

JOINT BONE SPINE

GUIDE FOR AUTHORS – JOINT BONE SPINE

Joint Bone Spine and its French-language counterpart *Revue du Rhumatisme* publish editorials, review articles, original articles, recommendations, brief clinical reports, letters to the Editor, and news for rheumatologists (only in the French-language edition). The scope is the entire field of rheumatology, including all diseases of the joints, bones, and spine. Surgical techniques and, more generally, manuscripts focusing specifically on orthopedic surgery are not suitable. When reporting work on non-clinical topics, authors must explain in detail how their findings influence the knowledge of musculoskeletal diseases. Manuscripts may be submitted in French or English. Accepted manuscripts are usually published in both editions of the journal (*Joint Bone Spine* and *Revue du Rhumatisme*) after decision of the Editorial board. **Manuscripts submitted in English are translated into French free of charge to the authors.** Authors submitting manuscripts in French must either supply an English translation or pay a translation fee.

Authors must comply with the rules about manuscript content and presentation that are outlined here.

Manuscripts must be submitted electronically using the Elsevier Editorial System (EES) tool at

<http://ees.elsevier.com/revrhu/>

IMPORTANT INFORMATION

Joint Bone Spine publishes only material that has not been published and is not being considered for publication elsewhere.

Dual submission or dual publication may be reported by the Editorial Board to other national and international journals, as well as to the heads of the institutions where the authors work.

Submitted manuscripts are reviewed by the Editorial Board and by reviewers who are experts in the relevant field. Acceptance or rejection decisions are usually communicated within 4 to 6 weeks. Accepted manuscripts (with the exception of news for rheumatologists) are usually published in both the French-language and the international (English-language) versions of the journal. For most of the papers considered for publication, we first request a number of modifications. The revised version is then evaluated and the final decision to accept or reject the manuscript is taken. The decision to publish a manuscript in *Joint Bone Spine* becomes final only after the Editorial Board has checked both versions (French and English) and the authors have paid their contribution to the costs of translation from French to English, i.e., 0.17 €/ word plus taxes. The bill will be sent to the corresponding author, who submits the manuscript on behalf of all the authors and accepts responsibility for the manuscript together with the senior author (last author). Manuscripts submitted in English are translated into French free of charge to the authors. Manuscripts submitted only in French will be translated by the Editorial Board, and the corresponding author will be billed for the translation, unless otherwise requested by the authors at the time of manuscript submission.

1. SUBMITTING A MANUSCRIPT (manuscripts must be submitted online via <http://ees.elsevier.com/revrhu/>)

The Elsevier Editorial System (EES) for online submission

- New users must access the home-page of the online submission site for *Joint Bone Spine* at <http://ees.elsevier.com/revrhu/>, click on “register” on the menu bar at the top of the page, and enter the requested information: first name, last name, and E-mail address. A confirmation E-mail containing the username and password will be sent shortly afterward.
- Registration is required only once, the first time the system is used. Subsequently, authors log in using their username and password then click on “author login” to access the system.
- Once in the system, submit the manuscript by following the prompts to enter information related to the submission then to upload the manuscript files.
- IMPORTANT! Separate files must be prepared for each of the following:
 - THE MANUSCRIPT: title page (manuscript title, names of the authors, and full contact information), a summary in French only, keywords in French, body of text, reference list, tables and table legends, and figure legends.
 - THE FIGURES (diagrams, line drawings, black-and-white or color photographs), with a separate file for each figure.

Should you encounter technical problems, please contact Author Support at:

authorsupport@elsevier.fr

2. PRESENTATION OF MANUSCRIPTS

All the requirements for manuscript presentation given below must be followed. Failure to comply fully with these requirements may lead to rejection of the manuscript either at submission or during the review process.

General considerations

The manuscript should be typed double-spaced.

2.1. Types of material considered for publication and manuscript length

The maximum lengths (not counting the title page, summary, references, tables, or figures) vary according to the manuscript category. The ScienceDirect electronic submission site encourages authors to submit additional documents for publication as online supplements (see “Online Supplements” below).

