

# Revista Brasileira de Ortopedia

## Author Instructions

Thank you for contributing to *Revista Brasileira de Ortopedia*. Please read the instructions carefully and observe all the directions given. Failure to do so may result in unnecessary delays in publishing your article (You may find the Portuguese version of the author instructions at the end of this file).

| APC Type | Article Processing Charge (APC) |
|----------|---------------------------------|
| Regular  | None (Society Funded)           |

**Find out more about Open Access at Thieme at <http://open.thieme.com>**

### SUBMISSION CHECKLIST

**All manuscripts must be submitted at the following link:  
<http://www.editorialmanager.com/rbo>**

- ☐ **AUTHOR INFORMATION**
  - All authors: full name, department, affiliation
  - Corresponding author: full name, degrees, department, affiliation, mailing address, telephone and fax number, e-mail address
- ☐ **MANUSCRIPT FILE**
  - Must be digital - hard copy submissions are not accepted
- ☐ **ABSTRACT AND KEYWORDS**
  - See the section Article Types for word limit
- ☐ **REFERENCES**
  - Cited sequentially in AMA
- ☐ **FIGURES AND TABLES**
  - Cited sequentially in the main document, must be saved separately from the main document
- ☐ **ART FILES**
  - Must be saved separately from the main document
- ☐ **PERMISSIONS**
  - Required if you plan to reproduce content from a published source or include a photograph of a patient
  - Patient permission form forms available at [www.thieme.com/journal-authors](http://www.thieme.com/journal-authors)

## CONTENTS

|                                                                         |            |
|-------------------------------------------------------------------------|------------|
| <b>Peer Reviewing Process</b> .....                                     | <b>3</b>   |
| <b>MANUSCRIPT FORMAT</b> .....                                          | <b>3-6</b> |
| Article Types .....                                                     | 3          |
| General Guidelines .....                                                | 3          |
| Files/Information Checklist .....                                       | 3          |
| Language .....                                                          | 4          |
| Title Page .....                                                        | 4          |
| Abstract and Keywords .....                                             | 4          |
| Main Document .....                                                     | 4          |
| Acknowledgments .....                                                   | 5          |
| Formatting of Funding Sources .....                                     | 5          |
| Conflict of Interest Statement .....                                    | 5          |
| Informed Consent .....                                                  | 5          |
| Conflicts arising from papers authored by Editorial Board Members ..... | 6          |
| References .....                                                        | 6          |
| Figure Captions .....                                                   | 6          |
| Tables .....                                                            | 6          |
| Videos .....                                                            | 6          |
| Supplementary Material .....                                            | 6          |
| <b>DIGITAL ARTWORK PREPARATION</b> .....                                | <b>6-7</b> |
| General Guidelines .....                                                | 6          |
| Black and White Art .....                                               | 7          |
| Color Art .....                                                         | 7          |
| Art Labels .....                                                        | 7          |
| <b>SUBMISSION PROCEDURE</b> .....                                       | <b>7</b>   |
| Article Processing Charge (APC) and Open Access .....                   | 7          |
| Submission Procedure .....                                              | 7          |
| Revision Procedure .....                                                | 7          |
| <b>PRODUCTION PROCEDURE</b> .....                                       | <b>7</b>   |
| Page Proofs .....                                                       | 7          |
| <b>POLICY STATEMENTS</b> .....                                          | <b>8-9</b> |
| Privacy Statement .....                                                 | 8          |
| Preprint Server Statement .....                                         | 8          |
| Ethics standards .....                                                  | 8          |
| Authorization Letter .....                                              | 8          |
| Conflict of Interest Statement (if any): .....                          | 8          |
| Informed Consent .....                                                  | 8          |
| Copyright Statement .....                                               | 8          |
| Definition of Authorship .....                                          | 8          |
| Contributors .....                                                      | 9          |
| Changes to authorship .....                                             | 9          |
| <b>EDITORIAL CONTACTS</b> .....                                         | <b>9</b>   |

The Brazilian Journal of Orthopedics (RBO) is a important Open Access platform of the Brazilian Society of Orthopedics and Traumatology (SBOT). Its mission is to actively contribute to the improvement and development of research and teaching practices in orthopedics and traumatology as well as related fields. The specialties covered include: Arthroscopy and Sports Traumatology; ASAMI (external fixators); Tissue Bank; Spine; Osteometabolic Diseases; Pain; Infectious Diseases; Knee; Hand; Shoulder and Elbow; Oncology; Pediatric Orthopedics; Hip; Ankle and Foot; Trauma and Anesthesiology. Published bimonthly on a rolling basis, the journal has been in continuous publication since 1965. Authors interested in submitting their work may choose from the following categories: Original Articles; Update Articles; Systematic Review and Meta-analysis Articles; Systematic Review Protocol; Technical Note. Accepting articles in Portuguese and English, the RBO is intended for orthopedic surgeons and healthcare professionals engaged in related activities, not only from the SBOT but also from other societies and other countries.

