Acta Reumatológica Portuguesa publishes original articles, reviews and case reports on all subjects related to Rheumatology.

The articles can be written in portuguese or in english.

Written opinions are of the exclusive responsibility of the author. Published articles will remain property of the journal and cannot be reproduced, as a whole or as a part, without the authorization of the editor.

The acceptance of articles is subjected to the evaluation of the editorial board. Articles may be:

a) accepted without changes;

b) accepted after modifications suggested by the board;

c) refused.

Manuscripts not in accordance with the instructions may be sent for modification before review by the editorial board.

All manuscripts must be sent to:

Editor
Acta Reumatológica Portuguesa

(for 2001-2002):

Serviço de Reumatologia
Hospitais da Universidade de Coimbra
3000-075 Coimbra – Portugal.

or to the permanent address:

R. D. Estefânia, 177 -1º D
1000-154 Lisboa - Portugal.

Manuscripts must be accompanied by a submittal letter, signed by all authors, stating the name of the article, that it is an original work, that the authors held the copyright of the manuscript, that it does not represent any conflict of interest, and that they transfer the copyright to the journal (see form below).

Text should be typed double-spaced on only one side of A4 size paper sheets, type 12, with 1-inch margins. All pages must be sequentially numbered. Manuscripts, tables and figures must be submitted in triplicate, and accompanied by a digital file in diskette (Word for Windows).

Manuscripts should be organized as explained below:

Page 1
Title; authors's names and degrees; institutions represented; source of grants support; address and telephone number of the author responsible for communications with the editor and reprints; sort title for footnote.

Page 2
a) Title (without authors)  
b) Abstract
Abstract in portuguese and in english structured as follows for the original articles: Objectives; Patients and Methods; Results; Conclusions. The abstract should not exceed 250 words for original articles and 150 words for case reports.

c) Keywords
A maximum of 5 keywords should be presented after the abstract.

Page 3 and following pages
The text of original papers should be presented with the following subtitles: Introduction, Objectives, Patients and Methods, Results, Conclusions, Acknowledgements, References. Subtitles for case reports should be: Introduction, Case report, Discussion, References.

From the second page on, all pages should have a short title on footnote.

Manuscripts should not exceed 20 pages for original articles and reviews and 6 pages for case reports.

References: References should be cited by the numerical system and listed, in the order cited in the text. Journal titles are abbreviated in accordance with the style of Index Medicus.

List all authors when 6 or less; when 7 or more list only first 3 and add “et al”.

References of unpublished work, presentations or personal observations should be inserted in the text (in parenthesis).

Authors are responsible for the accuracy of the references.

Examples:

– Journal article
Name(s) and initials of author(s). Article title. Journal name Year; Volume or number: Page(s).


– Chapter in Book
Name(s) and initials of author(s) of chapter. Chapter title. In: Name(s) and initials of editor(s).
Book title. City: Name of publisher, year of publication: pages.

Book
Name(s) and initials of author(s). Book title. City: Name of publisher, year of publication: page(s).

Tables: Tables should be cited in the text with Roman numerals. Each table should be double typed on a separate sheet, have a title and contain no vertical rulers. Horizontal lines should be used only as separators between titles and subtitles. Explain all abbreviations at the bottom.

Figures: Cite each figure in the text in consecutive order using Arabic numerals. Legends should be listed on a separate sheet, double typed. Send three copies of each figure. Figures should be professional drawn and photographed. Photographs should be 10x15 cm and on the back should be labelled with the number, article title, first author name, and have top indicated.

The total of figures should not exceed 8 for original articles and 4 for case reports. Coloured illustrations or excess figures may be published with costs charged to the author.

Modifications and proofreading: Articles accepted subject to modifications, will be sent to authors that will have 15 days to modify them according to suggestions. Contributors will receive page proofs and are asked to proofread them for printers' errors.

Editorials: Editorials will be requested by the editor and will be comments on important issues or on articles published in the journal. Editorials should not exceed 1200 words, with a maximum of 15 references and no tables or figures.

Review articles: Review articles will be commissioned by the editor. However, authors interested in presenting a review article are welcomed to contact the editor.

Letters: Letters to the editor must be a comment on a journal article or a short clinical study or case report. It cannot exceed 600 words, a maximum of 10 references and a table or figure.

Offprints: Authors will be sent 10 copies of the Journal issue. Offprints may be charged to the authors upon request during the proofreading.

Letter draft:
Send with manuscript to The Editor:

The authors certify that the manuscript entitled ______________________________ is original, all data are based on their own research and that the manuscript does not violate copyright or privacy regulations. They further state that the manuscript hasn't been partly or totally published or submitted to publication elsewhere. The authors declare that they hold total copyright for this paper and that they assume collective responsibility for it's contents and also that any conflict of interest is acknowledged.

And submitting this paper, the authors transfer copyrights interests to Acta Reumatológica Portuguesa.

All authors must sign.
Name (capitals): ____________________________
Date: ______________________________________
Signature: __________________________________