

GUIDELINES FOR AUTHORS

Giornale Italiano di Endodonzia (GIE)

was founded in 1987 and is the official journal of Società Italiana di Endodonzia, SIE (Italian Society of Endodontics) <https://www.endodonzia.it/>

It is a peer-reviewed journal, only available in electronic format and publishes original scientific articles, reviews, clinical articles and case reports in the field of Endodontology. Scientific contributions dealing with health, injuries to and diseases of the pulp and periradicular region, and their relationship with systemic well-being and health. Original scientific articles are published in the areas of biomedical science, applied materials science, bioengineering, epidemiology and social science relevant to endodontic disease and its management, and to the restoration of root-treated teeth. In addition, review articles, reports of clinical cases, book reviews, summaries and abstracts of scientific meetings and news items are accepted. **Please read the instructions below carefully for details on the submission of manuscripts, the journal's requirements and standards as well as information concerning the procedure after a manuscript has been accepted for publication in *Giornale Italiano di Endodonzia*.** *Giornale Italiano di Endodonzia* is indexed in Scopus, Science Direct, Embase and published online by Ariesdue, Milan, Italy and hosted by PAGEPress, Pavia, Italy. All articles are available on www.giornaleitalianoendodonzia.it.

We publish new articles in the Early Access section while the full Journal is issued three times a year, in March, July and November.

Authors are encouraged to visit www.giornaleitalianoendodonzia.it for further information on the preparation and submission of articles and figures.

Ethical guidelines

Giornale Italiano di Endodonzia adheres to the below ethical guidelines for publication and research.

Authorship and Acknowledgements

Authors submitting a paper do so on the understanding that the manuscript has been read and approved by all authors and that all authors agree to the submission of the manuscript to the *Giornale Italiano di Endodonzia*. *Giornale Italiano di Endodonzia* adheres to the definition of authorship set up by The International Committee of Medical Journal Editors (ICMJE). According to the ICMJE, authorship criteria should be based on 1) substantial contributions to conception and design of, or acquisition of data or analysis and interpretation of data, 2) drafting the article or revising it critically for important intellectual content and 3) final approval of the version to be published. Authors should meet conditions 1, 2 and 3. It is a requirement that all authors

have been accredited as appropriate upon submission of the manuscript. Contributors who do not qualify as authors should be mentioned under Acknowledgements.

Manuscript preparation

Manuscripts should be uploaded as Word (.doc) or Rich Text Format (.rtf) files (not write-protected) plus separate figure files: TIF, EPS, JPEG files are acceptable for submission.

The text file must contain the **abstract, main text, references, tables and figure legends**, but no embedded figures or title page. The title page should be provided as a separate file. In the main text, please reference figures as for instance **figure 1, figure 2** etc to match the tag name you choose for the individual figure files uploaded.

Please note that **manuscripts must be written in English**. Authors whose native language is not English are strongly advised to have their manuscript checked by a language editing service or by a native English speaker prior to submission.

Manuscript Types Accepted

Original Scientific Articles must describe significant and original experimental observations and provide sufficient detail so that the observations can be critically evaluated and, if necessary, repeated. Original Scientific Articles must conform to the highest international standards in the field.

Systematic Review Articles reconsider and bring previously published systematic reviews up to date. This allows authors to present changes to the review while avoiding unwarranted duplication in the literature. A guiding principle for an update is that it is an event that is discrete and distinct from the conduct and reporting of the original systematic review (or previously updated review). This means that at a minimum the search for studies will have been brought up to date and that any changes to the results and conclusions of the original review (or a previously updated review) are described. Systematic review updates will not usually warrant publication of a new full-length article. However, any published update will be an independent publication. It will not be part of the original review publication (or previously updated review).

We encourage authors to be innovative in how they report and present systematic review updates. Systematic review updates are not appropriate for corrections/errata. Authors must clearly acknowledge and reference any previously-published work they are updating.

Review Articles are accepted for their broad general interest; all are refereed by experts in the field who are asked to comment on issues such as timeliness, general interest and balanced treatment of controversies, as well as on scientific accuracy. Reviews should generally include a clearly defined search strategy

and take a broad view of the field rather than merely summarizing the authors' own previous work. Extensive or unbalanced citation of the authors' own publications is discouraged.

Mini Review Articles are accepted to address current evidence on well-defined clinical, research or methodological topics. All are refereed by experts in the field who are asked to comment on timeliness, general interest, balanced treatment of controversies, and scientific rigor. A clear research question, search strategy and balanced synthesis of the evidence is expected. Manuscripts are limited in terms of word-length and number of figures.

Case Reports or Case Series illustrating unusual and clinically relevant observations are acceptable, but they must be of sufficiently high quality to be considered worthy of publication in the Journal. On rare occasions, completed cases displaying nonobvious solutions to significant clinical challenges will be considered. Illustrative material must be of the highest quality and healing outcomes, if appropriate, should be demonstrated.

