

Instructions to Authors for Revista Brasileira de Cirurgia Plástica

Manuscript preparation

The journal adopts the Vancouver style - Uniform Requirements for Manuscripts Submitted to Biomedical Journals, organized by the ICMJE - "Vancouver Group" (<http://www.icmje.org/recommendations/browse/manuscript-preparation>). Compliance with these instructions is mandatory for the study to qualify for analysis.

Title page

Write the title of the article concisely in Portuguese and English. Write the authors' full names with their affiliations (Institution, Faculty and Department, City, State and Country), the ORCID and e-mail. Also inform the name, address and telephone number of the corresponding author. Potential conflicts of interest and funding sources must be declared. Declare potential conflicts of interest and sources of funding. Please list up to eight authors and specify their contribution to the study. Authors are researchers who contributed substantially to the conception and design and/or data analysis and interpretation, drafted the manuscript or reviewed it critically for intellectual content, and approved the final manuscript.

Abstract in English and Portuguese (only for original article, special article, review article, and case report)

The abstracts of Original Articles should contain Introduction, Method, Results, and Conclusions. The abstracts should explain the study's main findings without the need to resort to the main text. Write an abstract in English containing the following sections: Introduction, Methods, Results, and Conclusions. This abstract should be a faithful translation of the Portuguese abstract. For Review Articles and Case Reports, write unstructured abstracts in English and Portuguese. Abstracts should not exceed 250 words.

Keywords

Include five to ten keywords, in Portuguese and English. The descriptors should be based on the Health Sciences Descriptors (Descritores em Ciências da Saúde-DeCS) published by Bireme, which are translations of the Medical Subject Headings from the National Library of Medicine (NLM), <https://www.nlm.nih.gov/mesh/meshhome.html>.

Main text

The text must be typed in double space, font Arial, size 12, margin 2.5cm on each side. The number of sections depends on the article category. Cite references as superscripts in the order of citation in the main text. Abbreviations and acronyms must be preceded by the terms in full, when mentioned for the first time in the text, and must not be used in the title and abstract. Abbreviations in the legends of tables and figures must be accompanied by their meaning.

References

References must be updated, and we recommend using the one from the last 5 years, with the exception of classic articles or articles relevant to the study. Cite the consulted references

in Arabic numerals in superscript in the order of citation in the text. List the names of up to six authors; for references with more than six authors, cite the first six followed by et al. Present the references in the Vancouver style and abbreviate the journal titles according to the List of Journal Indexed in Index Medicus from the NLM. Different types of bibliographic references are shown below; other examples are available at the NLM website (<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>).

Article

Quintas RC, Coutinho AL. Risk factors for the impairment of surgical margins in resections of basal cell carcinomas. *Rev Bras Cir Plást.* 2008;23(2):116-9.

Book chapter

D'Assumpção EA. Problems and solutions in rhytidoplasties. In: Melega JM, Baroudi R, eds. *Plastic surgery fundamentals and art: cosmetic surgery.* Rio de Janeiro:Medsi;2003. p.147-65.

Book

Saldanha O. *Lipoabdominoplasty.* Rio de Janeiro:Di Livros; 2004.

Thesis

Freitas RS. *Jawbone elongation using an internal device: quantitative analysis of the results [doctoral thesis].* São Paulo: University of São Paulo Medical School; 2003. 97p.

Events

Carreirão S. *Reduction mammoplasty.* In: XXXVI Brazilian Congress of Plastic Surgery; November 11-16, 2001; Rio de Janeiro, Brazil.

Tables

Include up to four tables and number them sequentially, in Arabic numerals, in the order of appearance in the text. All tables should have a title, headed columns, and a citation in the text. Add legends and statistical tests at the bottom of each table.

Add tables only when necessary to understand the research and do not provide the information described elsewhere in the text.

Figures

Number the figures (graphs, images, and illustrations) sequentially, in Arabic numerals, in the order of citation in the text.

Add legends at the bottom of the figures and not within the figures. Abbreviations should be explained in the legends.

Original Articles should have no more than 20 figures, and each image attached to the study is counted as one figure. For instance, Figures 1 A, B, C, and D will be counted as four figures out of a total of 20.

