

INSTRUCTIONS TO AUTHORS

Introduction

Mastology is an international, multidisciplinary Journal, and official publication of the Brazilian Society of Mastology. It focuses on translational and clinical research of breast diseases. All manuscripts will be initially accessed by the Editor for suitability for the Journal. Papers deemed suitable are then evaluated by at least two independent expert reviewers, in a blind-review process to assess the scientific quality of the paper. The Editor is responsible by the final decision regarding acceptance or rejection of articles. Those that do not have merit, which contain significant methodological errors, or that do not fit into the editorial policy of the Journal will be rejected and can not be appealed. The reviewers' comments will be returned to the Authors for modifications in the text or justification of their conservation. Only after final approval of the reviewers and Editors, will the manuscripts be forwarded for publication. All manuscripts accepted for publication shall become the property of the Journal and may not be edited, in whole or in part, by any other means of dissemination, without the prior written authorization issued by the Editor-in-Chief.

Ethics

If the paper involves the use of human subjects, the Authors should ensure that it has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans; Uniform Requirements for manuscripts submitted to Biomedical journals. Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed. All animal experiments should comply with the ARRIVE guidelines and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. The Journal will not accept editorial material for commercial purposes.

Submission of manuscripts

Articles can be sent in Portuguese, Spanish or English. After approved, all papers will be translated to English. *Mastology* publishes the following categories: Editorials, Original Articles, Short Communications, Review Articles, Images in Mastology, Case Reports, Technical Innovations, and Letters to the Editor.

Original Articles: Describes experimental research or clinical research – prospective or retrospective, randomized or double blind. They must have 3,000 to 5,000 words, excluding illustrations (tables, figures [maximum of 5]) and references [maximum of 30]. Manuscripts containing original clinical or experimental research results will be prioritized for publication. All manuscripts must present: Title in English, Structured Abstract, Keywords, Abstract, Keywords, Introduction, Methods, Results, Discussion, Conclusions and References.

Short Communications: Reports on important new results that fall within the scope of the journal may be submitted as short communications. These papers should not exceed 2,000 words in length and 20 references, and should follow the structure of an original research paper.

Review Articles: Systematic critical evaluation of the literature on a given subject, so as to contain a comparative analysis of the works in the area, which discusses the limits and methodological scope, allowing to indicate perspectives of continuity of studies in that line of research and should contain conclusions. The procedures adopted for the review, as well as the search, selection and evaluation strategies of the articles should be described, clarifying the delimitation and limits of the theme. Its maximum length should be 5,000 words and the maximum number of bibliographical references of 60.

The selection of themes is based on planning established by the Editor-in-Chief and Co-Editors. Articles in this category are usually ordered by publishers from authors with proven experience in the field. Spontaneous contributions may be accepted. It must present: Title, Abstract (without need of structuring), Keywords, Text (with or without subtitles), and References. The general instructions for figures, tables and references are the same as for the original articles.

Images in Mastology: Unusual images in clinical practice or associated with topics which are considered as rare. The text will be continuous, expressing the rarity or singularity of the case, at maximum of 400 words, and no more than 10 references and 3 figures. They must present: Title, Abstract (non-structured up to 150 words), Keywords, and References.

Case reports: They are manuscripts reporting unpublished, highly interesting and well-documented clinical cases from a clinical and laboratorial point of view. The text should express the rarity or singularity of the case, at maximum of 2,000 words, and no more than 20 references and 3 figures. They should observe the structure: Introduction, Case report (with patient description, results of clinical exams, follow-up, diagnosis), Discussion (with similarity data in the literature), and Conclusion. They must present: Abstract (unstructured), Keywords, and up to 20 References.

Letters to the Editor: They aim to comment or discuss papers published in the journal or report original research in progress. They will be published at the discretion of the Editors, with the corresponding reply where applicable. They must not exceed 600 words and 5 references.

Editorials: Editorials are commissioned by the Editors, commenting on relevant works of the Journal itself, relevant researches or communications from Editors. Authors who wish to contribute an Editorial to the Journal should contact the Editorial Office (biblioteca@sbmastologia.com.br) prior to writing and submitting the Editorial.