#### Peer Reviewing Process

The journal follows a double anonymized peer-review process where neither author and reviewer does not get to know the identity of each other.

At least two reviewers are randomly appointed from their area of expertise, under the coordination of the Editor-in-Chief. The decision is taken based on the comparative reviews that the manuscript receives during the review process.

#### MANUSCRIPT FORMAT

##### Article Types

The following graph shows what types of articles are accepted for publication, and what requirement they may have.

| Article Type                                                        | Abstract Limit  | Keywords Limit  | Title Limit | Illustrations                           | Reference           |
|---------------------------------------------------------------------|-----------------|-----------------|-------------|-----------------------------------------|---------------------|
| Original Article<br>(up to 2,500 words)                             | Up to 250 words | Up to 6         | N/A         | 16 (between figures, tables and graphs) | Up to 30 References |
| Update Articles<br>(up to 4,000 words)                              | Up to 250 words | Up to 3         | N/A         | 10 (between tabels and figures)         | Up to 40 References |
| Review Articles<br>(up to 4,000 words)                              | Up to 250 words | Up to 6         | N/A         | 5 (between figures, tables and graphs)  | Up to 40 References |
| Systematic Review and Meta-analysis Protocol<br>(up to 2,500 words) | Up to 250 words | Up to 6         | N/A         | N/A                                     | Up to 20 References |
| Randomized clinical trials<br>(up to 4,000 words)                   | Up to 250 words | Up to 6         | N/A         | 5 (between tables, figures and graphs)  | Up to 40 references |
| Randomized Controlled Trials Protocol (up to 2,500 words)           | Up to 250 words | Up to 6 authors | N/A         | N/A                                     | Up to 20 References |
| Technical Notes<br>(up to 1,500 words)                              | Up to 250 words | Up to 4         | N/A         | 7 (between figures and tables)          | Up to 10 References |
| Letters to the Editor<br>(up to 500 words)                          | N/A             | N/A             | N/A         | 2 Figures                               | Up to 4 References  |
| Editorial (up to 500 words)                                         | N/A             | N/A             | N/A         | N/A                                     | N/A                 |

- **Original Article:** It describes prospective or retrospective experimental research or clinical investigations, which may be randomized or double anonymized. It should have a Title, Structured Abstract (Objective, Methods, Results, and Conclusion), keywords, introduction, materials and methods, results, discussion, conclusions and references. Can have maximum of 6 authors. Maximum of 2,500 words, 30 references, 16 illustrations (between figures, tables and graphs).
- **Update Articles:** Written by an expert at the invitation of the Commission for Continuing Education (CEC-SBOT) and the Editor-in-Chief, the article should present a review on a relevant and current topic, which may include diseases, technological advances, diagnostics, innovative surgical techniques and new therapeutic approaches, ensuring that practices are based on the best available evidence. It should be structured with: title (clear, objective and that reflects the topic addressed), abstract (unstructured) and keywords (up to six). The body of the article should provide a comprehensive and objective view, based predominantly on information published in the literature. Use subheadings to address the main aspects of the topic. Authors are expected to present all perspectives on controversial issues in a balanced way, highlighting innovations, discoveries, and new approaches in the specialty. At the end, summarize the main points discussed and the relevance of the advances for clinical practice. Maximum of 4,000 words, 60 references, 10 illustrations (including tables and figures).
- **Review Articles:** A systematic review with meta-analysis should address a clearly formulated clinical question and use reproducible systematic methods with the following distinct steps: elaboration of specific search strategies for each database to be explored; selection of studies, by at least two authors, according to previously clearly established inclusion and exclusion criteria; data extraction, considering all the outcomes measured and the follow-up time of the patients; evaluation of the methodological quality and analysis of potential biases of each included study; statistical analysis and synthesis of results;

analysis of heterogeneity and publication bias; evaluation of the quality of the evidence generated by the study, ending with the appropriate writing following the minimum criteria of the guidelines already established in the literature, denoting that these are studies that require a long time to be carried out with a systematized and reproducible methodology. The results of the systematic review (meta-analysis) can be synthesized using statistical methods, summarizing the results of the included studies. Maximum of 4,000 words, 40 references, 5 illustrations (between figures, tables and graphs).

