

INSTRUCTIONS FOR AUTHORS

Acta Orthopaedica Belgica welcomes original articles, technical notes, review articles, current concepts reviews and case reports that contribute to orthopaedic surgery and traumatology (children and adults), from any authors regardless of their country of residence.

Original articles are accepted for exclusive publication in Acta Orthopaedica Belgica (A.O.B.). Simultaneous submission to several journals will be considered malpractice on the part of the authors and will result in rejection of their manuscript.

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Letter of transmittal

After reception of a manuscript, the corresponding author will receive a message which acknowledges receipt of the manuscript, together with a standard letter of transmittal which shall be signed by all authors and returned by e-mail to the editor and secretary of A.O.B. Each author must assume full responsibility for the content of the manuscript.

Structure of the article

Acceptance of a scientific contribution is a decision of the editorial board, after consulting expert referees.

UK English is the sole language of the journal. The editors understand that English is not the mother language of many contributors. Nevertheless, proper grammatical construction, proper use of vocabulary and spelling are the prime responsibility of the authors. Manuscripts requiring rewriting or excessive editing work will be returned.

Title page : the title, in bold low case letters, should be short (maximum 15 words), clearly indicating the content of the article.

The title will be followed by the first names (in low case letters) and last names (in capital letters) of the **authors** ; no more than six authors can be listed for an original study, and four for a case report.

A footnote on the title page should give the hospital or university affiliation and title of each author, as well as the name, mailing address, telephone, fax and e-mail address of the corresponding author. The authors shall also specify in which institution the study was carried out.

The text must be precise, clear and concise.

A review article or original study should be no more than 4000 words, a case report or technical note no more than 2000 words. Pages should be numbered.

Abbreviations may not be used in either the title or abstract ; if used in the text, their meaning must be given the first time used.

Articles should follow the "AIMRAD" structure (Abstract, introduction, materials (or patients) and methods, results and discussion) :

Abstract : normally no more than 150 words. It should state the purpose of the study in one sentence. Methods of study should be stated. Results should be summarised in sufficient detail to support the conclusions.

Introduction : short review of previous relevant studies and statement of the purpose of the study.

Materials (or patients) and methods : methods should be detailed only when they are original ; otherwise the source should be given.

The authors shall clearly specify whether their study was prospective or retrospective, whether it was a randomized, controlled or cohort study; the proportion of patients lost to follow-up shall be indicated.

Statistical methods shall be described in detail.

Results : they should be described, without comments. As a rule, results of surgery should have a follow-up of more than two years.

A p value must be reported for any significant differences presented. When no significant differences are reported, a power study must be done and the value of alpha or beta reported. Correlation coefficients will be reported when applicable.

Discussion : includes comments on published data correlated to bibliographical references.

No attempt should be made to present a comprehensive literature review.

The strengths, weaknesses and limitations of the study must be presented.

The conclusions shall be based on the findings reported in the manuscript.

References : The references quoted in the text are numbered and listed **alphabetically** at the end of the article ; they are referred to in the text by their number, in smaller italic figures in rounded parentheses. Only references actually used by the authors and of significance will be included. For books, author or editor, title, publisher, year of issue, first and last page of quoted text shall be mentioned. Titles of journals shall be abbreviated according to international rules (Index Medicus) ; the first and last page of each article shall be mentioned. The typography to be used is that found in recent issues of the journal; it shall be used with scrupulous attention to accuracy.

Examples :

Rockwood CA, Matsen FA III. *The Shoulder.* 2nd ed, WB Saunders, Philadelphia, 1990, pp 722-735.

Shaw M, Burnett H, Wilson A, Chan O. Pseudosubluxation of C2 on C3 in polytraumatized children, prevalence and significance. *Clin Radiol* 1999 ; 54 : 577-580.

Hoser C, Fink C, Brown C et al. Long-term results of arthroscopic partial lateral meniscectomy in knees without associated damage. *J Bone Joint Surg* 2001 ; 83-B : 513-516.

Conflicts of interest : Any conflict of interest, any grant or financial profit related with the study must be mentioned in a brief note at the end of the manuscript. This statement has no bearing on the editorial decision to publish the manuscript.

Presentation of the manuscript

Manuscripts shall be submitted by E-mail, together with tables and figures, to the editor, at aob.edit@gmail.com

A second title page is also requested, not mentioning the names of the authors nor their institution.

Illustrations and figures must be numbered with arabic figures, according to the sequence in which they appear in the text.

The tables should be provided as individual separate files and should be numbered in roman figures. Figures and tables will be quoted in the text and their appropriate places indicated in the margin. There should be a title with a short descriptive heading for each table and a legend for each figure. A list of the legends should be typed double spaced on a separate sheet, attached to the main text.

When submitting an illustration that has appeared elsewhere, its origin must be stated and evidence must be provided that permission has been obtained from the author and publisher to reproduce it.

Illustrations shall be serially numbered and come as individual electronic files which shall include the first author's name. Digital illustrations may be in JPEG or TIF format and should have sufficient resolution to permit quality printing (at least 300 dpi, which corresponds to a file of at least 150 Kb for each individual figure). The use of colour prints will be considered only when it is necessary to illustrate a particular feature that cannot be made clear in some other way. The extra cost related with colour prints (ranging from 50 to 250 euros) will be charged to the authors, who shall provide written evidence of their agreement before publication.

When an article has been returned to the authors for revision, an electronic copy of the revised version shall be sent as an e-mail attachment to the editor according to previously prescribed rules. *All correspondence will be by e-mail.* Before publication, galley proofs of the accepted version of the manuscript are sent to the corresponding author for final critical reading. They shall be returned by e-mail to the printer (info@universa.be) and to the editor (aob.edit@gmail.com) within three days. After publication, the corresponding author will receive by e-mail the PDF file of the manuscript as it appears in the journal so that he can produce offprints of his paper. Hard-copy reprints can also be ordered directly from the printer, at the authors' expense, upon returning the galley proof.

The corresponding author will be informed in case of non-acceptance of a manuscript.

Authors who wish to submit a manuscript are invited to visit the journal website (<http://www.actaorthopaedica.be>) in order to get familiar with the lay out and typography requested.

Address for submission and correspondence

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