- Editorials: 1800 words / 20 references / 3 tables and figures
- Review articles: 3600 words / 60 references / 6 tables and figures
- Original articles: 3600 words / 40 references / 6 tables and figures
Online supplements are particularly well-suited to these three manuscript categories.
- Recommendations: 3600 words / 40 references / 6 tables and figures
- Clinical reports: 2000 words / 15 references / 3 tables and figures
Authors of clinical reports are invited to emphasize the unusual features and lessons to be learned from the case or cases, rather than to review previously published cases; the number of authors should be consistent with the manuscript category (e.g., no more than 4 or 5 authors for a case-report);

- Letter to the Editor: 500 words / 10 references / 2 figures or tables at the most
- Correspondence: In this section, readers can express their views about material in the journal to the authors or Editorial Board, who may then answer.

2.2. Title page

The title page should include:

- a concise title that accurately describes the essence of the article. Abbreviations are not allowed. The Editorial Board may modify the title to improve concision and accuracy.

- The first name and last name of each author, with only the first letters capitalized; when there are several authors working in different departments, use superscript numbers to indicate the affiliation of each author;

- Only individuals who contributed substantially to the manuscript can receive credit for authorship; the Editorial Board may request explanations if the number of authors is large. The number of authors is limited to four for case-reports and letters, unless the authors can convince the Editorial Board that a larger number is warranted. One of the authors should be identified as the corresponding author. The corresponding author certifies that all authors agree to the content, presentation, and decision to submit the manuscript.

- The complete name and address of the institution, department, laboratory, or other place of work of each author, as well as the phone and fax numbers and the **E-mail address** of the author to whom correspondence and reprints should be sent.

2.3. Summary and keywords

Each manuscript (except editorials and letters to the Editor) should have a summary not exceeding 250 words and containing no abbreviations or references. **Summaries of original articles** should be structured as follows:

Objectives, Methods, Results, and Discussion/Conclusions.

List up to five keywords after the summary. The keywords need not repeat words in the title and should be relevant or descriptive.

2.4. Text

Style. Conciseness and accuracy are strongly encouraged. Readers who do not work in the main field of the study should be able to understand the material easily. Use of the first person singular is discouraged. Short paragraphs should be avoided. A past tense should be used to report past events, such as those in the Methods and Results sections. When referring to authors of published articles, the name of the first author followed by et al. should be used, or both names if there are only two authors. Headings and subheadings of the same level should be identical in presentation. Latin terms commonly used in scientific articles (such as e.g., et al., in vitro, or a priori) should be in Roman type. Either American or British spelling is accepted, provided that one or the other is used consistently.

Article structure. Authors are invited to follow the presentation used in past issues of *Joint Bone Spine*. A heading should be used for the introduction.

Note. Original articles should follow the IMRAD format: Introduction, Methods, Results, and Discussion. Original articles should clearly state the study question at the end of the introduction, provide the results without duplicating information in the text and tables or figures, state the main message of the study at the beginning of the discussion, and provide no individualized conclusion. Neither should an individualized conclusion be given in clinical reports or letters to the editor.

Acknowledgments. Please obtain approval from all individuals whose contribution to the study is acknowledged.

Conflicts of interest. Conflicts of interest should be disclosed at the end of the text, after the acknowledgment section if relevant. A conflict-of-interest statement must be provided for all manuscripts except case-reports and letters, for which it may however be deemed desirable by the authors or Editorial Board. The sources of the funds used to perform the study should be specified. Authors should disclose specific financial interests relevant to the subject of their study, as well as the nature of any such interest (e.g., employment, stock ownership or options, consultancies, honoraria, or grants). If an agency is used to obtain funding from industrials, the industrial source of the funds (e.g., pharmaceutical company) must be indicated. The Editorial Board may ask specific questions of the authors regarding potential conflicts of interest (see below). The conflict-of-interest statement should be made on the submission site and included in the manuscript.