- The RBO establishes the following criteria to consider the publication of this type of study:
- Other types of review, such as: narrative, integrative, rapid review, mapping or scoping reviews, will not be considered for publication, except for those considered relevant by the editor-in-chief of the RBO.
- In the submission, authors must describe the relevance of the study and list the systematic reviews and meta-analyses published in the last five years on the topic. Submitted reviews that have similar studies on the same topic published in the last five years will not be accepted for publication (redundant studies), unless there is a substantial change in the results, justified by the authors.
- Only systematic reviews and meta-analyses on treatment that have included high-quality studies – randomized controlled trials – will be considered for publication.
- We recommend and encourage authors to submit systematic review protocols, observing the guidelines recommended by the Preferred Reporting Items for Systematic Review and Meta-Analysis Protocols (PRISMA-P) and the Cochrane handbook for systematic reviews.
- **Systematic Review and Meta-analysis Protocol:** The protocol can be published in article format. Must contain the strategies methodologies for carrying out the systematic review and must contain at least the following information: a search strategy to identify articles of interest, eligibility criteria, data extracted, the variables of interest, data analysis, and forms to explore heterogeneities. The essential items inherent in performing a systematic review may be seen at the link: <https://tinyurl.com/systematicr>. RBO suggests that all researchers register the protocol of their systematic reviews in Prospero (<https://www.crd.york.ac.uk/prospero/>) or PRISMA (<http://www.prismastatement.org/>). The protocol will be evaluated by the journal's editorial board and submitted to the peer-review process.
- **Randomized Clinical Trials:** Must follow the CONSORT guidelines (<https://www.consort-spirit.org/>), including the checklist and flowchart, clearly describing the randomization process, comparison groups, and the use of anonymization, when applicable. Must include: Title, Structured Abstract (objective, methods, outcomes, main results, and conclusions), Keywords, Introduction, Methods, Results, Discussion, Conclusion, and References.
- **Randomized Clinical Trial Protocols:** For submissions of randomized clinical trial protocols, the clinical trial registration number must be included on the title page at the time of submission. The Brazilian Journal of Orthopedics accepts registrations made on any platform that meets the criteria of the International Committee of Medical Journal Editors (e.g., <http://clinicaltrials.gov> or ReBEC).
- **Technical Note:** The purpose of a surgical technique article is for a surgeon who reads and/or watches it (preferably accompanied by a video) to understand the indications, contraindications, the technique itself, postoperative care, and the results of a procedure. It is intended for the dissemination of diagnostic methods or surgical techniques. The technique presented must be well tested (with adequate follow-up time) or offer a solution to a problem that does not yet have well-established techniques in the medical literature. The article must contain: Title (clear, objective and that reflects the theme addressed), Abstract (unstructured), Keywords (up to six), Explanatory introduction, Selection of patients, Description of the method, Material or Technique, Final comments, References. Maximum of 1,500 words, 10 references, 7 illustrations (between figures and tables).
- **Letters to the Editor:** These have the aim to comment on or discuss works published in the journal or to report original research in progress. Publication is made at the discretion of the Editors, including the reply when relevant. Maximum of 500 words, 4 references, 2 figures.
- **Editorial:** These are written on invitation from the Editor-in-Chief, presenting comments on important studies in this journal, describing important published research or presenting communications from the editors that are of interest to the specialty.

### General Guidelines

- You must submit a digital copy of your manuscript. Hard copy submissions are not accepted.
- Keep the format of your manuscript simple and clear. We will set your manuscript according to our style—do not try to “design” the document.
- The manuscript, including the title page, abstract and keywords, text, references, figure captions, and tables should be typewritten, double-spaced in 12-point font with 1-inch margins all around and saved as one file.
- Each figure should be saved as its own separate file. Do not insert figures within the manuscript file. This requires special handling by Thieme's Production Department.
- Keep abbreviations to a minimum and be sure to explain all of them the first time they are used in the text.
- The manuscripts should be written in consistent British or American English.
- The authors should use Système International (SI) measurements. For clarity, nonmetric equivalents may be included in parentheses following the SI measurements.
- Use generic names for drugs. You may cite proprietary names in parentheses along with the name and location of the manufacturer.
- Credit suppliers and manufacturers of equipment, drugs, and other brand-name material mentioned in the manuscript within parentheses, giving the company name and primary location.

### Files/Information Checklist:

- One of the authors can be designated as the corresponding author. The e-mail address and full postal address should be included in the title page. For more details, please see below the section of Title Page.
- Manuscript:

- Include Keywords
- All relevant Figures and their Figure captions/legends
- All Tables (including titles, description, footnotes)
- Ensure all figure and table citations in the text match the files provided
- Indicate clearly if color should be used for any figures in print Graphical Abstracts / Highlights files (wherever applicable)
- Supplemental files (wherever applicable)
- Further considerations
  - Manuscript has been 'spell checked' and 'grammar checked'
  - All references mentioned in the Reference List are cited in the text, and vice versa
  - Permission has been obtained for use of copyrighted material from other sources (including the Internet)
  - A competing interests statement is provided, even if the authors have no competing interests to declare
  - Journal policies detailed in this guide have been reviewed
  - Referee suggestions and contact details provided, based on journal requirements

## Language

Articles can be written in Portuguese or English.

