

## Journal of Morphological Sciences Author Instructions

Thank you for contributing to *Journal of Morphological Sciences*. Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article.

*Journal of Morphological Sciences* is the official journal of the Brazilian Society of Anatomy and the Panamerican Association of Anatomists. It publishes four issues per year exclusively in English, each issue containing from 15-17 original researches and reviews covering all aspects of morphology including: macroscopic and microscopic human and animal anatomies; history of morphological sciences; morphology and arts; education in morphology; techniques for the study of morphology; clinical and applied anatomy; compared morphology; pathological anatomy; anatomy and anthropology; embryology and cell biology and morphology applied to another sciences.

2019 Article Processing Charge (APC)
None

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### SUBMISSION CHECKLIST

All manuscripts must be submitted at the following link:  
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- AUTHOR INFORMATION**
  - All authors: full name, department, affiliation
  - Corresponding author: full name, degrees, department, affiliation, mailing address, telephone and fax number, e-mail address
- MANUSCRIPT FILE**
  - Must be digital - hard copy submissions are not accepted
- ABSTRACT AND KEYWORDS**
  - See the section Article Types for word limit
- REFERENCES**
  - Cited sequentially in AMA style
- FIGURES AND TABLES**
  - Cited sequentially in the main document, must be saved separately from the main document
- ART FILES**
  - Must be saved separately from the main document
- PERMISSIONS**
  - Required if you plan to reproduce content from a published source or include a photograph of a patient
  - Patient permission form included at the end of this document

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The publications include structure, functional morphology, animal development, as well all levels of structural organization from the submicroscopical to macroscopical levels including comparative anatomy and in vitro systems.

Journal of Morphological Sciences (JMS) is an Open Access free of charge to authors, currently indexed in the following databases: Scopus, LILACS (Latin American and Caribbean Health Science Literature), IMLA (Index Medicus Latino-Americano), Veterinary Science Database, CAB Abstracts, CAB Health e BIOSIS (Biological Abstracts and Zoological Record).

## MANUSCRIPT FORMAT

### Article Types

The following graph shows what types of articles are accepted for publication, and what requirement they may have.

Article Type	Abstract Limit	Keywords Limit	Title Limit
Regular Paper	Up to 250 words	Up to 5 keywords	Up to 15 words
Short Communication	Up to 250 words	Up to 5 keywords	Up to 15 words
Review Article	Up to 250 words	Up to 5 keywords	Up to 15 words
Case Report	Up to 250 words	Up to 5 keywords	Up to 15 words
Editorial	Not Applicable	Not Applicable	Up to 15 words
Letter to the Editor	Not Applicable	Not Applicable	Up to 15 words

### Regular Paper & Review Article

#### Introduction

- It should indicate briefly give the context of the study and the objective. It should clearly state how the research is related to others in the field studied. The reasons for undertaking it and what is new or important about this study should be clearly stated.
- The introduction should provide enough background information for the reader to understand the topic and contents of the paper,
- It should be preceded by the word "introduction" in boldface and followed by: (colon) and the text.

### Materials and Methods

- A clear and thorough statement of the contents of the manuscript.
- The materials and methods used in the experiments should be reported in this section. It should mention the materials source (manufacturer, city, state, country), the supplier, the description of animals studied (number, sex, weight, age, species).
- Methods which have been previously described should be mentioned in brief only with proper references unless they have been modified in the present work.
- Newly introduced techniques should be described in detail to allow easy repetition.
- The text should be preceded by the words "Materials and Methods" in boldface and followed by: (colon).
- Tables, Figures, and Annexes and respective legends can be included when necessary. Hence they should be mentioned in the text because when the manuscript is submitted they come at the end of it.

### Results

- Results should be clearly presented. Tables, figures, and annexes can also be used without data overlap.
- Tables, Figures, and Annexes and respective legends can be included when necessary. Hence they should be mentioned in the text because when the manuscript is submitted they come at the end of it.
- Phrases that express doubt such as "it seems to increase" or " it seems to be higher than" should be avoided.
- Non-significative results should not be used.
- The text should be preceded by the word "Results" in boldface and followed by: (colon).

