

Instructions to Authors for International Archives of Otorhinolaryngology

Thank you for contributing to International Archives of Otorhinolaryngology (IAO). Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article. There are no submission charges to submit your manuscript to this journal.

International Archives of Otorhinolaryngology (IAO) is an international peer-reviewed journal dedicated to otolaryngology-head and neck surgery, audiology, and speech therapy.

IAO is published every three months and supports the World Health Organization (WHO) and of the International Committee of Medical Journal Editors (ICMJE) politics regarding registration of clinical trials. Therefore we only accept for publication articles of clinical trials that have been given a number of identification from one of the Clinical Essay Registry validated by the criteria established by the WHO and the ICMJE, the links to which are available at the ICMJE (<http://www.icmje.org/>). The identification number should be given at the end of the abstract.

IAO reserves the right to exclusive publication of all accepted manuscripts. We will not consider any manuscript previously published nor under review by another publication. Once accepted for review, the manuscript must not be submitted elsewhere. Transfer of copyright to IAO is a prerequisite of publication. All authors must sign a copyright transfer form.

The editors and Thieme combat plagiarism, double publication, and scientific misconduct with the software CrossCheck powered by iThenticate. Your manuscript may be subject to an investigation and retraction if plagiarism is suspected.

All submissions follows double blind peer-review process. Manuscripts can be submitted free of charge (no APCs) through IAO's online submission website: <https://mc.manuscriptcentral.com/iaorl>.

Authors must disclose any financial relationship(s) at the time of submission, and any disclosures must be updated by the authors prior to publication. Information that could be perceived as potential conflict(s) of interest must be stated. This information includes, but is not limited to, grants or funding, employment, affiliations, patents, inventions, honoraria, consultancies, royalties, stock options/ownership, or expert testimony.

Peer Reviewing Process

The journal follows double blind peer-review process where author does not get to know the identity of the reviewer and the reviewer does not get to know the identity of the author. At least two random reviewers based on their technical and clinical expertise are assigned by the Chief Editor on each manuscript and the decision is taken based on the comparative reviews which the manuscript receives during the review process.

Article Categories

The journal publishes the types of articles defined below. When submitting your manuscript, please follow the instructions relevant to the applicable article category.

Original Research

Original, in-depth, clinical or basic science investigations that aim to change clinical practice or the understanding of a disease process. Article types include, but are not limited to, clinical trials, before-and-after studies, cohort studies, case-control studies, cross-sectional surveys, and diagnostic test assessments.

Components of original research are:

- A *title page*, including the manuscript title and all authors' full names, academic degrees (no more than three), institutional affiliations, locations, and ORCID iD. Designate one author as the corresponding author. Also indicate where the paper was presented, if applicable.
- A *structured abstract* of up to 250 words with the headings: Introduction, Objective, Methods, Results, and Conclusion.
- The *Manuscript body* should be divided as: introduction with objective(s); method; result; discussion; conclusion; references.
- Manuscript length of no more than 24 pages (exclusive of the title page and abstract).
- Studies involving human beings and animals should include the approval protocol number of the respective Ethics Committee on Research of the institution from which the research is affiliated.

Systematic Reviews (including Meta-analyses)

Critical assessments of literature and data sources on important clinical topics in otolaryngology-head and neck surgery. Systematic reviews that reduce bias with explicit procedures to select, appraise, and analyze studies are highly preferred over traditional narrative reviews. The review may include a meta-analysis, or statistical synthesis of data from separate, but similar, studies leading to a quantitative summary of the pooled results. The components of a systematic review are:

- A *title page*, including the manuscript title and all authors' full names, academic degrees, institutional affiliations, locations, and ORCID iD. Designate one author as the corresponding author. Also indicate where the paper was presented, if applicable.
- A *structured abstract* of up to 250 words with the headings: Introduction, Objectives, Data Synthesis, and Conclusion.
- The *Manuscript body* should be divided as: introduction; review of literature; discussion; final comments; references.
- *Manuscript length* of no more than 24 pages (exclusive of the title page and abstract).

Case Reports

It is not accepted for publication.

Update Manuscripts

The manuscript is an update that explores a particular subject, developed from current data, based on recently published works.

- A *title page*, including the manuscript title and all authors' full names, academic degrees, institutional affiliations, locations, and ORCID iD. Designate one author as the corresponding author. Also indicate where the paper was presented, if applicable.
- A *structured abstract* of up to 250 words with the headings: Introduction, Objectives, Data Synthesis, and Conclusion.