## Title Page

- This journal adheres to a double-anonymized peer-review policy. The title page should **not** be included in the main document and should be provided as a separate document.
- Article Title: Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- Authorship: A maximum of 6 authors, except to the multicenter studies where the number of authors may be greater, as follows:
  - Two or three institutions, a maximum of 4 authors per institution;
  - More than four institutions, a maximum of 3 authors per institution.
  - Under no circumstances, the number of authors can be greater than 20.
- Indicate each author's affiliation separately. If there is more than one institutional affiliation, only indicate the most relevant. Please clearly indicate the first and last name of each author with the correct spelling. List all affiliations to the respective authors, including city and country. Provide the ORCID (<https://orcid.org/>) email for each author. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the city, state and country name and, if available, the e-mail address of each author. Author affiliations should be presented in increasing hierarchical order (e.g. Harvard University, Harvard Business School, Boston, USA) and should be written as established in its own language (e.g. Universit Paris-Sorbonne; Harvard University, Universidade de So Paulo).
- Corresponding Author: Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.

## Definition of Authorship

Authorship credit should be based on criteria established by the International Committee of Medical Journal Editors. Each author should have made the following contributions towards the completion of the manuscript:

1. Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data
2. Drafting the article or revising it critically for important intellectual content
3. Final approval of the version to be published

## Contributors

Each author is required to declare his or her individual contribution to the article: all authors must have materially participated in the research and/or article preparation, so roles for all authors should be described. The statement that all authors have approved the final article should be true and included in the disclosure.

## Changes to authorship

Authors are expected to consider carefully the list and order of authors **before** submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only **before** the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the **corresponding author**: (a) the reason for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement.

In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors **after** the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

## Abstract and Keywords

See the section Article Types for word limits.

The abstract should briefly outline the content of the article and any conclusions it may reach. The keywords should be words a reader would be likely to use in searching for the content of the article.

A structured abstract, by means of appropriate headings, should provide the context or background for the research and should state its purpose, basic procedures (selection of study subjects or laboratory animals, observational and analytical meth-

ods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

The abstracts should be a maximum of 250 words and structured in the following format: Purpose: One or two sentences that simply state purpose with no background information. Methods: Provide details about the methods of the study, including data analysis. Results: Present most important findings of the study. Please provide numbers (means with standard deviations or medians with ranges) to support your findings, and results of significance tests, e.g. p-values. Conclusions: One or two sentences that state only what your study identified and actually demonstrated. Please do not include comments or information not supported by the data of your study. Level of Evidence (for human studies) or Clinical relevance (basic science in-vitro or in-vivo study: why is this study important from a clinical standpoint?).

Immediately after the abstract, provide a maximum of 6 keywords in alphabetical order and separated by semicolon, to represent the content of the article. The descriptors or keywords should be based on the Health Science Descriptors (Descritores em Cincias da Sade, DECS), which are available at the electronic address <http://www.decs.bvs.br>; or on the Medical Subject Headings (MeSH), from [www.nlm.nih.gov/mesh/MBrowser.html](http://www.nlm.nih.gov/mesh/MBrowser.html).

### Main Document

- This journal uses **double-anonymized peer-review**, which means the identities of the authors are concealed from the reviewers, and vice versa. To facilitate this, please include the following separately:
  - Title page (with author details): This should include the title, professional qualification, academic title and affiliation of each author, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address.
  - Anonymized manuscript (no author details): The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.
- Articles including humans or animals must present the opinion with the approval provided by the specific committee in the submission and cited in the text.
- Use generic names of drugs or devices. If a particular brand was used in a study, insert the brand name along with the name and location of the manufacturer in parentheses after the generic name when the drug or device is first mentioned in the text.
- Quantities and units should be expressed in accordance with the recommendations of the International System of Units (SI), 8th edition 2006 ([www.bipm.org/units/commonpdfsi\\_brochure\\_8\\_en.pdf](http://www.bipm.org/units/commonpdfsi_brochure_8_en.pdf)).
- When abbreviations are used, give the full term followed by the abbreviation in parentheses the first time it is mentioned in the text, such as inferior gleno-humeral ligament (IGHL).
- Please clearly distinguish the hierarchy of headings within the manuscript by using capital letters, underline, italic, and bold styles as necessary.
- As needed, use italic, superscripts, subscripts, and boldface, but otherwise do not use multiple fonts and font sizes.
- Do not insert page or section breaks except where noted in the Author Instructions.
- Use hard returns (the Enter key) only at the end of a paragraph, not at the end of a line. Allow lines of text to break automatically in your word-processing software. Do not justify your text.
- Use only one space, not two, after periods.
- Create tables using the Table function in Microsoft Word.

