

European Annals of Otorhinolaryngology, Head and Neck Diseases

Instructions to authors

European Annals of Otorhinolaryngology, Head and Neck Diseases and its French version, *Annales Françaises d'Oto-Rhino-Laryngologie et de pathologie cervico-faciale*, publish original scientific articles in the field of oto-rhino-laryngology. Only the English version (*European Annals*) is indexed in international databases. The Journal follows the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (which can be viewed on the International Committee of Medical Journal Editors site: www.icjme.org). Authors can submit their article using the Journal's online submission site: <http://ees.elsevier.com/anorl>

Manuscripts are submitted for peer review by the Editorial Board, the only body that can decide on publication. The Board informs the author(s) of its observations, indicating the modifications required for their manuscript to be accepted. The authors must modify their article within 1 month. The Board reserves the right to make minor modifications to the text to standardize the presentation without informing the authors. In no case does the Journal make any commitments regarding the manuscripts submitted before the final decision taken by the editors. Having read the criteria for submissions, authors should ensure that their article complies with the Journal's editorial guidelines, outlined below, before uploading their files to the submission site.

1. CONDITIONS OF PUBLICATION

- The manuscripts submitted for publication must not have been published before or be simultaneously submitted for publication elsewhere.
- In submitting an article for publication, the author(s) guarantee(s) that the article has not been submitted for publication elsewhere and not been previously published.
- Reproduction of previously published documents must be accompanied by permission for their use from the copyright holder. This must be requested from the publisher and/or the author of the original publication.
- For prospective studies involving human subjects, all procedures should comply with the principles laid down by the committees responsible for experiments with human subjects (in agreement with local, regional or institutional ethics committees) or the 1975 Declaration of Helsinki as amended in 1983. Studies involving animals should comply with the guidelines set by hospital and National Research Council animal-care boards, and any other legislation on the handling and use of laboratory animals.

2. SECTIONS

When authors submit their manuscript, they should specify the section in which they wish to be published.

2.1 Review

Authors are advised to check that the editors are not currently planning publication of a manuscript on the same subject. A general review article should not exceed 3500 words, with an structured abstract no longer than 300 words and not more than 50 references.

2.2 Original article

An original article is divided into titled sections, including:

- **Introduction:** This defines the problem and briefly reviews the current state of knowledge on the subject. The last paragraph clearly outlines the objectives of the study. The verbs are in the present tense.
- **Materials and methods:** The patient and control subjects' selection criteria as well as the group composition are clearly indicated; the statistical methodology is presented. The verbs

are in the past tense.

- **Results:** The results are clearly and logically presented, including any negative results. The verbs are in the past tense.
- **Discussion:** The objective is to analyze and emphasize the innovative and important aspects of the study, and to discuss these in relation to the data reported in the literature.
- **Conclusion:** The lessons to be drawn from the experiment and the solutions to be suggested can conclude the discussion. The text should not exceed 3500 words, three tables, two figures and 25 references. A structured abstract not exceeding 300 words is required.

2.3 Case report

A case report is only published if it contributes original information particularly concerning the diagnosis or treatment of a rare disease or pathology. Histological slides should be added in cases involving tumor analysis.

Short reports not exceeding 1000 words will be preferred for publication. A case report can include a maximum of three tables, three figures and 10 references. An abstract structured into three parts (Introduction, Case presentation, Discussion/) not exceeding 200 words is required.

2.4 What is your diagnosis?

This type of article is a short presentation of a clinical case with iconography: radiologic, clinical, operative or anatomopathologic imaging. The title should be short, announcing the topic but not the diagnosis. There should not be more than three authors. The text (Description, Question(s) and Answers) should not exceed 200 words (not counting title, disclosure of interests, acknowledgments and references). The iconography should comprise at most two images, presented side by side in a single zone (marked "a" and "b"), without legend as the text itself provides the description. The text should not contain more than 5 references. The article is divided into the following 7 successive sections:

- **Title:** as short as possible, in no more than 60 characters.
- **Description:** presenting the clinical context of the images.
- **Question(s):** What is your diagnosis?
- **Answers.**
- **Disclosure of interest.**
- **Acknowledgements.**
- **References.**

2.5 Letter to the editor

This is the section, appropriate to most case reports. The number of authors should not exceed 4. The letter should contain no abstract or list of key-words. The word-count should not exceed 500, plus 5 references and 1 table or 1 or 2 figures. The letter should be arranged in two paragraphs, the first reporting the case and the second focusing on discussion. Images must be high-quality, perfectly formatted and free of any extra information or annotation.

2.6 Technical note

A surgical technique or technology article briefly describes a technique or treatment, their modifications or new equipment. A short discussion should provide a general overview and be limited to a precise message on the advantages of the technique. The text should not exceed 2000 words, an abstract, two figures and 10 references.