In the manuscript file, after the acknowledgments section and before the reference list, funding sources or research contracts related to the manuscript should be indicated as follows:

- There are no conflicts of interest related to the manuscript. Conflicts of interest: none
- There are conflicts of interest related to the manuscript. Each author discloses the conflict(s) of interest and indicates their nature. The main conflicts of interest that should be declared are listed below:
 1. Employment by a company or other financial interest in the company
 2. Honoraria paid by an institution
 3. Grant support from an institution

At online submission via the Elsevier Editorial System, the submitting author will be asked about potential conflicts of interest regarding the manuscript. A box will be available for listing potential conflicts of interest for each author.

For further information on conflicts of interest:

Council of Science Editors. CSE's White Paper on Promoting Integrity in Scientific Journal Publications. Editorial Policy Committee (2005–2006). Available at: http://www.councilscienceeditors.org/editorial_policies/white_paper.cfm

Abbreviations. Only standard abbreviations are acceptable. Please keep abbreviations to a minimum. The word or phrase should be spelled out when used for the first time, followed by the abbreviation in parentheses. However, international measurement units need not be spelled out. Abbreviations should not be used in the title; they are strongly discouraged in the summary.

Numbers, units, symbols, and brand names. Numerical data should be given with reasonable precision; in particular, means should not be given to more than one decimal place over the raw data from individual measurements. In most instances, three numerals are sufficient, for instance a mean age of 45.6 years or a mean serum sodium level of 136 mmol/L. The Editorial Board reserves the right to simplify numbers reported with spurious precision. Symbols and scientific units of measurement should be used consistently and in compliance with international standards. Please identify medications by their international nonproprietary name, without capitalizing the first letter. Except when absolutely necessary, use of brand names is discouraged; when a brand name must be used, the international nonproprietary name should be given also, and the brand name should be followed by the symbol® then by the name of the pharmaceutical company, followed by the city and country or state, if the medication is not widely known. Brand names of medical devices should be followed by the symbol™ then, in parentheses, by the name of the manufacturer or distributor followed by the city and country or state. In sentences, numbers up to ten should be spelled out. Isotopes should be noted as the atom symbol preceded by the atomic mass as a superscript (e.g., ¹³¹I).

Tables. Each table, with its legend, should be self-explanatory. The legend should state the contents of the table (title) followed by the information needed to understand it. All abbreviations used in the table should be explained in the legend. A reasonable level of precision should be used; in general, this means no more than two or three digits after the decimal point. Tables should not exceed 120 character/spaces in width. Each table should be typed on a separate page. Tables should be numbered in Arabic numerals in the order they are cited in the text; in the text, tables are cited in parentheses. The title should be typed above the table and any explanatory information under the table.

Statistics. The tests used should be specified in the methods section, as well as in the results section when comparisons are reported. It is usually unnecessary to supply the exact *P* value; instead specify whether the value was less than 0.05, 0.01, or 0.001.

2.5. References

The reference list is the responsibility of the authors. The authors must check the reference list for accuracy before submitting their manuscript. Cited articles should be readily accessible to the journal's readership. We discourage authors from citing articles published in journals that are not indexed in Current Contents.

The references should be numbered in the order in which they appear in the text. In the text, tables, and legends, please cite references by indicating their number in the list, in Arabic numerals enclosed in square brackets. References that are cited only in the legends to tables or figures should bear the number corresponding to the place in the text where the table or figure is mentioned for the first time. When two references, or more than two references bearing nonconsecutive numbers, are cited in the same set of brackets, use a comma to separate the numbers; when more than three references bearing consecutive numbers are listed, place the first and last number separated by a hyphen in the brackets: [5, 7], [9-11], [5, 7, 9-11, 13]. All references cited in the text should be in the list and vice versa. Abstracts of oral communications or posters may be cited only if published within the last 5 years; the title should be followed by the word [abstract] (for references in English) or [résumé] (for references in French) in square brackets. Similarly, titles of Letters to the Editor should be followed by the word [letter] or [lettre] in square brackets. In the reference list, the names of all authors should be given, unless there are more than three, in which case the first three names should be followed by a comma then by "et al." Articles that have been accepted for publication but not yet published may be included in the list, with the name of the journal, the year, and the Digital Object Identifier. Personal communications, dissertations, manuscripts in preparation, and manuscripts undergoing the submission process may be cited in the text in parentheses but may not be included in the reference list.