### Acknowledgments

Present acknowledgments at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

### Formatting of Funding Sources

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

It is not necessary to include detailed descriptions on the program or type of grants and awards. When funding is from a block grant or other resources available to a university, college, or other research institution, submit the name of the institute or organization that provided the funding.

If no funding has been provided for the research, please include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

### Conflict of Interest Statement

All authors (including corresponding and co-authors associated with the manuscript) must make a formal statement at the time of submission indicating any potential conflict of interest that might constitute an embarrassment to any of the authors if it were not to be declared and were to emerge after publication. Such conflicts might include, but are not limited to, shareholding in or receipt of a grant or consultancy fee from a company whose product features in the submitted manuscript or which manufactures a competing product. Should the article be accepted for publication, this information will be published with the paper. Please click <http://www.icmje.org/conflicts-of-interest> to download a Conflict of Interest form. The disclosure information is important in article processing. If the provided forms are incomplete or missing, it can cause delays in publishing of article.

### Informed Consent

The journal adheres to the principles set forth in the "http://www.wma.net/en/30publications/10policies/b3/"Helsinki Declaration and holds that all reported research conducted with human participants should be conducted in accordance with such principles. Reports describing data obtained from research conducted in human participants must contain a statement



in the Methods section indicating approval by the Institutional Review Board (IRB). The authors should also indicate whether or not individual consent for the study was obtained, or whether it was waived.

#### **Conflicts arising from papers authored by Editorial Board Members**

The journal evaluates any submissions from the members of the editorial board purely on merit of the clinical content presented as it does for any other article coming from authors globally. All the articles including articles from Editorial Board members are evaluated via double-anonymized peer review process, which will ensure that the information of author(s) is not revealed to the reviewers. In doing so, the journal ensures there are no conflict of interests or preferences and selection of articles is purely on its clinical content merit, thus ensuring best ethical standards and practices of peer-review are maintained.

#### **Videos**

Revista Brasileira de Ortopedia (RBO) encourages video submissions to complement its articles. Professional quality is expected and can be obtained by using easily available equipment without the need of a professional team.

All videos must have a slide with title, authors and possible conflict of interests. The nature and purpose of the video must be clearly stated, and it must have clear and understandable narration. All videos will be submitted to a peer-review.

The same ethics standards used in Revista Brasileira de Ortopedia for studies with human and animals are valid for the video archives to be submitted. Avoid including institucional industry or any other type of marketing information or displaying a logo. Just as figures, videos must be cited in the manuscript (for example, "Video 1").

The following formats are acceptable: \*.avi, \*.mov, and \*.mp4

Instructions:

- The length of the video cannot exceed 4 minutes;
- Sent only one video per article and not a multipart video;
- The video archive cannot exceed 150 MB;
- Narration is mandatory and can be made in Portuguese or English;
- The videos must be attached to the submission system, choosing *Dataset* the option in the *file upload menu*.

#### **Supplementary Material**

Supplementary material such as applications, images and podcasts can be published with your article to enhance it. The submitted material is published just as provided. Please send your supplementary material along with the article and provide a concise description for each item. If you wish to change the supplementary material, please provide the updated file.

#### **Figure Captions**

- Figures include photographs or radiographs, drawings, graphs, bar charts, flow charts, and pathways, but NOT lists or tables.
- Figures must be cited sequentially in the text. Number all figures (and corresponding figure captions) sequentially in the order they are cited in the text.
- Figure captions should be written after the reference list. Insert a page break between the end of references and the start of figure captions.
- Figure captions should include a description of the figure and/or each lettered part (A, B, etc.) and of any portions of the figure highlighted by arrows, arrowheads, asterisks, etc.
- For a figure borrowed or adapted from another publication (used with permission), add a credit line in parentheses at the end of each figure legend. This credit line should be a complete bibliographic listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example (Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357.)

#### **Tables**

- Data given in tables should be commented on but not repeated in the text. Be sure that lists or columns of related data are composed in a word-processing program like the rest of the text.
- Do not intersperse tables in the text. Tables should appear after the figure captions. Insert a page break between the end of the figure captions and the start of the tables.
- Tables must be double-spaced and numbered in the same sequence they are cited in the text. A short descriptive title should be provided for each table.
- If a table contains artwork, supply the artwork separately as a digital file.
- For tables borrowed or adapted from another publication (used with permission), add a credit line as the first footnote beneath each table. This credit line should be a complete bibliographical listing of the source publication (as a reference), or other credit line as supplied by the copyright holder. For example, "Reprinted with permission from Calfee DR, Wispelwey B. Brain abscess. *Semin Neurol* 2000;20:357." ("Data from . . ." or "Adapted from . . ." may also be used, as appropriate.)
- Other footnotes for tables should be indicated in the table using superscript letters in alphabetical order.
- Any abbreviations used in the table should be explained at the end of the table in a footnote.