- *The Manuscript body* should be divided as: introduction; review of a particular subject; discussion; final comments; references.
- *Manuscript length* of no more than 15 pages (exclusive of the title page and abstract).

Video Data Innovation

The manuscript is an update that explores a particular subject, developed from current data, based on recently published works.

- *A title page, including the manuscript title and all authors' full names, academic degrees, institutional affiliations, locations, and ORCID iD. Designate one author as the corresponding author. Also indicate where the paper was presented, if applicable.*
- A structured abstract of up to 250 words with the headings: Introduction, Objectives, Data Synthesis, and Conclusion.
- The Manuscript body should be divided as: Introduction; Review of a Particular Subject; Discussion; Final Comments; References.
- Manuscript length of no more than 15 pages (exclusive of the title page and abstract).
- Manuscript including videos, figures and tables should have a maximum file size of 100MB.
- Submitted videos should not exceed 3 minutes. Videos require a label (e.g., "Video 1") and a brief description. If you want to include any explanation or narration with subtitles it must be in English.
- Format: Videos should be uploaded to the submission as Supplemental File for Review. Videos should be encoded in high definition format and in standard file extensions: .wmv, .mov, .qt, .mpg, .mpeg, or .mp4.
- To allow for a Double-Blinded Peer Review Process, be sure to exclude any author, institution or patient information.
- Originality: Videos and their description must not have been published previously.

Letters to the Editor and Opinion articles

Only by invitation from the Editorial Board. *Manuscript length*: no more 2 pages.

Manuscript Preparation

Correct preparation of the manuscript will expedite the review and publishing process. Manuscripts must conform to acceptable English usage.

Necessary Files for Submission (each topic should start in a new page):

- Title Page
- Abstract
- Manuscript (main text, references, and figure legends)
- Figure(s) (when appropriate)
- Table(s) (when appropriate)

In accordance with double-blind review, author/institutional information should be omitted or blinded from the following submission files: Manuscript, Figure(s), Table(s), Response to Reviewers.

The Abstract should be followed by three to six keywords in English, selected from the list of Descriptors (Mesh) created by National Library of Medicine and available at <https://meshb.nlm.nih.gov/search>.

Abbreviations

Do not use abbreviations in the title or abstract. When using abbreviations in the text, indicate the abbreviation parenthetically

after the first occurrence and use the abbreviation alone for all subsequent occurrences.

Authorship

Authorship credit should be based on criteria established by the International Committee of Medical Journal Editors: (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; and (3) final approval of the version to be published.

References

Authors are responsible for the completeness, accuracy, and format of their references. References should be numbered consecutively using Arabic numbers in the text. All authors shall be listed in full up to the total number of six; for seven or more authors, list the first three authors followed by "et al." There should be no more than 90 references for original articles and no more than 120 for systematic reviews or update articles. IAO uses the reference style outlined by the International Committee of Medical Journal Editors (ICMJE), also referred to as the "Vancouver" style. Example formats are listed in: http://www.nlm.nih.gov/bsd/uniform_requirements.html. Journal name abbreviations should be those found in the National Center for Biotechnology Information (NCBI) databases: <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>.

Examples

- **Journals:** Author | Article Title | Journal Title | Date of Publication | Volume Number | Issue Number | Pagination.
Huttenhower C, Gevers D, Knight R, et al. Structure, function and diversity of the healthy human microbiome. *Nature* 2012;486(7402):207-214
- **Dissertations and Theses:** Author | Title | Content Type | Place of Publication | Publisher | Date of Publication | Pagination.
Baldwin KB. An exploratory method of data retrieval from the electronic medical record for the evaluation of quality in healthcare [dissertation]. Chicago: University of Illinois at Chicago, Health Sciences Center; 2004:116
- **Books:** Author/Editor | Title | Edition | Place of Publication | Publisher | Date of Publication.
Valente M, Hosford-Dunn H, Roeser RJ. *Audiology Treatment*. 2nd ed. New York: Thieme; 2008
- **Book chapters:** Author of the chapter | Title of chapter | In: Editor(s) of book | Title of book | Place of Publication | Publisher | Date of Publication | Pagination.
Vilkman E. A survey on the occupational safety and health arrangements for voice and speech professionals in Europe. In: Dejonckere PH, ed. *Occupational Voice: Care and Cure*. Hague: Kugler Publications; 2001:129-137
- **Electronic material:** for articles taken entirely from the Internet, please follow the rules mentioned above and add at the end the web site address.
Ex: AMA: helping doctors help patients [Internet]. Chicago: American Medical Association; c1995-2007 Available at: <http://www.ama-assn.org/>. Accessed Feb 22, 2007

Figures

Figures must be uploaded separately. Include the number of the figure in the description box.

