010.00372>
- Book. The information to be included is: editors of the book, title o the book, city, editorial, year. Example: Strunk Jr W, White EB. The elements of style. 4th ed. New York: Longman; 2000
- Book chapter. The information to be included is: authors of the chapter. “in: “ editors of the book, title o the book, city, editorial, year and pages, with the ending page truncated. Example: Mettam GR, Adams LB. How to prepare an electronic version of your article. In: Jones BS, Smith RZ, editors. Introduction to the electronic age, New York: E-Publishing Inc; 2009, p. 281–304.
- Reference to a web site. Example: Global Initiative for Obstructive Lung Disease <https://goldcopd.org/>; 2003 [accessed 13 March 2024].

## Additional supplemental files

Additional online only materials are allowed, and these do not have to observe any of these length limitations. A graphical/visual abstract (see below specific instructions to elaborate the graphical/visual abstract) is recommended upon the initial submission and will be included compulsorily if a revised manuscript version is required.

## Summary

Type	Authors	Abstract	Text words	Figures/tables	References
Editorial	3	No	Unstructured 1000 words	1	15
Pro/con	2	No	Structured 2000 words	2	20
Original	Unlimited	Structured 250 words	Structured 3000 words	6/6	40
Review	6	Unstructured 250 words	Structured 3000 words	6	Unlimited
Societies voices	Unlimited	Unstructured 250 words	Structured 3000 words	6/6	Unlimited

Type	Authors	Abstract	Text words	Figures/tables	References
Scientific letters	6	No	Unstructured 1200 words	2	20
Discussion letters	3	No	Unstructured 500 words	1	5
Clinical letters	3	No	Unstructured 500 words	1	5
Clinical image	3	No	Unstructured 200 words	1	5

If any of these parameters are exceeded for the main manuscript, the authors must provide adequate justification in their cover letter, but it may result in the not suitability of the manuscript for publication. The instructions to authors for other not considered here articles will be specifically established by the editorial committee in each case.

## SECTION C. THE EDITORIAL PROCESS

### Submission

Authors who submit a manuscript to the journal do so knowing that they must not submit it to other journals until the previous editorial process has been concluded. In the event that a modification or transfer to another journal is suggested, authors must not submit the article to another journal until they have explicitly refused to submit a new version to the previous publisher. Manuscripts can be submitted electronically using the following web site:

<https://www.editorialmanager.com/ARBR/> link. If you are having problems with the submission or checking of your manuscripts, please, contact us at ([bronconeumologia@elsevier.com](mailto:bronconeumologia@elsevier.com)).

During the editorial process both the editorial committee and the reviewers may offer authors the opportunity to convert an initial manuscript into a different article type.

#### Submission checklist

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

Ensure that all necessary files have been uploaded and that the following items are present:

- Authorship page:
- The file “First page” must include the title in English, first name(s) and second name(s) of the author(s), authors' affiliations (department, institution, city, and country), e-mail address of the corresponding author, personal or institutional Twitter account if the authors so wish, conflicts of interests, funding source(s), authors' contributions, and Acknowledgments.
- Main text file:
  - All figures (include relevant captions)
  - All tables (including titles, description, footnotes)
  - Ensure all figure and table citations in the text match the files provided
  - Indicate clearly if color should be used for any figures in print
  - All references mentioned in the Reference List are cited in the text, and vice versa
- Graphical Abstracts / Highlights files (where applicable)
- Supplemental files (where applicable)
- Further considerations
  - Manuscript has been 'spell checked' and 'grammar checked'



- Permission has been obtained for use of copyrighted material from other sources (including the Internet)
- Journal policies detailed in this guide have been reviewed
- Referee suggestions and contact details provided, based on journal requirements

For further information, visit our [Support Center](#).

## After acceptance

### **Proofs.**

One set of page proofs (as PDF files) will be sent by e-mail to the corresponding author . To ensure a fast publication process of the article, we kindly ask authors to provide us with their proof corrections within two days. Elsevier now provides authors with PDF proofs which can be annotated; for this you will need to download the free Adobe Reader, version 9 (or higher). Instructions on how to annotate PDF files will accompany the proofs (also given online). The exact system requirements are given at the Adobe site. If you do not wish to use the PDF annotations function, you may list the corrections (including replies to the Query Form) and return them to Elsevier in an e-mail. Please list your corrections quoting line number. If, for any reason, this is not possible, then mark the corrections and any other comments (including replies to the Query Form) on a printout of your proof and scan the pages and return via e-mail. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. We will do everything possible to get your article published quickly and accurately. It is important to ensure that all corrections are sent back to us in one communication: please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

### **Offprints**

The corresponding author will, at no cost, receive a customized Share Link providing 50 days free access to the final published version of the article on ScienceDirect. The Share Link can be used for sharing the article via any communication channel, including email and social media. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Corresponding authors who have published their article gold open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.

### **Author inquiries**

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