#### **References**

References must be as recent as possible and relevant to the available literature. It is essential that they are complete and thoroughly checked. If the reference provided is incomplete, good search options are National Library of Medicine: [www.nlm.nih.gov](http://www.nlm.nih.gov); Books in Print: [www.booksinprint.com](http://www.booksinprint.com); Pub-Med: [www.ncbi.nlm.nih.gov/PubMed/](http://www.ncbi.nlm.nih.gov/PubMed/); or the publishers website.

- Must be listed in AMA style, using the Index Medical journal title abbreviation.
- Must come at the end of the text. Open a line before listing references.
- Must be cited sequentially in the text in numerical order (not alphabetical).
- Cite all authors up to the sixth author. If there are more than 6 authors, cite the first 3 followed by et al.

- It is mandatory to include the DOI (Digital Object Identifier) in all citations where it is available.
- Must follow the style as shown in the following examples:

1. Citing a journal article:

Borges JLP, Milani C, Kuwajima SS, Laredo Filho J. Tratamento da luxação congênita de quadril com suspensório de Pavlik e monitorização ultra-sonográfica. *Rev Bras Ortop* 2002;37(1/2):5–12

2. Citing a chapter in a book:

Johnson KA. Posterior tibial tendon. In: Baxter D. *The foot and ankle in sport*. St Louis: Mosby; 1995:p.43-51

3. Citing a book:

Baxter D. *The foot and ankle in sport*. St Louis: Mosby; 1995

4. Citing a thesis:

Laredo Filho J. *Contribuição ao estudo clínico-estatístico e genealógico-estatístico do pé torto congênito equinovaro* [thesis]. São Paulo: Universidade Federal de São Paulo colocar virgula Escola Paulista de Medicina; 1968

5. Citing a government publication:

Food and Drug Administration. Jin Bu Huan Herbal Tablets. Rockville, MD: National Press Office; April 15, 1994. Talk Paper T94-22

6. Citing an online article:

Lino Junior W, Belangero WD. Efeito do Hólmio YAG laser (Ho: YAG) sobre o tendão patelar de ratos após 12 e 24 semanas de seguimento. *Acta Ortop Bras* [periodical on the Internet] 2005 [cited 2005, Aug 27];13(2):[about 5 p.] Available from: <http://www.scielo.br/scielo>

7. Citing a symposium article:

Eisenberg J. Market forces and physician workforce reform: why they may not work. Paper presented at: Annual Meeting of the Association of American Medical Colleges; October 28, 1995; Washington, DC

## DIGITAL ARTWORK PREPARATION

### General Guidelines

- It is best to use Adobe Photoshop to create and save images, and Adobe Illustrator for line art and labels.
- Do not submit art created in Microsoft Excel, Word, or PowerPoint. These files cannot be used by the typesetter.
- Save each figure in a separate file or at the end of the text, after the list of references and with their respective titles and captions.
- Do not compress files.
- All black-and-white and color artwork should be at a resolution of 300 dpi (dots per inch) in TIFF format. Line art should be 1,200 dpi in EPS or TIFF format. Contact the Production Editor at Thieme if you are unsure of the final size.
- It is preferable for figures to be cropped to their final size (approximately 3½ inches for a single column and up to 7 inches for a double column), or larger, and in the correct orientation. If art is submitted smaller and then has to be enlarged, its resolution (dpi) and clarity will decrease.

**Note:** Lower resolutions (less than 300 dpi) and JPEG format (.jpg extension) for grayscale and color artwork are strongly discouraged due to the poor quality they yield in printing, which requires 300 dpi resolution for sharp, clear, detailed images. JPEG format, by definition, is a lower resolution (compressed) format designed for quick upload on computer screens.

### Black-and-White Art

- Black-and-white artwork can be halftone (or grayscale) photographs, radiographs, drawings, line art, graphs, and flowcharts. Thieme will only accept digital artwork.
- If possible, do not send color art for conversion to black-and-white. Do the conversion yourself so that you can check the results and confirm in advance that no critical details are lost or obscured by the change to black-and-white.
- For best results, line art should be black on a white background. Lines and type should be clean and evenly dark. Avoid screens or cross-hatching, as they can darken or be uneven in printing and lead to unacceptable printing quality.

### Color Art

- All color artwork should be saved in CMYK, not RGB.