### Conclusion

- Should be concise. Hypothesis should be discarded. Consider other hypotheses when justified, but define them clearly.
- All the most relevant ideas that directly derive from the work should be precisely and concisely included. The conclusions should be related to the objectives and give an answer to the hypothesis of the study. Results interpretation should be related to what has been mentioned previously in the manuscript.
- Information given previously in the introduction, materials and methods, and results can be cited again in the conclusions, but authors should not repeat detailed data that were previously presented.
- The text should be preceded by the word "Conclusions" in boldface and followed by: (colon).

### **Short Communication & Case Report**

For the Case Report category, the article should be structured as Introduction, Case Report and Discussion; if the item Conclusion is necessary, it should be inserted after; for Short Communications, it should be structured as Introduction, Short Communication and Discussions. The Introduction and Discussion sections should follow the criteria in items as mentioned for Regular & Review articles (please see above).

## **Editorial Policies**

- We accept articles in the areas of Neuroanatomy, Cytology, Histology, Embriology, Histochemistry, Electron Microscopy, Experimental Pathology, and Morphology.
- All submitted manuscripts must contain scientific research.
- All submitted manuscripts should contain original research, with novel theoretical contributions, not previously published and not under consideration for publication elsewhere.
- Papers submitted for scientific conferences, printed in thesis etc. must have an appropriate statement included as a footnote.
- The editorial will contain brief information regarding a guest author.

## **General Guidelines**

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Keep the format of your manuscript simple and clear. We will set your manuscript according to our style—do not try to “design” the document.
- The manuscript, including the title page, abstract and keywords, text, references, figure captions, and tables should be in Times New Roman, with 1.5 spacing in 12-point font with 1-inch margins all around an.
- Indicate the type of manuscript in the title, choosing from Regular paper, Review article, Case Report, or Short Communication
- Title page, Abstract, Main Text, Figure Legend, and References should be saved on a separate file.
- Each figure should be saved as its own separate file. Do not embed figures within the manuscript file. This requires special handling by Thieme’s Production Department.
- Keep abbreviations to a minimum and be sure to explain all of them the first time they are used in the text.
- The manuscripts should be written in consistent British or American English.
- The authors should use Système International (SI) measurements. For clarity, nonmetric equivalents may be included in parentheses following the SI measurements.
- Use generic names for drugs. You may cite proprietary names in parentheses along with the name and location of the manufacturer.
- Credit suppliers and manufacturers of equipment, drugs, and other brand-name material mentioned in the manuscript within parentheses, giving the company name and primary location.

## MANUSCRIPT FORMAT *continued*

### Title Page

- This journal adheres to a double-blinded peer-review policy, in which authors and referees will be kept anonymous. The title page should be uploaded as a separate document at the time of uploading the manuscript files.
- The title page should list the article title and the corresponding author's full name, degree, title, department, affiliation, mailing address, e-mail address, and telephone and fax numbers. It should also list the full name, department, affiliation and e-mail address of every co-author.
- Authors are required to disclose all financial and personal relationships that might influence their work, and all authors should disclose possible conflicts of interest, in their title page.

### Pub Letter

Pub Letter is a mandatory submission item stating why this paper should be published, stating that the manuscript has not been published or submitted elsewhere, and that all authors agree with the content and the current submission, as well as any financial and/or ethical disclosure. The Pub Letter can be structured in the following way:

- Author's name(s) and address:
- "The author who is responsible for the intellectual content of the manuscript".
- The identification should include the first author's full name (no abbreviations), and, in the line below, a brief curriculum qualifying the author in that specific field of knowledge plus a complete address. The same directions should apply to all the authors.
- The qualification/affiliation in the Field should include in the following order: Laboratory, College or School, Institute, and University.
- The address must be given below the qualification, must be given in the following order: number and street, borough, city, state, P.O. box, zip code (institution), and current author's e-mail.
- Leave one line blank between the authors' identification and their respective addresses.