The images of patients should have a uniform color background without foreign objects (e.g., door handles and

lamps). The photographed field should be strictly limited to the topic of interest. In face photos, use the available computer resources to avoid identifying the patient and, if this is not possible, the patient should grant permission to publish the photo. If the figures have already been published, they must be accompanied by written authorization from the author/editor, with the original source of publication in the illustration caption.

Image resolution should comply with the following criteria:

Image 1: Di Lamartine J, Cintra Junior R, Daher JC, Cammarota MC, Galdino J, Pedroso DB, et al. Reconstruction of the nipple-areola complex with double opposing flap. *Rev Bras Cir Plást.* 2013;28(2):233-40.

Image 2: Alves JC, Fonseca RP, Silva Filho AF, Andrade Filho JS, Araujo IC, Almeida AC, et al. Extended resection in the treatment of dermatofibrosarcoma protuberans. *Rev Bras Cir Plást.* 2014;29(3):395-403.

Image 3: Alves JC, Fonseca RP, Silva Filho AF, Andrade Filho JS, Araujo IC, Almeida AC, et al. Extended resection in the treatment of dermatofibrosarcoma protuberans. *Rev Bras Cir Plást.* 2014;29(3):395-403.

Source: Adapted from <http://www.ncbi.nlm.nih.gov/pmc/pub/filespec-images/#fig-format>

Manuscript submission

Manuscripts should be submitted electronically at www.rbc.org.br. Authors who have not yet registered should do so before uploading the manuscript, following the instructions on the web page. Insert the texts, figures, and tables in the respective fields of the electronic submission system.

Declarations and documents

Following the guidelines of the ICMJE, the following documents and statements should be uploaded together with the manuscript:

- Cover Letter to the Editor-in-Chief describing the most relevant findings and conclusions of the manuscript and clarifying its scientific relevance. This letter should declare that the manuscript has not been previously published and has not been submitted for publication in another journal.
- Letter informing the ORCID's of the authors, mailing address and the institution where the study was carried out.
- Declaration of Potential Conflicts of Interest (document generated in the electronic system before manuscript submission). Conflicts of interest include the employment, sponsorship, or funding of any person or institution, public or private, with economic interests in the article's content. This statement will be added to the published article.
- Approval of the study by the Research Ethics Committee of the institution where the work was carried out, and attachment of the protocol number and name of the said committee.

- Informed Consent Form, when referring to research articles involving human beings.
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- ii Authors have the right to share (copy and redistribute the material in any medium or format) and adapt (remix, transform, and build upon the material for any purpose, even commercial).

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Declarations and complementary documents must be included in the electronic submission system in the attachments' field.

The journal adopts open-access publication, and submission takes place completely electronically at: <https://www.gnpapers.com.br/rbc/>. From the link, you will be guided step by step through creating and uploading various files. Use the guidelines to prepare your article. All correspondence, including notification of the Editor's decision and requests for revision, takes place via email and via the author's homepage in the submission system.

Articles accepted for publication

Once accepted for publication, a proof of the edited article (PDF format) is sent to the corresponding author for evaluation and approval. Accepted articles are published immediately in the 'Ahead of Print' format on the website www.rbc.org.br and, later, in a volume/issue of the RBCP.

Checklists

Before submitting the manuscript, authors should refer to the following checklist according to the article category:

- CONSORT (CONSolidated Standards of Reporting Trials) checklist and flowchart for controlled and randomized trials (<http://www.consort-statement.org/>)
- STARD (Standards for Reporting of Diagnostic Accuracy) checklist and flow chart for studies of diagnostic accuracy (<http://www.stard-statement.org/>)
- PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-analyses) checklist and flowchart for systematic reviews (<http://www.prisma-statement.org/>)
- CARE (diretrizes para CAse REports) checklist and flowchart for case reports (<https://www.care-statement.org/checklist>)
- STROBE checklist for observational studies in epidemiology (<http://www.strobe-statement.org/index.php?id=strobe-home>)
- SciELO good practice guidelines for strengthening ethics in scientific publishing (<https://wp.scielo.org/wp-content/uploads/Guia-de-Boas-Praticas-para-o-Fortalecimento-da-Etica-na-Publicacao-Cientifica.pdf>)