### Art Labels

- Arrows, asterisks, and arrowheads (or other markers) should be white in dark or black areas and black in light or white areas, and large in size. If not, these highlighting marks may become difficult to see when figures are reduced in size during the typesetting process.
- Use 1-point (or thicker) rules and leader lines.
- Capitalize the first word of each label and all proper nouns. Consider using all capitals if you need a higher level of labels.
- Where there are alternate terms or spellings for a named structure, use the most common one and make sure it is consistent with what is used in the text.
- Avoid using multiple fonts and font sizes for the labels; use only one or two sizes of a serif font.

## SUBMISSION PROCEDURE

### Article Processing Charge (APC) & Open Access

All papers in the *Revista Brasileira de Ortopedia* are published open access and are available online immediately upon publication without registration. All article processing charges (APCs) are fully sponsored by the Brazilian Society of Orthopaedics and Traumatology (Sociedade Brasileira de Ortopedia e Traumatologia SBOT). Upon acceptance, no APC is due by the author. No additional fees,



including submission fees, editorial processing charges, or page and color charges apply. For current prices, please visit Open Access - Journal authors - Thieme Group, navigate to “APC”, and select the Price List. APCs are regularly reviewed and may be subject to change.

### **Submission Procedure**

- Consult the checklist on the first page of this document to ensure that you are ready to submit your manuscript.
- Manuscripts must be submitted electronically at the following link: <http://www.editorialmanager.com/rbo>
- Always review your manuscript before submitting it. You may stop a submission at any phase and save it to submit later. After submission, you will receive a confirmation email. You can also check the status of your manuscript by logging in to the submission system. The system converts your article files to a single PDF file used in the peer-review process. Editable files are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail. The Editor in Chief will inform you via email once a decision has been made.

### **Revision Procedure**

The journal follows a double-anonymized peer-review process where neither author and reviewer does not get to know the identity of each other. At least two reviewers randomly selected based on their knowledge and experience under the supervision of the Editor-in-Chief on each manuscript. The decision is taken based on the comparative reviews that the manuscript receives during the review process.

- If the editor and reviewers conclude that your article needs revision, you will have to make the changes via a word-processing program and resubmit it electronically.
- Log In to the submission system and find your article, which will be marked for revision.
- The best way to make revisions to your manuscript is by enabling the Track Changes mode in Microsoft Word, which will automatically highlight and mark up revised text. Please submit both a marked up copy and a clean copy of your revised manuscript to the submission system.
- Your original files will still be available after you upload your revised manuscript, so you should delete any redundant files before completing the submission.
- You will also be provided space in which to respond to the reviewers' and editors' comments. Please be as specific as possible in your response.

### **PRODUCTION PROCEDURE**

#### **Page Proofs**

Page proofs will be sent to you via email. The proofs will be in a PDF file format, which should be opened using Acrobat Reader software. You will receive further instructions with your proofs. Take this opportunity to check the typeset text for typographic and related errors. Elective alterations are difficult to accommodate owing to the associated time and expense of introducing them. Therefore, please be sure that when you submit your manuscript, it is accurate, complete, and final.

### **POLICY STATEMENTS**

#### **Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

#### **Preprint Server Statement**

RBO encourages the submission of manuscripts that have been deposited in an initial draft version in preprint repositories such as Research Square, arXiv, and medRxiv. Drafts of short conference abstracts or degree theses posted on the website of the degree-granting institution, and draft manuscripts deposited on authors' or institutional websites are also welcome. All other prior publication is forbidden.

During submission, authors should:

- (1) note use of the preprint repository in the cover letter;
- (2) state what adjustments and/or updates the draft has undergone between deposition and submission;
- (3) cite the preprint, including the DOI, as a reference in the manuscript.

After submission to the journal, and until a final decision has been made, authors are discouraged from depositing versions of their manuscript as preprints. Upon publication authors should add a link from the preprint to the published article. Twelve months after publication, authors can update the preprint with the accepted manuscript.

#### **Ethics standards**

No data or image identifying a patient can be used without formal consent (patient permission forms are available at: [www.thieme.com/journal-authors](http://www.thieme.com/journal-authors)); studies using human beings or animal trials must follow ethical standards from the International Committee of Medical Journals Editors – ICMJE, as well as approval of original institution's Ethics Committee; conflicts of interest must have a ICMJE form filled in by all authors (available at: <http://icmje.org/>); commercial marks should be avoided; authors are the sole responsible for opinions and concepts in the published articles, as well as for the reference accuracy. You may find the full Ethical Review Committee Statement here: [https://cdn0.scrvt.com/9ca5761af4a1cf7bf49dd51537e8f4d1/0cd6b9200990aee/c93e0c087bf4/Ethical\\_Review\\_Committee\\_Statement\\_form.pdf](https://cdn0.scrvt.com/9ca5761af4a1cf7bf49dd51537e8f4d1/0cd6b9200990aee/c93e0c087bf4/Ethical_Review_Committee_Statement_form.pdf)

#### **Authorization Letter**

The corresponding author should send a letter authorizing publication, signed by all coauthors, ensuring the uniqueness of the publication, ie, the article should not be posted on other news outlets, not be available online. Articles already published in other media should say when and where they were accepted for publication.

