

# Revue du Rhumatisme Monographies

## Instructions to authors

June 2011

*Revue du Rhumatisme Monographies* publishes commissioned reviews covering a specific topic in each issue. Topics are covered once every 10 years as a mean. Broad fields of musculoskeletal disorders are covered, such as osteoarthritis, inflammatory arthritis and systemic diseases, metabolic, bone and muscle diseases, spinal diseases, soft tissue diseases, bone and joint tumours, transversal topics such as genetics, epidemiology, health policy, criteria, therapeutics at large.

Surgical techniques and work focusing specifically on orthopedic surgery are not within the scope of the journal.

### 1. Manuscript submission and handling

Manuscripts must be submitted in French (abstract in English) to the Deputy Editor: [frederic.liote@lrh.aphp.fr](mailto:frederic.liote@lrh.aphp.fr)

Manuscript submission implies that all the authors (represented by the corresponding author or submitting author) have read the present instructions to authors and approved of them without reservation. The authors must guarantee that the submitted manuscript was neither published previously nor submitted simultaneously for publication in another journal.

### 2. Manuscript category and length -- numbers of tables, figures, and references

*Revue du Rhumatisme Monographies* only publishes review articles that either provide a comprehensive discussion of available knowledge or an update of recent data about a specific topic. An abstract in English is required.

The following length limits must be respected: 3600 words / 22 000 characters spaces included, 60 references, 6 tables and figures. (The maximum number of words and characters is given for the text, without the references, tables, or figures.)

Even commissioned by the Editorial Board, manuscripts that fail to respect these limits will be rejected (the Editorial Board reserves the right to adapt these stringent limits in selected cases).

The tables and figures must be no wider than 120 characters (including spaces). To improve readability, the tables should be displayed in portrait mode and not in landscape mode.

The authors may submit an accompanying online digital supplement (see below), which will be published in its entirety.

### 3. Number of authors per manuscript

Each author accepts responsibility for all the information in the manuscript. In agreement with the rules governing scientific publications, each author must have contributed actively to the article, under the responsibility of the corresponding author. Supplying material or data not initially intended to be used in the study, obtaining authorizations or funding, or executing administrative tasks are not sufficient criteria for authorship. Corporations that commission studies are not entitled to authorship.

The Editorial Board reserves the right to ask for proof of authorship and to reject manuscripts that fail to comply with authorship rules.

The corresponding author should obtain written permission to include the names of the individuals mentioned in the acknowledgments section.

### 4. Conflicts of interest

*Revue du Rhumatisme Monographies* considers that conflicts of interest can arise as part of the normal process involved in designing or conducting a study. However, all conflicts of interest, most notably those of a financial nature, must be disclosed. The journal has adopted the standard policy of including a conflicts of interest section at the end of the text (before the reference list). In this section, the initials of each author are followed by a statement disclosing any conflicts of interest.

Authors must pay careful attention to writing a clear disclosure statement that is relevant to the submitted manuscript. Disclose only the conflicts of interest that might have had a bearing on the work reported in the manuscript. Exhaustive lists of all potential conflicts of interest may hinder the identification of one or more significant conflicts of interest and are therefore unacceptable.

The conflicts of interest section is separate from the acknowledgments section.

If an intermediary (e.g., a research organization) initially received funds from a corporation, this fact must be disclosed.

These rules are subject to change. The authors should be aware that the Editor or Editorial Board may have queries about conflicts of interest, to which the authors must reply satisfactorily if their manuscript is to be considered for publication.

## **5. Presentation of manuscripts**

### **5.1. Title page**

The title page should include the following:

- The title, which may be modified by the Editorial Board to improve accuracy;
- The first and last names of each author, followed by one or more superscript numbers indicating the affiliation(s) of the author;
- The name and full address of the corresponding author, with the e-mail address, telephone number, and fax number; the corresponding author certifies that all authors approved the entirety of the submitted material and contributed actively to the study (see above). All correspondence from the Editorial Board will be sent only to the corresponding author, including the proofs and reprint (in electronic format).
- The names and addresses of the institutions where the authors were working at the time the manuscript was drafted.

### **5.2. Abstract**

The abstract should be written on a new page. No abbreviations or references are allowed. An abstract in English is required. The maximum length is 250 words (1500 characters, including spaces). The abstract should contain the most important information relevant to the manuscript. A high-quality abstract is essential to manuscript acceptance.

### **5.3. Keywords**

List up to six keywords at the end of the abstract. Select keywords that will allow retrieval of the article after its publication. Avoid excessively general words (e.g., “diagnosis” or “clinical research”) and excessively specific words.

### **5.4. Body of the manuscript**

Start the body of the manuscript on a new page. Conform to the journal’s style as it is apparent in recent issues. Write with concision and avoid excessively short paragraphs. Choose verb tenses carefully to distinguish previously published data from the results of the work reported in the manuscript and comments on their impact. Number each section.

*Contents.* Avoid reports that center on strictly local issues. In every case, authors are encouraged to supply online digital supplements.

*Personal communications.* Permission from the source must be obtained first, under the responsibility of the corresponding author.