In the reference list, provide the number of the first page of the cited publication followed by a hyphen then by the part of the number of the last page that differs from the number of the first page (e.g., pp 187-96).

The list of references should follow the Vancouver style, as described in the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, Fifth Edition, International Committee of Medical Journal Editors, N Engl J Med 1997; 309-16.

- *Journal article*

- [1] Puéchal X. Antineutrophil cytoplasmic antibody-associated vasculitides. Joint Bone Spine 2007; 74: 247-35.

- *Article in a supplement to a journal volume*

- [2] Falgarone G, Boissier MC. Du génome au protéome: stratégies pour comprendre la complexité de la polyarthrite rhumatoïde. Rev Rhum 2004; 2 Suppl:22-7.

- *Book*

- [3] Kanis JA, ed. Pathology and treatment of Paget's disease of bone. London: Martin Dunitz; 1991.

- *Book chapter*
[4] Schumacher HR. Sarcoidosis. In: McCarthy DJ, Ed. Arthritis and allied conditions, 11th ed. Philadelphia: Lea and Febiger; 1989. p. 1294–300.

3. FIGURES

Please supply electronic files for all figures (see below). Please contact authorsupport@elsevier.com should difficulties arise with this requirement.

Letters or numbers should be used for notes within figures whenever possible; if words appear within figures, both an English-language and a French-language version must be supplied. Figure legends should be provided separately; each legend should describe clearly what the illustration shows and what each abbreviation means. Figures are published in black and white in the journal; they are published in color on the ScienceDirect web site, at no additional cost. Publishing color figures in the print version of the journal results in additional page charges for the authors (the editor will supply an estimate of these charges if requested). For any material that has been published previously, permission must be obtained from the authors and copyright holder. The editorial board may delete figures that are deemed superfluous or of inadequate quality relative to the value of the information they provide.

The Editorial Board will accept only the number of figures specified in the Guide for Authors for publication in the journal. However, supplementary material may appear in an online supplement (please see Chapter 4: Supplementary Material). When a figure has several components (e.g., a,b,c...), all the components must be provided in the same file.

Figures should be supplied preferably as TIFF (.tif), EPS (.eps), or PDF (.pdf) files. Word, PowerPoint, and Excel files are acceptable also. To ensure easy identification of uploaded files, the file name should indicate the number of the figure followed by the format (e.g., "fig1.tif" for the file containing Figure 1 in TIFF format).

Resolution must be at least 300 DPI (dots per inch) for grayscale and quadrichrome images and 600 DPI for line drawings. Only high-resolution images can be printed.

These values are valid assuming the size of the image supplied by the authors is similar to the size that will appear on the journal page. Enlarging images results in loss of resolution, whereas reducing image size improves resolution. Counting the total number of pixels along the width of the image is the simplest method for estimating image quality according to size.

Please use the table below to check the "offset printability" of your images; (the quality criteria required for the offset process are more stringent than those needed for laser or inkjet printing).

Width on the journal page Resolution / Number of pixels along the width of the image

	72 DPI(=PPI/=PPP) (web, screen) not printable	300 DPI(=PPI/=PPP) (grayscale, quadrichrome) printable	600 DPI(=PPI/=PPP) (line) printable
82 mm (one journal column)	232 pixels	969 pixels	1937 pixels
170 mm (two journal columns)	482 pixels	2008 pixels	4016 pixels
125 mm	354 pixels	1476 pixels	2953 pixels

(one book column)

215 mm

(A4 cover)

609 pixels

2539 pixels

5079 pixels

Examples:

– a quadrichrome image that is 1000 pixels wide can be printed across one column but would not be of adequate quality if printed across two columns;

– a line drawing that is 2800 pixels wide can be enlarged to fit one book column (125 mm) or reduced to fit one journal column (82 mm);

– a quadrichrome image that is 500 pixels wide and seems of excellent quality on the computer screen can be printed only across 42 mm at 300 (at best, it will appear across one journal column, i.e., 82 mm, but with a resolution of only 150 dpi, which will leave the pixels visible).