**Conflict of Interest Statement (if any):**

All authors (including corresponding and coauthors associated with the manuscript) must make a formal statement at the time of submission indicating any potential conflict of interest that might constitute an embarrassment to any of the authors if it were not to be declared and were to emerge after publication. Such conflicts might include, but are not limited to, shareholding in or receipt of a grant or consultancy fee from a company whose product features in the submitted manuscript or which manufactures a competing product. Should the article be accepted for publication, this information will be published with the paper.

**Types of conflicts include:** Consulting, Royalties, Research Support, Institutional Support, Ownership, Stock/Options, Speakers Bureau, and Fellowship Support. Any commercial entity whose products are described, reviewed, evaluated, or compared in the manuscript, except for those disclosed in the Acknowledgments section, are potential conflicts. This journal follows the guidelines of the International Committee of Medical Journal Editors and an ICMJE disclosure of potential conflicts of interest (COI) form must be submitted for each author at the time of manuscript submission. Forms must be submitted even if there is no conflict of interest. It is the responsibility of the corresponding author to ensure that all authors adhere to this policy prior to submission.

A conflict of interest statement must also be included in the manuscript after any "Acknowledgements" and "Funding" sections and should summarize all aspects of any conflicts of interest included on the ICMJE form. If there is no conflict of interest, authors must include 'Conflict of Interest: none declared'. Please click <http://www.icmje.org/conflictsofinterest> to download a Conflict of Interest form. The disclosure information is important in article processing. If the provided forms are incomplete or missing, it can cause delays in publishing of article.

**Informed Consent**

The journal adheres to the principles set forth in the Helsinki Declaration and holds that all reported research conducted with human participants should be conducted in accordance with such principles. Reports describing data obtained from research conducted in human participants must contain a statement in the Methods section indicating approval by the Institutional Review Board (IRB). The authors should also indicate whether or not individual consent for the study was obtained, or whether it was waived.

**Conflicts arising from papers authored by Editorial Board Members**

The journal evaluates any submissions from the members of the editorial board purely on merit of the clinical content presented as it does for any other article coming from authors globally.

All the articles including articles from Editorial Board members are evaluated via double-anonymized peer review process, which will ensure that the information of author(s) is not revealed to the reviewers. In doing so, the journal ensures there are no conflict of interests or preferences and selection of articles is purely on its clinical content merit, thus ensuring best ethical standards and practices of peer-review are maintained.

**Copyright Statement**

All papers in Revista Brasileira de Ortopedia are published open access and are available online immediately upon publication without registration. Thieme publishes the papers under the terms of the Creative Commons Attribution (CC BY) 4.0 license, which permits any user to read, download, copy, distribute, and use the content for any lawful purpose. For more Information on our Open Access Program please visit <https://open.thieme.com>. Without prejudice to the terms and conditions of this Open Access License to Publish Agreement, you as the Contributor or, if applicable your employer, will retain all proprietary Intellectual Property rights in the Contribution, as well as in any process, procedure or article of manufacture described therein. By executing this Open Access License to Publish Agreement, the Contributor, and if applicable, the Contributor's employer, grants to the Publisher on a non-exclusive basis all rights necessary with regard to the editorial process and publishing service, in connection with the reproduction and distribution of the Contribution in the Journal and all subsequent versions and making it available to the public. Your work will be credited as © The Author(s). The Publisher is entitled, but not obliged, to use the aforesaid rights and may adapt the Contribution for these uses. The Publisher will take your and your co-authors' legitimate interests into account in this respect.

**EDITORIAL CONTACTS**

Please contact the Editors or Thieme Publishers with any questions.

**Editor in Chief**

Prof. Dr. Geraldo da Rocha Motta Filho  
Sociedade Brasileira de Ortopedia e Traumatologia  
Alameda Lorena, 427 - 14º. Andar - Jd. Paulista, SP, Brazil  
[rbo@sbot.org.br](mailto:rbo@sbot.org.br)  
T: +55 11 2137 5400

**Thieme Publishers****Production Coordinator**

Paula Di Sessa Vavlis  
[paula.disessa@thieme.com.br](mailto:paula.disessa@thieme.com.br)

**Junior Production Coordinator**

Tamiris Moreira Rudolf  
[tamiris.rudolf@thieme.com.br](mailto:tamiris.rudolf@thieme.com.br)

**Journals Intern**

Caroline Bianchi Ávila  
[carol.avila@thieme.com.br](mailto:carol.avila@thieme.com.br)