2.7 Tropical pathology

This rubric is for case reports specifically focusing on infectious or tumoral tropical pathologies. The text of the report (not counting title, Abstract, tables, disclosure of interest, acknowledgments and references) should not exceed 1,000 words. There should be not more than 3 tables, 3 figures and 10 references. There should not be more than 4 authors. The report should be divided into the following 10 successive sections:

- **Title:** as short as possible, in no more than 80 characters.
- **Abstract:** in 3 sections: Introduction, Case report, Discussion; there should be not more than 200 words.
- **Key-words:** 3 to 5.
- **Introduction:** in 3 parts: general presentation of the topic, particular aspect of the study topic, objectives.
- **Observation(s):** presentation of the case(s) studied. Up to 10 cases may be put together as a small series. This section should include no discussion or references.
- **Discussion:** the Discussion should not be divided up into subsections. It should analyze the findings presented under "Observation(s)" and compare them with the literature (PubMed analysis). Uncertainties and criticisms should be presented.
- **Conclusion:** lessons to be drawn, solutions and research perspectives.
- **Disclosure of interest.**
- **Acknowledgements.**
- **References.**

3. GENERAL PRESENTATION OF MANUSCRIPTS

- Manuscripts should be submitted as an MS Word text file.
 - Pages should be numbered consecutively, beginning with the title page.
 - Begin each section or component (title page, abstract, text, acknowledgements and conflict of interest statement, references, tables, figure legends) on a new page.
- Authors' names and institutions should not be mentioned in the text or the figures.
- Verb tenses in clinical descriptions should always be the same: present or past, but preferably past.

3.1 Text file

The text file must include the title page (title, authors, complete contact information) and the manuscript (abstract, key words, text, references, tables and table legends, figure legends). **On the first page:**

- **concise title**
 - list of authors and affiliated institution for each, city and country; the corresponding author's e-mail address and phone number are mandatory.

On the second page:

- **abstract:** this must be concise and factual. For original articles and case reports, the abstracts must be structured into Objectives, Materials and methods, Results and Conclusion, emphasizing new information. No abbreviations or references are allowed.
- **Three to five key words,** immediately after the abstract, should be chosen from the Medical Subject Headings of the Index Medicus.

On the following pages:

- **manuscript**
 - **tables and figures,** with legends. All data in figures are preferably presented in tables. Each table and figure should be cited in the text and a legend placed under the table or figure. If abbreviations are used in the tables and figures, they must be spelled out under the legend. Tables and figures should not be included in the body of the manuscript. They should be numbered in Arabic numerals in the order they are first cited in the text.
- **Bibliographic references**
 - All references should be cited in the text by Arabic numerals within square brackets, and presented in a list at the end of the article in the order they appear in the text.
 - References can only be published or in press. Personal communications or unpublished data do not appear in the reference list, but are mentioned in parentheses in the text. Doctoral theses should not appear in the reference list.
 - Journal titles are abbreviated following the U.S. National Library of Medicine nomenclature.
 - If there are more than six authors, only cite the first three followed by "et al."

Examples of references

Periodical

- Goldenberg D, Lee J, Koch WM, Kim MM, Trink B, Sidransky D. Habitual risk factors for head and neck cancer. *Otolaryngol Head Neck Surg* 2004;131:986-93.

Supplement to periodical

- O'Reilly RC, He Z, Bloedon E et al. The role of extra-esophageal reflux in otitis media in infants and children. *Laryngoscope*. 2008 Jul;118(7 Part 2 Suppl 116):1-9.
- Articles in press are cited as usual. Following the year of publication, add "(in press)".

Book

- Garabedian EN, Chabolle F. *Décision en ORL*. Paris: Vigot, 1994, 280 pages.

Book chapter

- Sigal R. Imagerie des tumeurs de la langue. In Marandas P. *Tumeurs de la langue mobile. Radiochimiothérapie des cancers des voies aérodigestives supérieures*. EDK; 2005.p. 47-50.

3.2 Illustration/figure files

- Figures should be provided in JPG (.jpg), TIFF (.tif) or EPS (.eps) format (avoid Word, PowerPoint and Excel formats) in separate files. The author should verify the illustration's readability (journal column: 81 mm).

The minimum resolution for the figures should be 300 dpi for black-and-white or color photographs, and 500-1000 dpi for graphs or diagrams. High resolution is absolutely necessary for printing.

- Figures (diagrams, drawings, color or black-and-white photos, histograms, graphs) should be cited in the text and numbered (Arabic numerals) in the order in which they appear in the text: (Fig. 1) (Table 1).

- Figure titles and legends are indispensable. Typographical elements in the figure should only be included if they are necessary for comprehension of the figure.

- Color figures will be systematically reproduced in color in the electronic version. The figures reinforce the text to illustrate or present results that cannot be presented as a table.

For any use of a figure or text already published, the author must provide the written permissions letter. The author must make the request from the publisher and/or author of the original publication.

