

## INSTRUCTIONS FOR AUTHORS

### If you want to publish an article in “La Tunisie Médicale”?

Please visit the website <http://www.latunisiemedicale.com/> Impact Factor 0,300 (2014)\*

\*<http://www.scimagojr.com/>

La Tunisie Médicale will consider publication without prior invitation the following types of articles:

1. Meta-analysis and systematic reviews.
2. Original articles (Randomized controlled studies, prospective studies, case-control studies, retrospective series)
3. State of the art papers: The editors will consider both invited and uninvited review articles.
4. Case reports
5. Technical notes: concern descriptions of new technologies, new surgical techniques and their evaluation
6. Videos and dynamic manuscripts.
7. Letters to the Editors
8. Imaging in clinical practice
9. Papers presented at Tunisian Society for Medical Science Congresses, Maghreb Medical Meetings and other medical Congresses.

La Tunisie Médicale will consider publication with invitation only the following types of manuscripts:

1. Editorial
2. Invited commentary
3. Invited review
4. Historical note
5. Reply to letter to the editor

### ARTICLE TYPES

1) Reviews (including systematic review articles based on exhaustive literature search and meta-analyses of published randomized controlled clinical studies). Editorial board encourages submissions of reviews.

All meta-analyses of randomized trials must adhere to the guidelines outlined in the **PRISMA statement** (1). Useful resources for authors of review articles include the article ‘Systematic

reviews and meta-analysis of Sauerland (2), and the Cochrane Handbook for Systematic Reviews of Interventions (3). Further information on how to do this is available in the Cochrane Manual. These articles will be subject to the usual peer-review process.

## 2) Original articles

Original Articles are full-length reports of original basic or clinical investigations. Original Scientific Reports must adhere to a **2.500 word limit** (not including the title page, abstract, references, tables, and figures). The final word count should be included in the title page of the manuscript. Original articles should normally be in the format of Introduction, Aim, Methods, Results and Discussion. A structured abstract of fewer than 250 words should be provided.

### *\* Prospective clinical trials*

La Tunisie Médicale invites all authors to register prospective clinical trials in a suitable electronic and freely accessible registry (e.g. [www.clinicaltrials.gov](http://www.clinicaltrials.gov), [www.controlled-trials.com](http://www.controlled-trials.com)), according to the ICMJE guidelines. All randomized clinical trials must adhere to the guidelines outlined in the CONSORT statement (<http://www.consort-statement.org/consort-2010>) (4). The primary end point and power calculation must be clearly stated, and randomized clinical trials should be clearly identified as such in both the title and the abstract.

### *\* Observational studies*

**STROBE stands** (5) for an international, collaborative initiative of epidemiologists, methodologists, statisticians, researchers and journal editors involved in the conduct and dissemination of observational studies, with the common aim of STrengthening the Reporting of OBservational studies in Epidemiology. <http://www.who.int/bulletin/volumes/85/11/07-045120.pdf>

### *\* Experimental studies*

Papers involving experimental or animal research are sometimes challenging to read. To improve the quality of experimental research, submissions will generally be restricted to a maximum of 3500 words, a combined total of five figures and tables, and 30 references.

### *\* Retrospective study – case control study*

3) State of the art papers: Such manuscripts must adhere to preferred length guidelines and require an unstructured abstract of no more than 250 words. Authors should detail in their cover letter how their submission differs from existing reviews on the subject.

## 4) Brief Original Articles:

Brief Original Articles must adhere to a 1,500 word limit (not including the title page, abstract, references, tables and figures).

5) Case Reports:

Case reports should normally be in the format of Introduction, Aim, Reported case and Discussion, a maximum of 10 references with or without a maximum of three figures.

6) Brief Case Reports:

Brief communications describing an original observation (Aim, case, conclusion, three references and maximum two figures).

7) Letter to the Editor:

Letters should pertain to material previously published in La Tunisie Médicale. Letters should not exceed 500 words with no more than five references, the first of which should be the article published in la Tunisie Médicale on which you wish to comment.

