

EDITING RULES FOR THE SUBMISSION OF MANUSCRIPTS

The compendium will be based on Real World Evidence (RWE), with **GRADE** system: Classification of quality of evidence and strength of recommendation.

The acquisition and classification of scientific evidence, and subsequent formulation of recommendations constitute the basis for the development of clinical practice guidelines. There are several systems for the classification of evidence and strength of recommendations; the most used nowadays is the **Grading of Recommendations, Assessment, Development and Evaluation** system (**GRADE**). The **GRADE** system initially classifies the evidence into high or low, coming from experimental or observational studies; subsequently and following a series of considerations, the evidence is classified into high, moderate, low, or very low. The strength of recommendations is based not only on the quality of the evidence, but also on a series of factors such as the risk/benefit balance, values and preferences of the patients and professionals, and the use of resources or costs.

Original Draft

- The originals must be sent in digital format.
- Each chapter will be delivered in a folder identified with the chapter number. The folder for each chapter will include:
 - A file (Word 6.0 or higher) for the text. All chapters will begin with the chapter number, the title, and the author's full name. This file cannot include tables, charts or figures.
 - A folder for tables, in which each table will be identified with two numbers separated by a dot, that of the chapter and that corresponding to the order within the chapter (e.g., those of chapter 1 will be named as follows: Table 1.1, Table 1.2, Table 1.3, etc.).
 - A folder for the tables, in which each table will be identified with two numbers separated by a dot, that of the chapter and that corresponding to the order within the chapter (e.g., those in chapter 1 will be named: Table 1.1, Table 1.2, etc.).
 - A folder for the figures, in which each figure will be identified with two numbers separated by a dot, that of the chapter and that corresponding to the order within the chapter (e.g., those in chapter 1 will be named as follows: Figure 1.1, Figure 1.1, Figure 1.2, etc.): Figure 1.1, Figure 1.2, Figure 1.3, etc.).
 - A file for the figure captions, in which each caption will be identified by the figure number.
 - A definitive chapter index (number, title and author) and the complete list of authors with their affiliations (hospital, speciality and email) must also be provided. The names of the authors must be complete, and the affiliations must be unified: they must have the same type of content and the same structure (see the author list template). If the names are not complete and/or the affiliations are not unified, the list of authors will be returned to the editor for completion and/or unification.
- The original manuscripts must be kept within the required length (number of characters with spaces, figures, tables, and charts). If the original manuscripts do not conform to the expected length, the editor of the work will be asked to do so.

Chapter structure:

- The paragraphs or headings of a chapter shall be identified by the hierarchical numbering exemplified below.
 - 1. 2.1. 2.2.1. 2.2.2.1.
 - 2. 2.2. 2.2.2. 2.2.2.2.
- In listings ordered by numbers, letters or bullets (·, §, → etc.) there may be no more than three levels. Otherwise, the director of the work will be asked to adapt the listings so as not to

-**Without calls** within the text and with the bibliographical references arranged alphabetically at the end of the chapter.

-**With numerical calls** in brackets within the text and with the bibliographical references ordered numerically at the end of the chapter.

-**With surname and year of publication** in brackets within the text and with the bibliographical references ordered alphabetically by surname at the end of the chapter.

Bibliographical references must be complete and follow the **Vancouver** System (see Annex 2). It is the responsibility of the coordinator of the work to ensure that the bibliographies follow the Vancouver System.

Miscellaneous

-**Drugs:** generic or chemical names should always be used and never trade names. In emergency or very practical treatment works, trade names may, exceptionally, be used.

-**Units:** it is preferable to use the classical units and then, in brackets, the international units, e.g., 90 mg/100 ml (5mmol/L). If only one of these units is used, the same units should be used throughout the work.

-**Number punctuation:** units of thousands are separated by a comma (2,450). Decimals are separated by a point (2.45).

-**Acronyms:** the first time an acronym is used in a chapter, the full word appears and, in brackets, the corresponding acronym. Thereafter, only the acronym is used. For example, acute myocardial infarction (AMI). Treatment of AMI...