Example:

Rodrigo Silva Santos.

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**Please note the number of authors of an article is limited to a maximum of 10.**

Should more people contribute to the article, they can be included in the acknowledgements.

### Article Title

- The article title should be chosen in a way that it identifies the manuscript content.
- Article title should not bear any abbreviations and species names and Latin words should be in italics.
- Short running title in English, no longer than 45 characters.
- Title must be given in boldface and centered.
- Full title and the subtitle (if any) written in English.

### Abstract and Keywords

See the section Article Types for word limits.

The abstract should briefly outline the content of the article and any conclusions it may reach. It should be structured as follows: Introduction, Material & Methods, Results and Conclusion. The keywords should be words a reader would be likely to use in searching for the content of the article.

## **Main Document**

- Main manuscript text should be blinded, i.e. no author information should be disclosed in this document. (Only exception if it is fundamental to the research)
- Text is to be divided into sections with the following headings consecutively in principle: Introduction, Material and Methods, Results, Discussion, Conclusion and Acknowledgement (if needed).
- Papers including human or animal subjects must include a statement of approval by appropriate agencies in the text.
- Use generic names of drugs or devices. If a particular brand was used in a study, insert the brand name along with the name and location of the manufacturer in parentheses after the generic name when the drug or device is first mentioned in the text.
- Quantities and units should be expressed in accordance with the recommendations of the International System of Units (SI), 8th edition 2006 ([www.bipm.org/units/commonpdfsi\\_brochure\\_8\\_en.pdf](http://www.bipm.org/units/commonpdfsi_brochure_8_en.pdf)).
- When abbreviations are used, give the full term followed by the abbreviation in parentheses the first time it is mentioned in the text, such as inferior gleno-humeral ligament (IGHL).
- Please clearly distinguish the hierarchy of headings within the manuscript by using capital letters, underline, italic, and bold styles as necessary.
- As needed, use italic, superscripts, subscripts, and boldface, but otherwise do not use multiple fonts and font sizes.
- Do not insert page or section breaks except where noted in the Author Instructions.
- Use hard returns (the Enter key) only at the end of a paragraph, not at the end of a line. Allow lines of text to break automatically in your word-processing software. Do not justify your text.
- Use only one space, not two, after periods.
- Create tables using the Table function in Microsoft Word.

## **Acknowledgments**

- Acknowledgements such as technical assistance, financial support, scholarships, and collaborations can be included when appropriate and names should be cited with consent
- Acknowledgements are placed at the end of report pages before the references.
- It should be preceded by the word "Acknowledgements" in boldface and followed by: (colon).

## **Conflict of Interest**

Authors are required to disclose all financial and personal relationships that might influence their work, and all authors should disclose possible conflicts of interest, in their title page.

Please click <http://www.icmje.org/conflicts-of-interest> to download a Conflict of Interest form.

## MANUSCRIPT FORMAT *continued*

### References

References should be the most recent and pertinent literature available. It is essential that they are complete and thoroughly checked. If the reference information is incomplete, good online sites to search for full details are the National Library of Medicine: [www.nlm.nih.gov](http://www.nlm.nih.gov); Books in Print: [www.booksinprint.com](http://www.booksinprint.com); PubMed: [www.ncbi.nlm.nih.gov/PubMed/](http://www.ncbi.nlm.nih.gov/PubMed/); or individual publisher Web sites.

