

RPTF – Author’s Guidelines

Instructions for Authors

1. Aims & Scope

The Portuguese Journal of Speech Therapy (RPTF) is a biannual, scientific publication of the Portuguese Association of Speech Therapy (APTf) with the purpose of sharing the scientific production in the area of Speech and Language Therapy and others related.

This publication accepts original papers, applied research or review, on all issues related to communication, language, speech, voice, orofacial motor skills, swallowing and related fields, in portuguese, spanish and english.

2. Ethical Recomendations

Authors that submit manuscripts to RPTF take full responsibility for the content of their study, following the ethical recomendations defined by International Committee Medical Journal Editors¹.

The researches from the manuscripts submitted to RPTF should follow the clinical research recomendations (Helsinki Declaration).

3. Submission

The manuscript must be submitted online at the RPTF site² together with the author’s declaration (annex 1), signed by all the Authors.

4. Authorship

¹ Available in www.icmje.org

² <http://www.aptf-rptf.com/>

The corresponding author should be the intermediary, on behalf of all coauthors, in all contacts with the RPTF, during the entire process of submission, review and publication.

The corresponding author is also responsible for ensuring that all potential conflicts of interest are taken into account. The corresponding author must also certify, on behalf of all coauthors, the originality of the work, as the paper cannot have been published, in whole or in part, or submitted for publication elsewhere. It is also necessary to obtain written permission from each person mentioned in the "Acknowledgements".

5. Publication types

Original Articles: Manuscripts which promote scientific research using appropriate quantitative or qualitative methods. Original articles should not exceed 4000 words, excluding references and illustrations.

Review article: articles that present the critical and systematic review of specific relevant theoretical or clinical issues.

Case Study: Reports of evidence-based practice in clinical cases, conditions, pathologies and relevant assessment or intervention techniques in Speech and Language Therapy.

Editorials: discussion or comment on published materials by an expert invited by the Director of RPTF.

6. Word limits

Word limits include all text (article, references, tables and figures) and authors should not exceed the following limits:

- 8000 words for research articles. No more than 30 references and a maximum of 6 figures/tables.

- 10000 words for reviews. No more than 50 references and a maximum of 6 figures/tables.
- 3000 words for case study. No more than 15 references and with a maximum of 3 figures/tables.
- 1000 words for editorials. No more than 10 references.

7. Preparation of manuscripts

Text must be supplied in a format compatible with Microsoft Word for Windows (PC). Manuscripts in PDF format will not be accepted.

All manuscripts must be typed in 12 pt Arial font, double spaced, A4 paper format (212X297mm) with margins at least 2,5 cm, paginated in Arabic numerals.

Manuscripts can be written in Portuguese, Spanish or English.

All manuscripts must be prepared according to APA / Vancouver³.

The text should be written in a clear, direct and active style.

Sections titles must be written in uppercase letters, in boldface, and should not be numbered. Subtitles should be written in lowercase letters and italics (eg.

METHODS: *Ethical considerations, Sample, Materials, Procedures and Data analysis*)

8. Manuscript components

Manuscripts must include Title Page, Abstract, Text, References, and if appropriate figure and legend. Start each of these sections on a new page, numbered consecutively, beginning with the title page.

First page / title page

Title in Portuguese or Spanish and English, concise and descriptive;

Short title for header;

In the authors' line, names of all authors (first and last name) should be listed with academic and/or professional titles and respective affiliation (department, institution, city, country);

Address and e-mail of the corresponding author (responsible for correspondence concerning the manuscript).

Second page

Title (without authors' names)

Abstract

Abstract must be written in Portuguese or Spanish and English and should not exceed 250 words. Only the information contained in manuscript can be mentioned in the abstract. The abstract may not refer to the text may, contain quotes or references to figures. The abstract should stress in bold its components (Purpose, Methods, Results, Conclusion).

Keywords should follow the abstract with a maximum of 5 keywords using the terminology contained in the Medical Subject Headings (MeSH terms)⁴.

Third and subsequent pages

The text should be presented with the following sections:

INTRODUCTION (including goals), **METHODS**, **RESULTS**, **DISCUSSION**, **CONCLUSIONS**, **CONFLICTS OF INTEREST** (for example, authors declare not having any activities, financial compensations and/or interests that may have interfered in the outcomes of the study) **ACKNOWLEDGEMENTS** (if applicable), **REFERENCES**, Tables and Figures.

