

## Guide to contributors

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### PAPERS

Papers submitted to the *Acta Anaesthesiologica Belgica* are subject to peer review and after acceptance to further editorial revision. It is a condition of acceptance for publication that copyright becomes vested in the journal and permission to republish must be obtained from the publishers.

Papers based on a clinical investigation should conform to ethical standards as set out in the Declaration of Helsinki. Internal Review Board approval and achievement of written informed consent should be clearly mentioned when necessary. In the case of animal studies it is the responsibility of the author to satisfy the Board that no unnecessary suffering has been inflicted.

### LEGAL CONSIDERATIONS

Authors should avoid the use of names, initials, and hospital numbers which might lead to recognition of a patient. A patient must not be recognizable in photographs unless written consent of the subject has been obtained. A table or illustration that has been published elsewhere should be accompanied by a statement that permission for reproduction has been obtained from the author and publishers.

### PREPARATION OF MANUSCRIPT

The manuscript should be submitted on the dedicated website ([www.editorialmanager.com/aab/](http://www.editorialmanager.com/aab/)). They should be in English (United States orthography and grammar), double-spaced typing with a wide margin, using a 12 points usual font. The title page should indicate the title of the paper, the name(s), qualifications and full address(es) of the author(s). Contributors should retain a copy in order to check proofs and in case of loss. The title page should be uploaded separately from the main text of the manuscript, to allow blind review. The main text of the manuscript should not contain any element allowing identification of the authors or their Institution.

The usual structure of investigation manuscripts is the following :

- Title page (to be uploaded separately)
- Summary
- Keywords
- Introduction (not headed)
- Methods
- Results
- Discussion
- Acknowledgements
- List of references
- Tables, headed by a legend
- Illustrations
- Legends of the illustrations

The structure of review papers and case reports may substantially differ from the above.

### COVER LETTER

A cover letter should accompany any submission, stating that the paper has not been published or submitted for publication elsewhere, and that all listed authors significantly contributed and approve to its content. Supplementary questions will be asked during the submission process.

### TITLE PAGE

There should be a separate title page, including the name(s), degrees and address(es) of author(s). It should be made clear which address relates to which author. Authors' current addresses differing from those at which the work was carried out, or special instructions concerning the address for correspondence, should be given as a footnote on the title page and referenced at the appropriate place in the author list by superscript symbols.

If the address to which proofs should be sent is not that of the first-mentioned author, clear instructions should be given in a covering note and not on the title page. The title page should be paginated as page 1 of the paper.

A short running title containing not more than 50 characters and spaces should also be suggested.

Any presentation of the submitted work, in total or in part, in the form of a communication at any kind of meeting should also be mentioned in the Title page.

Please upload the Title page separately from the main text of the manuscript.

#### SUMMARY

Any type of submitted manuscript should contain a summary, except for the letters to the Editor. The summary will be printed at the beginning of the paper. It should be on a separate sheet, in the form of a single paragraph which gives a succinct account of the problem, the methods, results and conclusions, and normally should be 50-150 words. It may be used as it stands by abstracting journals.

#### KEYWORDS

A list of 3 to 5 keywords should be added immediately after the summary.

#### INTRODUCTION

The introduction should give a concise account of the background of the problem and the object of the investigation. Previous work should be quoted only if it has a direct bearing on the present problem. The Introduction section should not be headed.

#### METHODS

Methods must be described in sufficient detail to allow the experiments to be interpreted and repeated by the reader. Any modification of previously published methods should be described and the reference given. If the methods are commonly used, only a reference to the original source is required.

When applicable, statistical method should be clearly described. Types of tests used to perform comparisons should be clearly identified and appropriately linked to the concerned data. For randomized trials, a priori power calculation, chosen alpha threshold, and sample size calculation should be detailed.

#### DRUGS

When a drug is first mentioned it should be given the generic or official name followed in parentheses by the chemical formula only if the structure is not well known, and by the capitalized proprietary name.

#### RESULTS

Description of experimental results, while concise, should permit repetition of the experiments by others. Data should not be repeated unnecessarily in text, tables and figures, and unwarranted numbers of digits should be avoided. Significance should be given as values of probability, and results of statistical testing should be reported in detail. The desired positions of tables and figures may be indicated by written instructions enclosed within lines and brackets, for example :

(TABLE III near here )

#### DISCUSSION

The discussion should not merely recapitulate the experimental results, but should present their interpretation against the background of existing knowledge. It should include a statement of any assumptions on which conclusions are based. Those conclusions should be left at the end of the section. Any weakness of the study should also be discussed here.

#### ACKNOWLEDGEMENTS

Acknowledgements will be printed in small type. They should be brief, and should include reference to sources of support and sources of drugs not freely available commercially.

#### REFERENCES

There should be a table of references at the conclusion of the paper. In the references, the order should be : author's name, followed by initials ; title of the paper to which reference is made ; title of journal in italics and abbreviated in accordance with the Cumulative Index Medicus ; volume number in bold arabic numerals ; the number of the first

and last pages in arabic numbers ; year of publication ; thus : Mundeleer P., Pulmonary compliance display. *Acta Anaesth. Belg.*, **28**, 171-181, 1978.

In the case of books, the reference should be as follows : name of author and initials ; title of chapter ; title of book in italics, number of edition in bold ; page number; town of origin, publisher, year of publication ; for example : Hill D. W., Physics of fluids, in *Physics applied to anaesthesia*, **2nd edn.**, p. 212-256. London, Butterworths, 1971.

In the table of references, the references should be numbered in the order of their appearance in the text.

In the text, reference is made to the publications by the numbers used in the references and placed between brackets.

Text references to “unpublished observations” should not be included in the final list of references. Authors are responsible for verifying that the wording of references to unpublished work is approved by the persons concerned. Papers which have been submitted and accepted for publication should be included in the list, the phrase “(in press)” replacing volume and page number.

Authors are responsible for verifying the accuracy of the listed references. It is essential that authors verify the content and details of references which they list as this responsibility cannot be accepted by either Editors or Publishers.

#### TABLES

All tables should be on separate sheets and be capable, with their captions, of interpretation with-

out reference to the text. They should be numbered consecutively with Arabic numerals. Units in which results are expressed should be given in brackets at the top of each column, and not repeated on each line of the table. Ditto signs are not used. Each table should be headed by a concise legend.

#### ILLUSTRATIONS

To insure quality, pictures and graphs should be submitted as high resolution image files, although they may also be inserted into the main text file. They should be clearly numbered in the order of their appearance in the text. A section assembling legends of those illustrations should be placed at the end of the manuscript.

#### GENERAL INFORMATION

The submitted text has to be presented by the author in correct scientific English (United States orthography and grammar). The Acta can propose revision of the text by a competent person, but this will be charged to the author.

#### PROOFS

These should be corrected and returned to the editor within 5 days of receipt.