

Instructions for authors

B-ENT publishes original basic science and clinical research papers, case reports, invited reviews/state of the art, papers presented at meetings of the Royal Belgian Society for ENT, Head and Neck Surgery and reports.

Manuscripts are received under condition that they are original contributions, are not simultaneously submitted elsewhere and have not been previously published.

Transfer of copyright to B-ENT is a prerequisite of publication and all authors must sign the transfer form.

Manuscripts should be written in English and are subject to international peer review (three referees at least). Revision may be required as a condition of acceptance.

These instructions apply to all submissions. The instructions will be published yearly in the first number of each volume. Authors should follow the most recent instructions.

Reports presented at the Belgian ENT society are agreed upon by the administrative council, prior to submission under specific instructions.

Manuscripts

The entire work may be presented in any major word processing software, double spaced on DIN A4 paper format, 3 cm margins, in Time New Roman 12 points. The main part of the text should not exceed 10 printed pages.

Electronic submission of manuscript is encouraged and can be mailed to: **manuscripts@b-ent.be**.

Hardcopies, 3.5 inch diskette and/or CD-Rom submission are not necessary when electronic submission is used. Should electronic submission not be possible, authors are required to submit their manuscript on 3.5 inch disk in any major word processing software as well as three hard copies, to be sent to the Secretary of the Editorial Board.

Manuscripts are to comply with the following sequence:

Title Page
Abstract - Keywords
Introduction
Materials and Methods, or case report
Results
Discussion
Conclusion
Acknowledgements
References
Tables and table legends
Figures and figure legends.

Each of these elements should begin on a new page. All pages are to be numbered in the right upper corner starting with #1. A running title without author's name

should be put on top of every single page (left upper corner).

Title page

This page will contain

- 1) the title (succinct and maximum 75 characters, spaces included),
- 2) the author's name(s), degree(s), affiliation(s) and address(es),
- 3) the running title of no more than 45 characters and spaces,
- 4) the financial support or founding when applicable,
- 5) the address for reprints,
- 6) the name, date and place of the meeting, when presented at a meeting.

Abstract

Page two should contain a structured abstract and the key words. English title of the article is followed by the abstract text of maximum 250 words (1750 characters) outlining in order 1) the problems/objectives, 2) the methodology, 3) the results and 4) the conclusions. For case reports, the structured abstract should not exceed 150 words.

Keywords

Provide up to five key words according to the MeSH(r) (Medical Subject Headings, Annotated Alphabetic List), National Library of Medicine, Bethesda, Maryland.

Text

The main part of the text starts on page 3 and is to be divided in five sections with the following headings: Introduction, Materials and Methods or case report, Results, Discussion and Conclusion(s). The introduction should be limited to two or three paragraphs of pertinent information. The discussion should not be an exhaustive review of literature; it should be succinct and limited to conclusion(s) based on the results.

For case reports the Materials and Methods and Results sections are replaced by the Case report(s).

Abbreviations and style

Use generic names for drugs. List supplier of manufacturer for products and instruments; include supplier's city and country. Audiograms should be plotted according to ISO standards and must be in black and white. The full term for which an abbreviation stands should precede its first use unless it is a standard unit of measurement.

References

References must be listed, double-spaced, in consecutive order (order of citation in the text, not alphabetically). All references must be cited in the text or tables by means of **numbers in superscript**. "Unpublished observations" and "personal communications" do not qualify as references and should be placed parenthetically in the text. The author is responsible for the references' accuracy and completeness. The number of references should not exceed 25 (15 for case reports).

References to articles published in journals must include 1) authors' name(s) and initial(s); 2) title of the article; 3) *title of the journal as entered in the Index Medicus*; 4) year of publication; 5) volume and 6) opening and closing pages. The guidelines of the American Medical Association must be followed.

Verstraete WL, De Cauwer HG, Verhulst D, Jacobs F. Vocal cord immobilisation in diffuse idiopathic skeletal hyperostosis (DISH). *Acta Otorhinolaryngol Belg*. 1998;52:79-84.

References to books are to be arranged as follows: 1) authors' name(s); 2) *title of book*; 3) publisher; 4) place of publication; 5) year of publication and 6) opening and closing pages.

Diener He, Wilkinson M, Ed. *Drug-induced headache*. Springer Verlag, New York; 1988:45-48.

References to chapters in books are to be arranged as follows: 1) authors' name(s); 2) title of chapter; 3) editors' name(s), ed(s); 4) *title of book*; 5) publisher; 6) place of publication; 7) year of publication; 8) opening and closing pages.

Weinslein L, Swartz MN. Pathologic properties of invading micro organisms. In: Sodeman WA Jr, Sodeman WA, eds. *Pathologic physiology: mechanisms of disease*. Saunders, Philadelphia; 1974:457-472.

Tables

Each table should be numbered in consecutive order and presented on a separate page in double spacing and mentioning the manuscript's title. The legend should contain all the necessary information so that the table and legend may stand alone, independent of the text.

Illustrations

Electronic transmission of illustrations and photographs is recommended, as separate files or integrated within the text file of the manuscript. Illustrations should be delivered in a JPEG or TIFF format, with a resolution of 300 dpi (possibly compressed). When illustrations and photographs are not electronically submitted, they should be unmounted, high quality, glossy prints. Drawings, graphs and charts are to be drawn in black ink or laser writer quality. All illustrations should be oriented and identified on the back with the figure number and the first author's name. Each set of illustrations must be in an envelope, labelled with

the first author's name as well as the title of the paper. Paper clips or staples must not be used.

Each illustration should have a separate legend and be numbered in consecutive order.

Color, magnification and internal scale marker are to be indicated for photo micrographic material.

Four black and white illustrations will be published published free of charge.

Illustrations in excess, as well as color plates, are at the author's expense.

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Galley proofs are sent electronically to the first author, who is entirely responsible for correcting proofs. Alterations to the manuscript should be indicated in red, printer's errors in blue. Authors should check text, tables, legends and references carefully for accuracy and correctness.

The corrected proofs and instruction for reprints are to be returned, within three days of receipt, to the Secretary of the Editorial Board.

Twenty-five reprints will be complimentary sent to the first. Charges for additional reprints and order forms will accompany the proofs.

Manuscript checklist

- (- 3 copies and computer diskette)
- double spacing, 3 cm margin, font size 12 points
- (- figures and graphs: 3 copies, labelling)
- references
- running title
- keywords

Submission

Manuscripts and corrected proofs are to be sent to:
manuscripts@b-ent.be

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