Figure Legends

Provide a legend for each figure. List the legends (double-spaced) on a separate text page, after the reference page. Up to 8 pictures will be published at no cost to the authors; color pictures will be published at the editor's discretion.

Acceptable submissions include the following: JPG, GIF, PNG, PSD, or TIF. The Publication Management System accepts only high definition images with the following features:

- Width up to 1000 px and DPI equal to or higher than 300;
- The image formats should be preferentially TIF or JPG;
- The maximum image size should be 8 MB;
- If figures have multiple parts (e.g., A, B, C, D), each part must be counted as a separate image in the total number allowed.

Tables and Graphs

Tables should be numbered in Arabic numbers consecutively as they appear in the text, with a concise but self-explicative title, without underlined elements or lines inside it. When tables have too many data, prefer to present graphics (in black and white). If there are abbreviations, an explicative text should be provided on the lower margin of the table or graph.

Appendices

Appendices will only be published online, not in the print journal, and may include additional figures or tables that enhance the value of the manuscript. Appendices must be submitted online with the rest of the manuscript and labeled as such. Questionnaires will be considered as Appendices.

Online Manuscript Submission

All manuscripts should be submitted free of charge at <https://mc.manuscriptcentral.com/iaorl>, which gives access to the ScholarOne Manuscripts submission system where the submission of the article is done by the authors and the evaluation process is done by the reviewers of our editorial board in a blinded process where the names of the authors are not displayed in any instance. The system will ask for your user ID and password if you have already registered. If you have not registered, click on the link "Create Account" and make your registration. In case you have forgotten your password, click on the appropriate link and the system will generate an automatic e-mail with the information.

The author(s) should keep a copy of all submitted material for publication because the editor cannot be held responsible for any lost material.

After submission, the system offers the option of saving a copy of your manuscript in PDF format for your control.

The journal strongly recommends that the authors submit their electronic manuscripts written in Microsoft Word.

POLICY STATEMENTS

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

Ethics standards

No data or image identifying a patient can be used without formal consent (patient permission forms are available at: www.thieme.com/journal-authors); studies using human beings or animal trials must follow ethical standards from the International Committee of Medical Journals Editors – ICMJE, as well as approval of original institution's Ethics Committee; conflicts of interest must have a ICMJE form filled in by all authors (available at: <http://icmje.org/>); commercial marks should be avoided; authors are the sole responsible for opinions and concepts in the published articles, as well as for the reference accuracy.

Authorization Letter

The corresponding author should send a letter authorizing publication, signed by all coauthors, ensuring the uniqueness of the publication, ie, the article should not be posted on other news outlets, not be available online. Articles already published in other media should say when and where they were accepted for publication.

Conflict of Interest Statement (if any):

All authors (including corresponding and coauthors associated with the manuscript) must make a formal statement at the time of submission indicating any potential conflict of interest that might constitute an embarrassment to any of the authors if it were not to be declared and were to emerge after publication. Such conflicts might include, but are not limited to, shareholding in or receipt of a grant or consultancy fee from a company whose product features in the submitted manuscript or which manufactures a competing product. Should the article be accepted for publication, this information will be published with the paper.

Types of conflicts include: Consulting, Royalties, Research Support, Institutional Support, Ownership, Stock/Options, Speakers Bureau, and Fellowship Support. Any commercial entity whose products are described, reviewed, evaluated, or compared in the manuscript, except for those disclosed in the Acknowledgments section, are potential conflicts. This journal follows the guidelines of the International Committee of Medical Journal Editors and an ICMJE disclosure of potential conflicts of interest (COI) form must be submitted for each author at the time of manuscript submission. Forms must be submitted even if there is no conflict of interest. It is the responsibility of the corresponding author to ensure that all authors adhere to this policy prior to submission.

A conflict of interest statement must also be included in the manuscript after any "Acknowledgements" and "Funding" sections and should summarize all aspects of any conflicts of interest included on the ICMJE form. If there is no conflict of interest, authors must include 'Conflict of Interest: none declared'. Please click <http://www.icmje.org/conflictsofinterest> to download a Conflict of Interest form. The disclosure information is important in article processing. If the provided forms are incomplete or missing, it can cause delays in publishing of article.