3.3 Statistics, units of measure, etc.

The statistical methods used should be clearly presented to allow verification of all results reported. All medications and other drugs should appear under their international non-proprietary names, with the trade name followed by ® in a footnote, including the manufacturing laboratory and its head-office location. Surgical materials and implants should be described by

their generic names with a footnote stating the manufacturer's name, head-office site, and trade name of the device followed by TM. The units of measure for length, height, weight and volume must be in the metric system or their multiples. Temperatures must be in degrees Celsius and blood pressure in millimeters of mercury (mmHg). The hematological and biochemical measurements should be expressed according to the International System of Units. Any abbreviations or acronyms should be in full followed by the abbreviation in parentheses at its first mention in the text.

3.4 Presentation of acknowledgements

Acknowledgements are presented in a footnote at the bottom of the first page or at the end of the article before the references. These mention contributions that call for acknowledgement but do not warrant authorship, acknowledgement for technical assistance and acknowledgement for material or financial support.

3.5 Conflict of interest

The Journal follows the international practices relative to potential conflicts of interest in the submitted articles. Any manuscript submission must include a conflict of interest disclosure statement. A conflict of interest arises when an author and/or co-author have financial or personal relationships with other persons or organizations that may influence professional judgment concerning an essential value (such as the patient's well-being or integrity of the research). The main conflicts of interest are financial interests, clinical trials, occasional consultancies and familial relationships.

All authors of the publication must disclose any financial or personal relationships that could be considered as having a potential conflict of interest, but only bearing on the subject matter of the text to be published.

1. If there is no conflict of interest in relation to the article submitted, the following statement must be added directly in the manuscript: "Conflict of interest: none."
2. If there is one (or several) conflict(s) of interest with one or several authors of the article, the complete list of these conflicts of interest must be mentioned at the end of the manuscript before the bibliographical references and, following the form of presentation below, with the initials of the authors concerned and the name of the company, as shown in the examples below.

Examples of conflicts of interest statements, TO BE ADDED AT THE END OF THE TEXT, after the acknowledgments (if any):

- C. R., E. L. Financial interest in Barbot S.A.;
 - E. L. Owner, director, employee, participation in a company's decision body;
 - J.-J. E. Clinical trials: as principal investigator, coordinator or main researcher for RTM SARL;
 - P. L. Clinical trials: as co-investigator, associate researcher collaborator in the study for Light & Co;
 - F. W. Occasional consultancies: expert reports for EFS Associated;
 - M. D. Occasional consultancies: consultancies for SFC;
 - C. G. Conferences: invitations as a presenter for KKS & Son;
 - M. S. Conferences: invitations as an auditor (travel expenses paid by a company) for Regis SA;
 - C.-A. S. Substantial contributions to the budget of an institution under author's responsibility, Aphelion;
 - M. F. Close relatives employed in the companies declared below;
 - A.D. Conflict of interest: none.
3. If no conflict of interest disclosure statement has been included by the author (co-authors), the following statement will be published in the article: "Conflict of interest: the authors have not included a conflict of interest disclosure statement".

4. MANUSCRIPT SUBMISSION AND REVIEW

4.1 Submission

Authors are requested to respect the formatting and content rules outlined here, and to submit their article using the online submission and review system, the Elsevier Editorial System (EES), found at the following web address: <http://ees.elsevier.com/anorl>.

CONFIGURATION REQUIRED

- For PC Windows NT4, 2000, XP and above: Internet Explorer 5.5 and above; Netscape 7 and above; Firefox 0.9 and above; and Opera 7.51 and above.
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- Adobe Acrobat Reader 6.0 and above (free download): <http://www.adobe.fr/products/acrobat/readstep2.html>). Text file formats accepted are MS Word and WordPerfect.

4.2 How does the Elsevier Editorial System work?

On the home page of the online article submission site ANORL, click on "Register" in the horizontal list of links at the top of the screen. You are first asked to enter your first name and last name, and your e-mail address. Additional information is then requested: the article title; your preferred contact information; country; another address; and the user name chosen. Once this information has been entered, you will receive an e-mail confirming:

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Distinct files are necessary (see the paragraph above, "Rules for submission").

- The text file comprises: the title page (title, authors, complete contact information); the manuscript (abstract and key words); text; references; tables and table legends; and figure legends;
- Figure files: one file per figure.

4.3 Reviewing the manuscript

The articles submitted for publication are peer-reviewed by at least two reviewers and are managed by one editor. The author may indicate the name of two reviewers for the expertise of his/her manuscript.

The reviews are brought together and examined by the Editorial Board, which can:

- accept the publication as it is or refuse it if it does not correspond to the Journal's editorial standards. Under no circumstances does the Journal commit to a manuscript that is submitted until the final decision of the Editorial Board;
- decide to accept the article in principle provided that modifications are made based on the editor's observations and the requests of the above-cited reviewers. Making the requested corrections allows the article to be accepted, then to be translated and proceed to production. However, when the changes requested are consequential and important, the Editorial Board retains the possibility of publication provided that the article is rewritten with new analysis of the data. This manuscript will be submitted to the same review cycle as a new manuscript.

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