⁴ See <http://www.nlm.nih.gov/mesh/MBrowser.html>.

REFERENCES - Authors are responsible for the accuracy and rigor of their references and for their correct quote in the text. References should be included in the body of the manuscript. RPTF follows the Vancouver recommendations⁵

In references of six or less authors, all should be named. In references with seven or more authors, there should be named the first 6 followed by "et al." For example:

Articles in journals

Matos MA, Jesus LMT, Gomes AA, Cruice M. Avaliação da actividade e participação da pessoa com Afasia. RPTF 2013; 1(0):20-28.

Books

Mendes A, Guerreiro D, Simões M, Moreira M. Fisiologia da Técnica Vocal. 1ª ed. Lisboa: LusoCiência; 2013.

Book chapters

Alves DC, Faria IH, Freitas MJ. O efeito das propriedades fonológicas do segmento em tarefas de consciência segmental. In: Freitas MJ, Gonçalves A, Duarte I, coord. Avaliação da consciência linguística – Aspectos fonológicos e sintáticos do Português. Lisboa: Edições Colibri; 2010. Capítulo 2, Fonologia; p. 19-43.

Dissertations and Thesis

Guerreiro H. processos fonológicos na fala da criança de cinco anos [dissertação de mestrado]. Lisboa: Universidade Católica Portuguesa-Instituto de Ciências da Saúde; 2007.

⁵ See www.icmje.org

Acknowledgements (optional): Must come after the text, aiming to thank all of those who contributed to the study but do not have the weight of authorship. In this section it is possible to acknowledge all sources of support, either financial, technical or of consultancy, as well as individual contributions, not exceeding 120 words.

At the end of the text

Tables - It is mandatory to send the tables in black and white at the end of text. Tables should be prepared and submitted in word document in simple format (simple grid), without using tabs or typographical changes. All tables should be mentioned in the body text and numbered in the order they appear in the text. Its approximate location on the body of the text should be indicated, with the comment written in bold **"Insert Table No. 1"**. The final location of the tables may be reorganized due to formatting. Tables must be accompanied by the respective caption / title.

Captions/titles should be self-explanatory (without resorting to text) - in a descriptive statement. Subtitle / Title of Tables: Placed above the table body and justified to the left. Tables are read from top to bottom. All briefing notes - footnotes (abbreviations, statistical significance, etc.) are placed at the bottom.

Figures: "Figure" files can be as many as the paper's pictures. Each of these elements must be submitted in a separate file, electronic version is mandatory, ready for publication, in TIF format, JPG , AI , BMP , EMF , EPS , PSD and PDF with 300 dpi resolution at least 1200 pixels wide and height proportional. Figures (photographs, drawings, and charts) are not accepted in word files. The subtitles must be placed on the manuscript text file. If the picture is subject to copyright, it is the authors' responsibility to acquire these rights before sending the file to RPTF, necessarily.

The legend of figures: Placed beneath the figure/graph and justified to the left together with its title/caption (a short sentence preferably under 10-15 words).

Images from individuals are only accepted when necessary for the understanding of the article. If a figure in which the individual is identifiable is used it must be obtained one's permission (free and informed consent) and sent a copy to RPTF. However, if the picture allows a obvious identification of the individual, it may not be accepted. In case of doubt, the final decision will be made by the RPTF's director.

Drawings and graphics - Drawings and graphics must be sent in vector format (AI, EPS) or bitmap file with a minimum resolution of 600 dpi. The font used in drawings and graphs must be Arial. Images should be submitted in separate files as supplementary documents in reproduction conditions, according to the order in which they are discussed in the text. The images must be provided regardless of the text.

9. General rules

Quotes in the text: All quotes in the manuscript should be numerical, placed above the line of text (superscript), for example, (...) although the evidence-base practice¹ is still being (...).

Use of symbols: The use of symbols should follow the international rules, for example, the IPA (International Phonetic Alphabet).

Use of abbreviations: Abbreviations or acronyms in the title or abstract are not allowed, and its usage should be limited in the text. If it is necessary to resort to

unconsecrated abbreviations, they should be defined on first use, in full, followed by the abbreviation in brackets. Do not place dots in abbreviations.

Digits: In case of digits with decimals one should use a dot (e.g. 40.5) and the number of decimals should be coherent across the text. Digits up to ten should be written in full in the text body.