8) Technical notes:

Brief communications describing a new technique.

9) Imaging in clinical practice

In this section, four authors (maximum) reported a case with relevant imaging and operative findings if available. A quiz, with commented multiple choice questions, is encouraged by the editorial board

## **MANUSCRIPT PREPARATION**

La Tunisie Médicale Adopt the rules of The International Committee of Medical Journal Editors (ICMJE) which was originally known as the Vancouver Group. <http://www.icmje.org/> (6).

### **General instructions**

- Use a normal, plain font (e.g., 12 point Times Roman or 11 point Arial) for text
- Double-space the text
- Use italics for emphasis
- Use the automatic page numbering function to number the pages

## Manuscript organization

The manuscript should be arranged as follows: 1) title page; 2) structured abstract and key words; 3) abbreviations list; 4) text; 5) acknowledgments (if applicable); 6) references; 7) figure titles and legends; and 8) tables. Page numbering should begin with the title page.

**TITLE PAGE:** The title page should include:

- A concise and informative title **no more than 10 words**
- A short title for use as a running head (No more than 40 characters).
- The name(s) of the author(s) including the affiliation(s) and address(es) of each author. The complete name and address of the author to whom correspondence should be sent, as well as his/her phone number, fax number, and email address.
- Grant support for the research reported
- Potential and real conflicts of interest
- Manuscript word count

### NOTE:

- No more than **6 authors** will be accepted for all manuscripts without a letter detailing explicit contribution of authorship. Individual contributors who have not reached this level of contribution should be acknowledged at the end of the manuscript text. Please consult authorship criteria : <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
- You **cannot add authors** after acceptance or on proofs.

**ABSTRACT (if applicable):** The abstract must appear between the title page and the Introduction section of the manuscript, even if it has been uploaded separately. Manuscripts should contain a structured abstract of not more than 250 words. It should be a factual description of the study performed organized with the headings of *Background, Aim, Methods, Results* and *Conclusions*.

- **Keywords** relevant to the manuscript

### NOTE:

The title, brief title, abstract and key words should be submitted in both **French** and **English**.

**TEXT:** Original scientific reports should be arranged in sections titled:

1. Introduction
2. Methods

### 3. Results

### 4. Discussion & Conclusion

**Units of Measure :** Authors should provide units of measurement in SI units (International System of Units).

**Drug Names :** Only generic drug names should be used. Trademark or brand names should not be used except in specific cases where the brand name is essential to reproduce or interpret the study. These exceptions should be noted in accompanying correspondence.

#### **NOTE :**

When resubmitting after reviewing process, please make sure you **highlight the corrections** requested by reviewers in the manuscript.

**ACKNOWLEDGEMENTS:** A brief statement should acknowledge individuals, other than authors, who were of direct help in the reported work or if the work was supported by a federal or commercial grant. All acknowledged persons should give their written consent to being named in the manuscript.

#### **REFERENCES:**

Cite references in the text sequentially in full size Arabic numerals on the line and in parentheses before any punctuation mark. For example: "...as reported by Saito and colleagues (15)."

Two references are cited separated by a comma, with no space. Three or more consecutive references are given as a range with an en rule.

Titles of journals should be abbreviated according to the style used in *Index Medicus*. If journal titles are not listed in *Index Medicus* they should be spelled out.

References first cited in a table or figure legend should be numbered so that they will be in sequence with references cited in the text at the point where the table or figure is first mentioned. List all authors when there are six or fewer; when there are seven or more, list the first three, followed by "et al."

The following are sample references:

#### **Periodical journal**

##### **Standard Journal Article:**

Chahed MK, Bellali H, Ben Alaya N, Aoun K, Zouari B. High risk areas for echinococcosis-hydatidosis in Tunisia. *Tunis Med* 2015;93:33-7.

##### **Periodical journal with part with supplement**

Claridge KG, Francis PJ, Bates AK. Should second eye cataract surgery be rationed? *Eye* 1995;9(6 Suppl):47-9.