Informed Consent

The journal adheres to the principles set forth in the Helsinki Declaration and holds that all reported research conducted with human participants should be conducted in accordance with such principles. Reports describing data obtained from research conducted in human participants must contain a statement in the Methods section indicating approval by the Institutional Review Board (IRB). The authors should also indicate whether or not individual consent for the study was obtained, or whether it was waived.

Conflicts arising from papers authored by Editorial Board Members

The journal evaluates any submissions from the members of the editorial board purely on merit of the clinical content presented as it does for any other article coming from authors globally. All the articles including articles from Editorial Board members are evaluated via double-blind peer review process, which will ensure that the information of author(s) is not revealed

to the reviewers. In doing so, the journal ensures there are no conflict of interests or preferences and selection of articles is purely on its clinical content merit, thus ensuring best ethical standards and practices of peer-review are maintained.

Copyright Statement

Submitted manuscripts must represent original research not previously published nor being considered for publication elsewhere. The editors and Thieme combat plagiarism, double publication, and scientific misconduct with the software CrossCheck powered by iThenticate. Your manuscript may be subject to an investigation and retraction if plagiarism is suspected. If you plan to reproduce text, tables, or figures from a published source, you must first obtain written permission from the copyright holder (usually the Society). This is required even if the material is from your own published work. For material never before published and given to you by another person, you must obtain permission from that person. Serious delays to publication can be incurred if permissions are not obtained. As the author, it is your responsibility to obtain all permissions, pay any permission fees, furnish copies of permissions to Thieme with your manuscript, and include a credit line at the end of the figure caption, beneath the table, or in a text footnote. Articles are published under the "CC-BY-NC-ND 4.0" license. This means that everyone is free to copy, distribute and transmit the published article. Commercial use is not allowed, nor are derivative works (nobody may alter, transform or build upon your work without express permission). The full text of the license can be found at <https://creativecommons.org/licenses/by-nc-nd/4.0>.

Duplicate or Redundant Submission

Manuscripts are considered with the understanding that they have not been published previously and are not under consideration by another publication. If the author explicitly wishes the journal to consider duplicate publication, he or she must submit the request, in writing, to the Editor with appropriate justification.

Deadlines

Submissions not in compliance with the following instructions will be returned to the author by the editorial office and a corrected version must be resubmitted within 30 days. Papers not resubmitted within that time will be withdrawn from consideration.

Revised manuscripts must follow the same instructions and should be submitted within 30 days of the revision letter date.

Accepted manuscripts sent to the publisher will be typeset and proofs will then be sent by e-mail to the corresponding author. If proofs are not approved and received within 2 business days, the article will not be published.

The reviewers should send their comments within 20 days.

English Language Assistance

Appropriate use of the English language is a requirement for publication in IAORL. Authors who wish to improve the

grammar and spelling in their articles may wish to consult a professional service. Many companies provide substantive editing via the web. A few examples are:

AJE - American Journal Experts (10% discount): <https://www.aje.com/c/CEDAO10>; **Enago** (20% discount on all editing services): <https://www.enago.com.br/forl/>; **Editage** (10% discount, use coupon code FORL10): <https://www.editage.com>. Please note that IAORL has no affiliation with these companies and use of the service does not guarantee your manuscript will be accepted.

The International Archives of Otorhinolaryngology Scientific Merit Journal Prize

The IAORL Scientific Merit Journal Prize is awarded every year for up to three best systematic review (meta-analysis) papers published each year in the journal. Manuscript awards will be selected based on novelty, impact, data quality, and number of online downloads by the journal readers.

The result will be communicated to the winners and officially published in an issue of IAORL. All authors and co-authors will receive certificates of Scientific Merit.

Editorial Contact

Editor in Chief

Geraldo Pereira Jotz, MD, PhD.

Co-Editor

Aline Gomes Bittencourt, MD, PhD.

Editorial Office

Adilson Montefusco, MSc.

montefusco@iaorl.org

IAORL Address

Rua Artur de Azevedo 46, Zip code 05404-000,
São Paulo/SP, Brazil

Phone: +55 11 3062 4097

E-mail: iaorl@iaorl.org

Websites: www.thieme.com/iao

www.internationalarchivesent.org

Thieme Publishers

Acquisitions Editor

Ana Bluhm, MSc., PhD

ana.bluhm@thieme.com.br

Production Coordinator

Gisele Múfalo

gisele.mufalo@thieme.com.br

Junior Production Coordinator

Paula Di Sessa Vavlis

paula.disessa@thieme.com.br