-**Italics:** the use of italics should be limited to texts in Latin or other languages, names of micro-organisms, titles of other literary works and words that are to be highlighted.

-**Bold:** Bold type should be avoided. Exceptionally, it may be used to emphasise a concept.

ANNEX 1 TECHNICAL SPECIFICATIONS FOR FIGURES

- **Formats: figures shall always be submitted in their original format:**

- **Images** (photographs, drawings, radiographs, etc.) shall be submitted in uncompressed .tiff (preferred) or .jpg format.

-**Algorithms and diagrams created in Word/Power Point** shall be submitted in Word/Power Point. If the **figure contains an image, this must also be submitted separately** according to the instructions for images (see next point).

- **Creation of captions on images:** Starting from an image in .tiff/.jpg format, the image is inserted into a Word/Power Point document and the captions are written in this document. For these figures, two files must be submitted: the original image (.tiff or .jpg) and the Word/Power Point document with the image and captions.

- **Resolution:** The minimum resolution required for printing is 300 dpi (pixels per inch). This information can be consulted in the image properties, by right clicking on its icon (Properties > Details).

- **Dimension:** the minimum size shall be 1,024 × 600 pixels for landscape images and 600 × 1,024 pixels for portrait images. This information can be consulted in the image properties by right clicking on its icon (Properties > Details).

ANNEX 2. VANCOUVER SYSTEM FOR BIBLIOGRAPHIES

- **Journals**

- **Author.** All authors are listed if there are six or less; if there are more than six, the first six are listed followed by et al. In the name of the authors, the surname is written first (the first initial with a capital letter) followed by the initial(s) of the name(s) also with a capital letter without comma separations between surname and name. The different authors are separated by a comma; at the end of the last one, a full stop is used.

- **Title of the article.** With a full stop at the end.
- **Title of the journal.** According to the usual abbreviations for biomedical journals, from Index Medicus, followed by the year of publication and a semicolon.
- **Number of the journal** followed by the **part or supplement**, if applicable, in brackets, followed by a colon. Then: the **start page** of the article in the journal and **the end page** of the article separated by a hyphen.
- **Example.** Cosio G, Dedmak DD, Henry ML, Al-Haddad C, Falkenhain ME, Elkaammas EA et al. The high prevalence of severe early posttransplant renal allograft pathology in hepatitis C positive recipients. *Transplantation* 1996; 62 (8): 1054-59.
- **Books and monographs**
- **Author.** All authors are listed if there are six or less; if there are more than six, the first six are listed followed by et al. In the authors' names, the surname is written first (first initial with a capital letter) followed by the initial(s) of the name(s) also with a capital letter without comma separations between surname and name. Authors are separated by a comma; at the end of the last one, a full stop is used.
- **Title of the book.** With a comma at the end.
- **Edition** followed by the **city** where the work has been published with a comma at the end, and the **name of the publishing house** behind it (without any kind of particle before the name such as Ed., Editorial, etc.), followed by a comma and the **year** of publication, plus a full stop.
- **Example.** Roitt I, Brostoff J, Male D. *Immunology*, 5th ed. Madrid, Harcourt, 2000.
- **Chapters within a book**
- **Author.** All authors are listed if there are six or less; if there are more than six, the first six are listed followed by et al. In the **authors'** names, the surname is written first (first initial with a capital letter) followed by the initial(s) of the name(s) also with a capital letter without comma separations between surname and name. Authors are separated by a comma; at the end of the last one, a full stop is used.
- Followed by the chapter title plus a full stop.
- Followed by the preposition "In", a colon and the name of the author(s) of the book and the title of the book followed by a full stop.
- Next, the **city** where the work has been published followed by a comma, and the name of the publisher (without any kind of particle before the name such as Ed., Editorial, etc.), followed by a comma and the year of publication, plus a semicolon.
- Finally, the **pages** occupied by the chapter in the book (referenced in the same way as in the case of articles).
- **Example.** Durham S, Church M. Principles of diagnosis of allergic diseases. In: Holgate S, Church M, Lichtenstein L. *Allergy*, 2nd ed. Madrid, Harcourt, 2002; 3-16.