***Journal article with DOI provided (if available)***

Bhutta ZA, Darmstadt GL, Hasan BS, Haws RA. Community-based interventions for improving perinatal and neonatal health outcomes in developing countries: a review of the evidence. *Pediatrics* 2005;115(2 Suppl):519-617. DOI:10.1542/peds.2004-144.

***Online journal***

Kaul S, Diamond GA. Good enough: a primer on the analysis and interpretation of non-inferiority trials. *Ann Intern Med* [Internet]. 2006 Jul 4 [cited 2007 Jan 4]; 145(1):62-9. Available from: <http://www.annals.org/cgi/reprint/145/1/62.pdf>

**Books**

Bouhaouala MH, Hendaoui L. Hydatid Disease: Imaging Features 1<sup>st</sup>ed. Tunis: Research Medical Imaging Association 2008.

***Book chapter***

Goadsby PJ. Pathophysiology of headache. In: Silberstein SD, Lipton RB, Dalessio DJ, eds. *Wolff's headache and other head pain*. 7th ed. Oxford, England: Oxford University Press, 2001:57-72.

***Online resources***

Hooper JF. Psychiatry & the Law: Forensic Psychiatric Resources Page [Internet]. Tuscaloosa (AL): University of Alabama, Department of Psychiatry and Neurology; 1999 Jan 1 [updated 2006 Jul 8; cited 2007 Feb 23]. Available from: <http://bama.ua.edu/~jhooper/>.

**TABLES and FIGURES:** No more than **five tables and figures** are accepted.

Identify any previously published material by giving the original source in the form of a reference at the end of the table caption or the figure legend.

**TABLES:**

- All tables are to be numbered using Arabic numerals
- Tables should always be cited in text in consecutive numerical order
- The table title should explain clearly and concisely the components of the table, it should be centered above the table.

- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body

### **FIGURES:**

- All figures are to be numbered using Arabic numerals
- Preferred file formats for figures are JPEG (.jpeg or .jpg), EPS (.eps), or TIFF (.tif).
- Include explanations of symbols and shading within the figure, use arrows to identify particular areas of interest.
- Figures in which a person is identifiable must either have the face masked out, or be accompanied by written permission for publication from the individual in the photograph.

### **MULTIMEDIA (dynamic) MANUSCRIPT SUBMISSION (i.e. streaming videos):**

- A dynamic manuscript is a print article with imbedded video material. Up to 3 (one minute maximum each) videos per manuscript submission will be accepted. Make sure to note in your manuscript the placement of the video clips.
- Formats/File Types: We will accept digital files in **MPEG, MOV and AVI formats**

## **ONLINE SUBMISSION GUIDELINES**

All manuscripts must be submitted online to "<http://www.latunisiemedicale.com/>".

Firstly, the author should go on the website and create a free count. Click on "submit" afterwards on "online submission". You have to follow six steps.

**Step 1:** Please state: (1) the type of manuscript (2) the title of the article in English and in French; (3) the structured abstract in English (Background, aim, methods, results and conclusion) and in French (pré requis, but, méthodes, résultats et conclusion): This must contain fewer than 250 words; (4) the key words in English and in French.

**Step 2:** Please state the specialty in which the manuscript is being submitted

**Step 3:** The authors should submit (1) the surname and first name of each author with indication of the corresponding author; (2) email of each author; (3) the department(s) and institution(s) to which the work should be attributed.

**Step 4:** Cover letter: The authors should explain (1) the strength of their article and specify whether the paper is based on a previous communication to a society or meeting; (2) the sources of funding for research and/or publication; (3) the category in which the manuscript is being submitted (original article, review, brief case report...)

**Step 5:** Submission of main manuscript, tables and figures

- Main Text (file formats for text should be ".doc" or ".docx")

- Tables (Preferred file formats for tables are .doc). Please, present tables in portrait format type. Each table should be on a separate page with a brief title.
- Figures: Submit each illustration as a separate file. Label each illustration with the figure number. Figures should not be embedded in the manuscript text file.

