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 otorhinolaryngology. 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

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1. CONDITIONS OF PUBLICATION

- The manuscripts submitted for publication must not have been published before or be simultaneously submitted for publication elsewhere.
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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 300 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.

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• 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, 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.

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• 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.
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Examples of references
Periodical

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• Articles in press are cited as usual. Following the year of publication, add “(in press)”.

Book

Book chapter

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• 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.
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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 ™. 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.

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