Preparation of the Manuscript

A) Cover sheet

- Title of the article, in Portuguese and English, containing between 10 and 12 words, without articles and prepositions. The Title should be motivating and should give an idea of the objectives and content of work;
- full name of each author, without abbreviations;
- indication of the academic degree and institutional affiliation of each author, separately. If there is more than one institutional affiliation, indicate only the most relevant;
- indication of the Institution where the work was done;
- name, address, fax and e-mail of the corresponding author;
- sources of research assistance, if any;
- declaration of non-existence of conflicts of interest.

B) Second sheet

Abstract and Descriptors: Abstract, in Portuguese and English, with a maximum of 250 words. For the original articles, should be structured (Objective, Methods, Results, Conclusions), highlighting the most significant data of the work. For case reports, revisions or updates and a previous note, the summary should not be structured. Below the abstract, specify at least five and at most ten descriptors (Keywords) that define the subject of the work. The descriptors should be based on the DECS – Descriptors in Health Sciences – available at <http://www.decs.bvs.br>

C) Text

You should strictly obey the structure for each category of manuscript.

In all manuscript categories, the citation of the authors in the text should be numeric and sequential. Using Arabic numerals in parentheses and envelopes.

The standards to be followed were based on the format proposed by the International Committee of Medical Journal Editors and published in the article Uniform requirements for manuscripts submitted to biomedical journals also available for consultation at <http://www.icmje.org/>.

Presentation of the text

Preferably use the Microsoft Word® word processor.

Do not emphasize excerpts from the text: do not underline and do not use bold. Do not use capital letters in proper nouns (other than the first letter) in the text or Bibliographical References. When using acronyms or abbreviations, describe them in full the first time they are mentioned in the text.

Summary

The Summary should contain the relevant information, allowing the reader to get a general idea of the work. All articles submitted must have a summary in Portuguese or Spanish and in English (abstract), between 150 and 250 words. For Original Articles, abstracts should be structured including objectives, methods, results and conclusions. For the other categories, the format of the abstracts may be the narrative, but preferably with the same information. They should not contain quotations and abbreviations. Highlighting at least three and at most six indexing terms, extracted from the vocabulary "Descriptors in Health Sciences" (DeCS – www.bireme.br), when accompanying the abstracts in Portuguese or Spanish, and Medical Subject Heading – MeSH (<http://www.nlm.nih.gov/mesh/>), when they follow the "Abstract". If no descriptors are available to cover the subject of the manuscript, terms or expressions of known use may be indicated.

Introduction

In this section, show the current state of knowledge about the topic under study, divergences and gaps that may possibly justify the development of the work, but without extensive review of the literature. For Case Reports, present a summary of the cases already published, epidemiology of the reported condition and a justification for the presentation as an isolated case. Clearly state the objectives of the work.

Methods

Start this section indicating the work planning: whether prospective or retrospective; Clinical or experimental trial; Whether the distribution of cases was random or not, and

so on. Describe the criteria for selection of patients or experimental group, including controls. Identify the equipment and reagents used. If the applied methodology has already been used, give the references in addition to the brief description of the method. Also describe the statistical methods employed and the comparisons for which each test was used. In the Case Reports, the sections Material and Methods and Results are replaced by the description of the case, remaining the remaining cases.

Results

It should be limited to describing the results found without including interpretations and comparisons. Present the results in logical sequence, with text, tables and figures.

Discussion

It should properly and objectively explore the results, discussed in light of other observations already recorded in the literature, highlighting the new and original information obtained in the research. Emphasize the appropriateness of the research methods used. Compare and relate the observations with those of other authors, commenting and explaining the differences that occur. Explain the implications of the findings, their limitations, and make recommendations. The discussion should culminate with the conclusions, indicating ways for new research or implications for professional practice. For Case Reports, base the Discussion on a broad and updated literature review.

Thanks

Collaborations of individuals, institutions or acknowledgments for financial support, technical aids, deserving recognition, but not justifying inclusion as the author, should be included.