Upon manuscript submission, the Editorial Office will review all manuscript files to verify that guidelines stated in this document are adhered to. Your manuscript will be unsubmitted if it does not meet the proper submission requirements.

After submission, you may return to follow the progress of your submission through the review process.

**Copyright Transfer Statement signed and dated by the corresponding author on behalf of all authors must be uploaded when article is definitively accepted.**

If you are unable to submit your manuscript via the website or have any questions about La Tunisie Médicale, please contact the editorial office:

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## **AUTHOR PROOFS**

After a submission is accepted, a proof of the article is made available to the corresponding author. The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures.

It is particularly important to check the proofs for accurate spelling of the author's names. It will be impossible to change an incorrectly spelled author's name after publication. Substantial changes in content, e.g., new results, corrected values, title and authorship, are not allowed without the approval of the Editor-in-Chief.

The article will be published online after receipt of the corrected proofs. After online publication, further changes can only be made in the form of an Erratum, **which will be hyperlinked to the article.**

After release of the printed version, the article can also be cited by issue and page numbers.

## **PUBLICATION ETHICS**

**Important information for authors**



An article is reviewed for publication on the assumption that its contents have not been submitted simultaneously to another journal, have not been accepted for publication elsewhere and have not already been published; authors will be asked to confirm that this is the case during the electronic submission process. Any attempt at dual publication will lead to **automatic rejection**, may **prejudice acceptance of future submissions**.

Articles and their illustrations become the property of the Journal unless rights are reserved before publication.

### **Duplicate Submission and Publication**

In general, if a manuscript has been peer-reviewed and published, any subsequent publication is duplication. Exceptions to this general rule may be:

- a) Prior publication in meeting program abstract booklets or expanded abstracts must be referenced in the final manuscript.
- b) A manuscript which extends an original database (a good rule might be expansion by 50% or more) or which analyzes the original database in a different way in order to prove or disprove a different hypothesis. Previous manuscripts reporting the original database must, however, be referenced.

### **Fraudulent Publication**

The following activities are examples of fraudulent publication practices:

- a) Willful and knowing submissions of false data for publication.
- b) Submission of data from sources not the author's (or authors') own.
- c) Falsely certifying that the submitted work is original and has not been submitted to, or accepted by, another journal.
- d) Sponsoring or vouching for a manuscript containing data over which the sponsor has no control or knowledge.
- e) Allowing one's name to appear as an author without having contributed significantly to the study.
- f) Adding an author's name to a manuscript to which he/she has not contributed, or reviewed or agreed to in its current form.
- g) Flagrant omission of reference to the work of other investigators which established their priority.
- h) Falsification of any item on the copyright form.
- i) Failure to disclose potential conflict of interest with a sponsoring agency.

These examples and guidelines should alert authors to potential problems that should be avoided when they are considering submission of a manuscript to a peer-reviewed journal.

## REFERENCES

1. Moher D, Liberati A, Tetzlaff J, Altman DG, The PRISMA Group. Preferred Reporting Items for Systematic Reviews and Meta-Analyses: The PRISMA Statement. *Open Med* 2009; 3: 123-130.
2. Sauerland S, Seiler CM. Role of systematic reviews and meta-analysis in evidence-based medicine. *World J Surg* 2005;29:582-7.
3. The Cochrane Collaboration. *Cochrane Handbook for Systematic Reviews of Interventions (formerly the Reviewers' Handbook)*. <http://www.cochrane.org/resources/handbook/>
4. CONSORT 2010 Statement. [www.consort-statement.org](http://www.consort-statement.org). Published 24 March 2010. doi: 10.1186/1745-6215-11-32.
5. STROBE. <http://www.who.int/bulletin/volumes/85/11/07-045120.pdf>
6. International Committee of Medical Journal Editors. *Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication*. [www.icmje.org](http://www.icmje.org)

It is important to note that when citing an article from *La Tunisie Médicale*, the correct citation format is *Tunis Med*.