Units of Measurement: Measurements of length, height, weight and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples and temperatures must be given in Celsius degrees ($^{\circ}\text{C}$)⁶.

For more information see the conversion table "Units of Measure" on the website of the AMA Style Manual.

Product names: It should be used the name of non-commercial devices or other product unless the trade name is essential to the discussion.

Images: all images must be numbered (pictures, graphs, charts, photographs, illustrations) in the order of citation in the text and marked in Arabic numerals (e.g. Fig 1, Table 1).

10. Editorial Process

The procedures are governed by the following plan:

1. The corresponding author will receive a notification of receipt of the manuscript by mail address;

2. The submitted manuscript will be first reviewed by the RPTF Editor-in-chief and Editor Contents to check if it is in accordance with the standards of

⁶ For more information see the conversion table "Units of Measure" on the website of the AMA Style Manual.

publication and fits the editorial policy. The paper may be refused at this stage, without sending it to the peer reviewers. It may also be requested from the corresponding author the missing elements and/or some corrections.

3. The direction of the RPTF will send the manuscript to at least two reviewers for assessment according to the following criteria: originality, timeliness, clarity of writing, appropriate study method, valid data, appropriate conclusions supported by the data, relevance, significance and contribution to the scientific knowledge of the area. RPTF follows a rigorous single-blind peer review (external to the journal). The identity of the reviewers is confidential. The manuscript and all associated details are kept confidential by the RPTF Editor-in-chief and all persons involved in the review process.

4. Reviewers should, within four weeks, respond to the editor indicating their comments on the manuscript subject to revision based on three criteria:
- a) Accepted with no suggestion of change;
 - b) Accepted after modifications (indicating the suggestions);
 - c) Refused (optionally indicating the reason for non-acceptance).

5. Within 15 days after the receipt of the opinions of the reviewers, the Director shall inform authors of the decision by resubmitting the article with comments from reviewers, if applicable.

6. Authors have 20 days to reply by email to RPTF Direction answering all the questions asked and attaching a new revised version of the manuscript, including the changes recommended by the RPTF reviewers and Direction, highlighting in a different color all the changes made.

7. The RPTF Direction sends to reviewers the revised version of the manuscript with the highlighted changes in a different color. Reviewers have four weeks to send their comments and suggestion of either acceptance or refusal of its publication.

8. In case of acceptance, in any of the previous stages, the decision will be communicated to the corresponding author. When the article is accepted for publication it is mandatory the sending via RPTF's site of a scanned document ("Authorship form"), signed by all authors, with the responsibility of authorship, criteria, and contributions; conflicts of interest, financing and sharing of the rights of authorship with the RPTF.

The (name) follows the criteria for authorship of the "International Committee of Medical Journal Editors' (ICMJE). All designated as authors should have participated significantly in the work to take public responsibility for the content and credit of authorship (Appendix 1).

9. After acceptance for publication and completion of the whole process of refereeing the RPTF direction will send the final paper for Author's review, but without the final numbering. Authors have five days to review the text and report any typographical errors. At this stage, authors cannot make any substantive changes to the *Manuscript*, beyond typographical errors and/or spelling corrections. It is not permitted, in particular, changes of tables or graphics data, text background, etc.

After the authors' response, or in the absence of response, after the lapse of five days, the paper is considered completed for editing.

11. Final note

RPTF publishes changes, amendments or retractions to previously published paper. Changes after the publication will take the form of errata.

Any questions should be submitted at RPTF site⁷.

⁷ <http://www.aptf-rptf.com/>.

Annex 1 – Author’s declaration

To RPTF direction

Scientific Journal of the Portuguese Association of Speech Therapists

The Author (s) _____

certify (ies) that the manuscript
entitled _____ (ref. _____)

is original , that all statements presented as facts are based on the Author (s)
investigation, that the manuscript either in part or in whole, does not infringe any
rights of authorship and does not violate any right of privacy, meets the
recommendations of the Helsinki Declaration, that has not been published in part
or in whole and not submitted for publication, in whole or in part, in another
journal.

All authors declare that they participated in the investigation, that they are
responsible for it and that there is not, in any part of the Authors' conflict of interest
in the claims made in the paper.

Authors, when submit the work for publication, share with (name) all rights of
authorship of the paper.

All authors must sign

Date : _____

Name (capital letters) : _____

Signature: _____

Name (capital letters) : _____

Signature: _____

Name (capital letters) : _____

Signature: _____

