

**European Annals of Otorhinolaryngology,
Head and Neck Diseases**
**Annales Françaises d'Oto-Rhino-Laryngologie et de
pathologie cervico-faciale**

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 from all domains in English and French. All the articles accepted (except history articles and articles that are not indexed by MedLine) are translated from French into English or from English to French by the Editorial Board for dual publication: in English in electronic form only (*European Annals*) and in French in paper and electronic editions (*Annales Françaises*). 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 only an electronic version of the article using the journal's online submissions site: <http://ees.elsevier.com/aforl>

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Manuscripts are submitted to 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 as to the manuscripts submitted before the final decision taken by the editors. The instructions to authors are identical for submissions in either French or English. Having read the criteria for submissions, authors should ensure that their article complies with the journal's editorial guide-lines 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.
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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 of the literature

Authors are advised to verify 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 a structured abstract no longer than 300 words and 50 references.

2.2 Original article

An original article is divided into titled sections, including:

- **Introduction:** The introduction 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.
- **Material and methods:** The patient and control subject 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 this experiment and the solutions to be envisaged 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 notably concerning the diagnosis or treatment of a rare disease or pathology. Histological slides should be added in case of tumor analysis.

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

2.4 Images, questions and answers

A brief presentation of a clinical, radiological, or histological case report followed by three or four questions on the major points. The detailed responses to these questions should be included in the manuscript. The manuscript will include a title page, the clinical history, and the questions and responses on one page, for a total of 300 words. It should also include a maximum of two to four figures and ten references. No abstract, no keywords.

2.5 Update

This topical article can be a spontaneous submission or commissioned by the editors. Its objective is to present the state of the art on a specific subject. The text should not

exceed 4000 words, five tables or figures, and 50 references. An abstract not exceeding 2000 words is required.

2.6 Surgical technique or technology

A surgical technique or technology article briefly describes a technique or treatment or 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, two figures, and ten references. No abstract.

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- Manuscripts should be submitted in an MS Word or Wordperfect text file.
- The pages should be numbered consecutively, beginning with the title page.
- Begin each section or component (title page, French and English 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 on the figures.
- Verb tenses in clinical descriptions should always be the same: present or past but preferably past.

3.1 The 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*
- the list of authors and affiliated institution for each, city and country, and imperatively the corresponding author's e-mail address and phone number.

On the second page:

- *the abstract*: this must be concise and factual. For original articles and case reports, the French and English abstract must be structured: Objectives, Material and methods, Results, Conclusions, emphasizing new information. No abbreviations or references are allowed.
- *Three to five key words* in French and English, immediately follow the abstract, chosen among the key words listed in the Medical Subject Headings of Index Medicus.

On the following pages:

- *the 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. The 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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- The 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.
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- If there are more than six authors, only cite the first three and add "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 extrae-sophageal reflux in otitis media in infants and children. *Laryngoscope*. 2008 Jul;118(7 Part 2 Suppl 116):1-9
- Articles in press are cited normally. Following the year of publication, indicate: (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.

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- The 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.

- The figures (diagrams, drawings, color or black-and-white photos, histograms, graphs) should be cited in the text by number (Arabic numerals) in the order they appear in the text (Fig. 1) (Table. 1).
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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 nonproprietary name, with the trade name followed by® in a footnote including the manufacturing laboratory and its head-office. Surgical materials and implants should be written under their generic name with a footnote mentioning the manufacturer's name, its head-office, and the 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

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

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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 exists when an author and/or co-author has financial or personal relationships with other persons or organizations that may influence professional judgment concerning an essential value (patient's well-being, research integrity, etc.). The main conflicts of interest are financial interests, clinical trials, occasional consultancies, family relations, etc.

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

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Examples of conflict of interest statements, TO BE ADDED AT THE END OF THE TEXT, under the acknowledgments (if present):

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 - 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;
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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) and the manuscript; (the abstract and the English key words; text; references; tables and table legends; figure legends);
- figure files: one file per figure

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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:

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