*Numbers and statistics.* Numerical data should be reported with a reasonable number of digits after the decimal point. The precision needed to justify reporting more than three or four digits after the decimal point (e.g., 0.1% and 0.01%, respectively) is rarely achieved in the biological and medical sciences. Similarly, *P* values can almost always be reported as follows:  $P < 0.05$ ,  $P < 0.01$  ( $P < 0.001$ , nonsignificant). Exceptions exist for some types of analysis.

*Abbreviations.* No abbreviations are allowed in the title, abstract, or headings. Limit the number of abbreviations in the body of the text. When using an abbreviation for the first time, place it in parentheses after the word or phrase spelled out in full.

*Tables.* Tables should be designed to be printed over the width of one or two columns. The maximum table width is 120 characters, including spaces. Present tables in portrait mode; do not use landscape mode. All abbreviations used in the table should be spelled out in full in a specific footnote to the table. Each table should start on a new page. Number the tables (Arabic numerals) consecutively in the order of their citation in the text. Cite each table when the data in the table are referred to first in the text.

*Figures.* The authors should design the figures to make them suitable for publication, usually over the width of one column and rarely over two columns. When designing the figures, the authors should make allowances for a possible size reduction: the resolution – most notably of the characters – should be adapted accordingly. The

criteria used to choose figures for a published article differ from those appropriate for an oral communication. In *Revue du Rhumatisme Monographies* color images are published in color in the electronic version. Authors who want their images to be published in color in the print version must contribute to the cost of reproduction of color figures; therefore, authors are encouraged to provide image resolutions that are appropriate for black-and-white publication. The legends to all the figures should be given on a separate page at the end of the manuscript; these legends should spell out all abbreviations. High resolution is crucial to obtain good-quality printed figures. Manuscripts accompanied with poor-quality figures will be rejected.

*References.* As a rule, the reference list should include only publications that can be accessed via international databases. References to journals that are not listed in Medline are not encouraged. The reference list should be prepared according to the Vancouver style, as illustrated below.

*Typical journal article*

[1] Poitras S, Rossignol M, Avouac J, et al. Management recommendations for knee osteoarthritis: how usable are they? *Joint Bone Spine* 2010;77:458-65.

*Article in a volume supplement*

[2] Pham T, Claudepierre P, Constantin A, et al. Tocilizumab: therapy and safety management. *Joint Bone Spine* 2010; 77 Suppl 1:S3-100.

*Book*

[3] Ritchlin CT, Fitzgerald O, Ed. Psoriatic and reactive arthritis. USA: Mosby;2007.

*Book chapter*

[4] Maigne R. Lombalgie d'origine lombosacrée. In: Maigne R. Douleurs d'origine vertébrale. Comprendre, diagnostiquer et traiter. Paris:Elsevier;2006. p. 230-9.











For articles that are in press, supply the digital object identifier (doi) listed in the database. For web sites, supply the URL and date of access by the author.

The last two sections of an article should be the conflicts of interest and acknowledgments sections.

- Conflicts of interest: They should be disclosed for each individual author. The conflicts of interest statement is under the responsibility of each individual author. Omitting to disclose conflicts of interest may lead to prosecution.
- Acknowledgments: this section can be used to acknowledge help received by study contributors who are not listed among the authors. Written permission must be obtained by the corresponding author from all individuals listed in the acknowledgments section. This section may also include the institutions, organizations, and other sources that funded the study.

*Online digital supplement.* The journal encourages the submission of supplemental multimedia files that add meaningfully to the articles. These files (e.g., images, video and audio files, archives, spreadsheets, and slide-shows) are for online publication only. The link to the home page of the supplement is supplied in the print version of the article and an icon is included on the first page of the article and on the abstract page to indicate the existence of the supplement.

Several formats are accepted for images (.gif, .tif, .jpg, .svg, .png, etc.), videos (.mov, .avi, etc.), podcasts (.mp3, .wma, .wav), documents (.doc, .pdf, etc.), spreadsheets (.xls, .cvs, etc.), and slide-shows (.ppt, .pps, etc.). Technical details on preparing online digital supplements are available at <http://www.elsevier.com/locate/authorartwork>

	Podcast		Patient information sheet
	Video/Animation		Legal documents
	Interactive self-evaluation		Case-report
	Interactive decision tree		Additional display items
	Additional information		Self-evaluation

## **6. Peer review process and decision regarding publication**

Each journal's issue is dedicated to cover a single topic.

One invited Editor is in charge of the content selection along with the Editorial Board; the Deputy Editor is in charge of the entire process and invites the authors to submit their review articles. Each review article is commissioned to experts in the field.

Manuscripts are single-blind reviewed by the invited Editor and the Deputy Editor in charge of an issue. Initial reviewing leads to one to three revised versions before acceptance.

The final decision on acceptance is made by the Editor.

The Editorial Board reserves the right to make copy-editing changes designed to improve the text or its comprehension. More specifically, changes may be made to the title, abstract, keywords, and reference list (corrections, additions, and deletions, including in the tables and figures). The Editorial Board may decide to publish part of the text as an online digital supplement.

At the proof-reading stage, the documents required for publication will be sent to the corresponding author by the Publisher, independently from the Editorial Board.

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