References

References should be listed at the end of the article, numbered consecutively, following the order in which they were first mentioned in the text, based on the Vancouver style (see: "Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Medical Publication" [http://www.nlm.nih.gov/bsd/uni-form_requirements.html]). All authors and works cited in the text should be included in this section and vice versa. Articles accepted for publication may be cited accompanied by the expression: accepted and awaiting publication, or "in press" indicating the periodical, volume and year.

For all references, cite all authors up to six. When in greater numbers, cite the first six authors followed by the expression et al. Examples:

Articles of Journals or Magazines

Del Giglio A, Pinhal MA. Genetic profile in breast cancer: a brief review for the mastologist. *Rev Bras Mastologia*. 2005; 15 (1): 45-50.

My Account

Montoro AF. *Mastology*. São Paulo: Sarvier, 1984.

Book Chapters

Cunningham FG, Leveno KJ, Bloom SL, Hauth JC, Gilstrap III LC, Wenstrom KD. *Williams Obstetrics*. 22nd ed. New York: McGraw-Hill; 2005. Chapter 39, Multifetal gestation. P. 911-43.

With authorship

Von Hoff DD, Hanauske AR. Preclinical and early clinical development of new anti-cancer agents. In: Kufe DW, Bast RC Jr, Hait WN, Hong WK, Pollock RE, Weichselbaum RR, et al. Editors. *Holland-Frei cancer medicine*. 7th ed. Hamilton (ON): BC Decker Inc.; 2006. p. 600-16.

Theses and Dissertations

Steinmacher DI. Evaluation of percutaneous needle biopsy with automatic propellant in the propaedeutics of palpable and nonpalpable lesions of the breast [dissertation]. São Paulo: Federal University of São Paulo. Paulista School of Medicine; 2005.

Electronic publications

Henrique MA, Cosiski MHR. Mammographic density as a risk factor for breast cancer. *Rev Bras Ginecol Obstet* [Internet]. 2007 [cited 2008 Feb 27]; 29 (10): 493-6.

Tables and Figures

The presentation of this material should be in black and white, on separate sheets, with captions and respective numbers printed next to each illustration. The name of the manuscript and authors must be noted on the back of each figure and table. All tables and figures should also be sent in digital files, preferably in Microsoft Word® files and the rest in Microsoft Excel®, Tiff or JPG files. The quantities, units and symbols used in the tables must comply with the national nomenclature. Surgery and biopsy photographs where colorations and special techniques were used will be considered for color printing and the authors will be responsible for the additional cost.

Captions: Print the captions using double space, accompanying the respective figures (graphics, photographs and illustrations) and tables. Each caption should be numbered in Arabic numerals, corresponding to its citations in the text.

Abbreviations and Acronyms: They must be preceded by the full name when first mentioned in the text. In tables, figures should be to contain their meaning below the table.

If the illustrations have already been published, they must be accompanied by written authorization from the author or publisher, with the reference source where it was published.

The text entered in the program "Word for Windows, with double space, with letters of size that makes reading easier (we recommend those of No. 14). It must be submitted electronically through the address: revistabrasileirademastologia@gmail.com

The Brazilian Journal of Mastology reserves the right not to accept for evaluation the articles that do not fulfill the criteria formulated above.

Submission of the manuscript

The manuscript must be accompanied by a letter signed by all the authors, authorizing its publication, stating that it is unpublished and that it was not, or is being submitted for publication in another periodical.

All persons designated as authors must respond for the authorship of the manuscript and have participated sufficiently in the work to assume public responsibility for its content. Authorship credit should be based only on substantial contributions during: (1) designing, planning, executing, analyzing and interpreting the results, (2) writing or reviewing the manuscript in an intellectually important way, and (3) Be published. Editors may request justification for inclusion of authors during the review process, especially if the total number of authors exceeds six.

They should be sent

- Declaration of Conflict of Interests, as relevant, The Declaration of Conflict of Interests, according to Resolution of the Federal Council of Medicine in 1595/2000, prohibits that in a scientific article is made promotion or advertisement of any commercial products or equipment.
- Certificate of Work Approval by the Research Ethics Committee Institution in which it was performed.
- Information on possible sources of research funding.
- Article dealing with clinical research with humans should include a statement that the Participants signed an Informed Consent Form.

The works must be submitted through the electronic address:
<http://www.rbmastologia.com.br/>