- References must be listed in AMA style, using Index Medicus journal title abbreviations.
  - References follow the article text. Insert a page break between the end of text and the start of references.
  - References must be cited sequentially (NOT alphabetically) in the text using superscript numbers.
  - By way of exception to AMA style, do not italicize book titles or journal title abbreviations and do not put a period at the end of a reference.
  - List all author names, up to and including six names. For more than six authors, list the first three followed by et al.
  - References should be styled per the following examples:
1. Citing a journal article:  
Newburger JW, Takahashi M, Burns JC, et al. The treatment of Kawasaki syndrome with intravenous gamma-globulin. *N Engl J Med* 1986;315:341–347
  2. Citing a chapter in a book:  
Toma H. Takayasu's arteritis. In: Novick A, Scoble J, Hamilton G, eds. *Renal Vascular Disease*. Philadelphia: WB Saunders; 1995:47–62
  3. Citing a book:  
Stryer L. *Biochemistry*. 2nd ed. San Francisco: WH Freeman; 1981:559–596
  4. Citing a thesis:  
Stern I. Hemorrhagic Complications of Anticoagulant Therapy [Ph.D. dissertation]. Evanston, IL: Northwestern University; 1994
  5. Citing a government publication:  
Food and Drug Administration. Jin Bu Huan Herbal Tablets. Rockville, MD: National Press Office; April 15, 1994. Talk Paper T94-22
  6. Citing an online article:  
Rosenthal S, Chen R, Hadler S. The safety of acellular pertussis vaccine vs whole-cell pertussis vaccine [abstract]. *Arch Pediatr Adolesc Med* [serial online]. 1996;150:457–460. Available at: [http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol\\_150/no\\_5/abstract/htm](http://www.ama-assn.org/sci-pubs/journals/archive/ajdc/vol_150/no_5/abstract/htm). Accessed November 10, 1996
  7. Citing a symposium article:  
Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC



## MANUSCRIPT FORMAT *continued*

### Figure Captions

- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or tables.
- Figures prepared by the author(s) will be used in the online version of the journal. Cite each figure in the text and mark in the right margin of the page.
- Figures must be cited sequentially in the text. Number all figures (and corresponding figure captions) sequentially in the order they are cited in the text.
- Figure captions should be written after the reference list. Insert a page break between the end of references and the start of figure captions.
- Figure captions should include a description of the figure and/or each lettered part (A, B, etc.) and of any portions of the figure highlighted by arrows, arrowheads, asterisks, etc.
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- Photos of patients should be eye-covered and consent must be obtained from the patients or their guardian(s)
- If a figure has already been published, it is the author's responsibility to obtain written permission to reproduce or modify from the copyright holder, and acknowledge the original source in the legend
- Short Communication should be composed of 2 sheets or less of figures.

### Tables

- Data given in tables should be commented on but not repeated in the text. Be sure that lists or columns of related data are composed in a word-processing program like the rest of the text.
- Do not intersperse tables in the text. Tables should appear after the figure captions. Insert a page break between the end of the figure captions and the start of the tables.
- Tables must be double-spaced and numbered in the same sequence they are cited in the text. A short descriptive title should be provided for each table.
- If a table contains artwork, supply the artwork separately as a digital file.
- For tables borrowed or adapted from another publication (used with permission), add a credit line as the first footnote beneath each table. This credit line should be a complete bibliographical listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example, "Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357." ("Data from . . ." or "Adapted from . . ." may also be used, as appropriate.)
- Other footnotes for tables should be indicated in the table using superscript letters in alphabetical order.
- Any abbreviations used in the table should be explained at the end of the table in a footnote.

### Videos

- The following formats are acceptable: \*.avi, \*.mov and \*.mpg.
- For supplementary videos, the length should not exceed 4 minutes, and a legend of no more than 40 words per video or per sequence is required (it should also be included in the main document).
- If including a voice over, it must be in clear English. Be precise, informative, and clear in your speech. Re-record audio in post-production for sound quality.

### Appendix

- Complements of the manuscript should be submitted at the end of the manuscript after references.

### Annex

- Complement citation of the manuscript should be submitted separately.

## DIGITAL ARTWORK PREPARATION

### General Guidelines

- It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
- Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter.
- Save each figure in a separate file.
- Do not compress files.
  - **All black-and-white and color artwork should be at a resolution of 300 dpi (dots per inch) in TIFF format. Line art should be 1,200 dpi in EPS or TIFF format. Contact the Production Editor at Thieme if you are unsure of the final size.**
- It is preferable for figures to be cropped to their final size (approximately 3½ inches for a single column and up to 7 inches for a double column), or larger, and in the correct orientation. If art is submitted smaller and then has to be enlarged, its resolution (dpi) and clarity will decrease.