For additional information on how to supply images, please visit our web site:

<http://www.elsevier.com/locate/authorartwork>

4. SUPPLEMENTARY MATERIAL

Manuscripts can be accompanied with supplementary material (chiefly text, tables, or figures, but also images, video and audio files, archives, and spreadsheets) for online publication only. Your printed article will indicate that further material can be found online. Authors are encouraged to submit supplementary material while bearing in mind that the print version should be easy to understand without consulting the online supplement. To submit supplementary material, select “Supplementary material” in the “Item” menu when uploading your files. To find out more about submitting supplementary material, please visit <http://www.elsevier.com/locate/authorartwork>.

5. HANDLING OF SUBMITTED MANUSCRIPTS

All submitted manuscripts are assessed by the Editorial Board. Manuscripts are then sent to experts for peer review. The experts may be members of the journal's Editorial Advisory Board or outside consultants. The Editorial Board reads the reports sent by the experts and asks the authors for the modifications needed to make the manuscript suitable for publication. At any point of the manuscript-handling process, the Editorial Board may decide that the manuscript is not suitable for publication. The decision to accept the manuscript is taken only after a review of the revised version of the manuscript. Specific instructions exist for submitting revised manuscripts (see “instructions for re-submission on the home page of the EES site at <http://ees.elsevier.com/revrhu/> under “Author information”).

When preparing the proofs, copy editors at the journal may make changes if required to improve clarity, under the supervision of the Editorial Board.

6. PROOF READING, OFFPRINTS, AND REPRODUCTION REQUESTS

Proofs of accepted manuscripts are E-mailed to the corresponding author as PDF documents. No changes in content can be made, and neither can additional information be inserted; only typographical corrections will be accepted. The authors are responsible for making sure that the proofs are returned to the editor within 48 hours of receipt, regardless of the period of the year, with the annotation “approved by the authors.” Should the proofs not be returned within 48 hours, the editor reserves the right to proceed to press without author corrections, after obtaining

approval from the Editorial Board. The Editorial Board may make copy-editing changes, if needed, prior to printing. The corresponding author receives a PDF file of the article at publication. Paper reprints can be ordered from the editor by completing the order form that is sent to the corresponding author before the proofs. A copyright transfer form is sent with the paper reprint order form and must be signed and sent back to the editor.

At publication of the article, requests for permission to reproduce the article must be sent to the editor.

The Guide for Authors is available on the Joint Bone Spine web site: <http://france.elsevier.com/direct/REVRHU/>

To contact the editors: rev-rhum@elsevier.fr

Manuscripts must be submitted online at: <http://ees.elsevier.com/revrhu/>

JOINT BONE SPINE

INSTRUCTIONS TO AUTHORS FOR RESUBMISSION OF MANUSCRIPTS

Your manuscript has been anonymously reviewed by referees who have made a number of comments or suggestions. You are invited to modify your manuscripts in accordance with these, and to submit the revised version to our journal.

To allow orderly and effective processing of resubmitted manuscripts by our Editorial Board, you are asked:

- to address each of the comments made by the reviewers, in a document that will not be published, stating which modifications were made to answer these comments or on the contrary why the suggested modifications were not made ;
- to supply a file of the revised version of your manuscript, of which you should have the modifications marked in a visible manner (e.g., underlined in red ink).

Please make sure that your revised manuscript meets the following requirements:

- the abstract should not exceed 250 words ;
- the discussion should be concise, relevant to your results, and non repetitious ;
- **the references should comply with the Instructions for Authors (Vancouver System)**, each reference should be listed, abstracts should be referenced by the page number rather than the abstract number, and references should be checked for typographical errors ;
- there should be complete agreement across the different sections of the text, the tables, and the figures regarding all numerical data and other information ;
- figures legends should be self-explanatory and legends to images should accurately describe what is being drawn to the reader's attention (use arrows if needed).

Resubmitted manuscripts that fail to meet these requirements will not be considered for publication.