**Note:** Lower resolutions (less than 300 dpi) and JPEG format (.jpg extension) for grayscale and color artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. JPEG format, by definition, is a lower resolution (compressed) format designed for quick upload on computer screens.

### Black-and-White Art

- Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. Thieme will only accept digital artwork.
- If possible, do not send color art for conversion to black-and-white. Do the conversion yourself so that you can check the results and confirm in advance that no critical details are lost or obscured by the change to black-and-white.
- For best results, line art should be black on a white background. Lines and type should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality.

### Color Art

- All color artwork should be saved in CMYK, not RGB.

### Art Labels

- Arrows, asterisks, and arrowheads (or other markers) should be white in dark or black areas and black in light or white areas, and large in size. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process.
- Use 1-point (or thicker) rules and leader lines.
- Capitalize the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels.
- Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text.
- Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.

## **SUBMISSION PROCEDURE**

### **Article Processing Charge (APC)**

For the year 2018, there is no APC. All the authors can submit their submissions free of charge. If their manuscript is accepted, they do not need to pay any charges.

### **Submission Procedure**

- Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
- Manuscripts must be submitted electronically at the following link:  
<https://www.manuscriptmanager.net/jms>

### **Revision Procedure**

- Should the editors decide that your article requires a revision, you will need to make the changes via a word-processing program and resubmit it electronically.
- The best way to make revisions to your manuscript is by enabling the Track Changes mode in Microsoft Word, which will automatically highlight and mark up revised text. Please submit both a marked up copy and a clean copy of your revised manuscript to the submission system.

### **Peer-Review & Decision Process**

- Works will be submitted to the Editorial Board's review, and analyzed by two anonymous referees. In the case of disagreement between the reviews, a third referee will be heard, and following all reviews the decision on the acceptance/rejection of the manuscript will be made.
- Authors will be informed by e-mail once the review procedure is complete.
- Accepted articles may be subject to changes, which are not to alter the original content of the submission, related to their manuscripts. Changes shall focus on orthography, readability, intelligibility, and completeness.
- If a paper is declined, it will be sent back to the author accompanied by the referees' reviews.

## **PRODUCTION PROCEDURE**

### **Page Proofs**

Page proofs will be sent to you via email. The proofs will be in a PDF file format, which should be opened using Acrobat Reader software. You will receive further instructions with your proofs. Take this opportunity to check the typeset text for typographic and related errors. Elective alterations are difficult to accommodate owing to the associated time and expense of introducing them. Therefore, please be sure that when you submit your manuscript, it is accurate, complete, and final. The corresponding author will be given an opportunity to proofread the gallery of an accepted manuscript. Major changes are not permitted at this time.

## POLICY STATEMENTS

### Statement on Liability

The legislation on product liability makes increased demands on the duty of care to be exercised by authors of scientific research and medical publications. This applies in particular to papers and publications containing therapeutic directions or instructions and doses or dosage schedules. We therefore request you to examine with particular care, also in your own interest, the factual correctness of the contents of your manuscript once it has been copyedited and returned to you in the form of galley proofs. The responsibility for the correctness of data and statements made in the manuscript rests entirely with the author.

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1. Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data
2. Drafting the article or revising it critically for important intellectual content
3. Final approval of the version to be published

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For all manuscripts reporting data from studies involving human or animal participants, formal review and approval, or formal review and waiver (exemption), by an appropriate institutional review board (IRB) or ethics committee is required, as well as any necessary HIPAA consent, and should be described in the Methods section with the full name of the reviewing entity. All clinical trials must be registered in a public trials registry. Denote the registry and registry number.

### Patient Permission Policy

You must obtain a signed patient permission form for every patient whose recognizable photograph will be used. If you do not supply this, the identity of the patient must be obscured before the image is published; this could interfere with the instructive value of the photograph. Attached below is a sample patient permission form.

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### **Thieme Publishers – Production Manager**

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I also grant consent to link the illustrations with the clinical picture and medical therapy.

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