Case reports should be written using the **Preferred Reporting Items for Case reports in Endodontics (PRICE) 2020 guidelines**. A PRICE checklist and flowchart (as a Figure) should also be completed and included in the submission material. The PRICE 2020 checklist and flowchart can be downloaded from: <http://pride-endodonticguidelines.org/price/>. It is recommended that authors consult the following papers, which explain the rationale for the PRICE 2020 guidelines and their importance when writing manuscripts:

- Nagendrababu V, Chong BS, McCabe P, Shah PK, Priya E, Jayaraman J, Pulikkotil SJ, Setzer FC, Sunde PT, Dummer PMH. *PRICE 2020 guidelines for reporting case reports in Endodontics: a consensus-based development*. Int Endod J. 2020 Feb 23. Doi: 10.1111/iej.13285. <https://onlinelibrary.wiley.com/doi/10.1111/iej.13285>.
- Nagendrababu V, Chong BS, McCabe P, Shah PK, Priya E, Jayaraman J, Pulikkotil SJ, Dummer PMH. *PRICE 2020 guidelines for reporting case reports in Endodontics: Explanation and elaboration*. Int Endod J. 2020 Mar 28. Doi: 10.1111/iej.13300. <https://onlinelibrary.wiley.com/doi/abs/10.1111/iej.13300>.

Manuscript Format

The **official language** of the publication is **English**. It is preferred that manuscript is professionally edited. All services are paid for and arranged by the author and use of one of these services does not guarantee acceptance or preference for publication. Authors should pay special attention to the **presentation** of their research findings or clinical reports so that they may be communicated clearly.

Technical **jargon** should be avoided as much as possible and clearly explained where its use is unavoidable. **Abbreviations** should also be

kept to a minimum, particularly those that are not standard. *Giornale Italiano di Endodonzia* adheres to the conventions outlined in *Units, Symbols and Abbreviations: A Guide for Medical and Scientific Editors and Authors*. If abbreviations are used in the text, authors are required to write full name+abbreviation in brackets [e.g. Multiple Myeloma (MM)] the first time they are used, then only abbreviations can be written (apart from titles; in this case authors have to write always the full name). If names of equipments or substances are mentioned in the text, brand, company names and locations (city and state) for equipment and substances should be included in parentheses within the text.

The **background** and **hypotheses** underlying the study, as well as its main conclusions, should be clearly explained.

Titles and abstracts especially should be written in language that will be readily intelligible to any scientist.

Structure

All manuscripts submitted to *Giornale Italiano di Endodonzia* should include Title Page, Abstract, Main Text, References, Clinical Relevance, Conflict of Interest, Acknowledgements, Tables, Figures and Figure Legends as appropriate.

Title Page should bear:

- I. Title, which should be concise as well as descriptive (no more than 150 letters and spaces);
- II. Initial(s) and last (family) name of each author;
- III. Name and address of department, hospital or institution to which the work should be attributed;
- IV. Running title (no more than 30 letters and spaces);
- V. Three to five key words (in alphabetical order);
- VI. Name, full postal address, telephone, fax number and e-mail address of author responsible for correspondence (Corresponding Author).

Abstracts should be no more than 250 words giving details of what was done.

Abstract for Original Scientific Articles should be no more than 250 words giving details of what was done using the following structure.

Aim: give a clear statement of the main aim of the study and the main hypothesis tested, if any.

Methodology: describe the methods adopted including, as appropriate, the design of the study, the setting, entry requirements for subjects, use of materials, outcome measures and statistical tests.

Results: give the main results of the study, including the outcome of any statistical analysis.

Conclusions: state the primary conclusions of the study and their implications. Suggest areas for further research, if appropriate.

Abstract for Systematic Review Articles should be divided into Aim, Methodology, Result, Conclusion.

Aim: Provide an explicit statement of the main objective(s) or question(s) the review addresses.

Methodology: Specify the inclusion and exclusion criteria for the review, the information sources (e.g. databases, registers) used to identify studies and the date when each was last searched. Specify the methods used to assess risk of bias in the included studies and the methods used to present and synthesis of studies.

Results: Give the total number of included studies and participants and summarise relevant characteristics of studies. Present results for main outcomes, preferably indicating the number of included studies and participants for each. If meta-analysis was done, report the summary estimate and confidence/credible interval. If comparing groups, indicate the direction of the effect (i.e. which group is favoured).

Conclusion: Provide a brief summary of the limitations of the evidence included in the review (e.g. study risk of bias, inconsistency and imprecision) and a general interpretation of the results and important implications.

Abstract for Review Articles should be non-structured, no more than 250 words giving details of what was done including the literature search strategy.

Abstract for Mini Review Articles should be non-structured of no more than 250 words, including a clear research question, details of the literature search strategy and clear conclusions.

Abstract for Case Reports and Case Series should be no more than 250 words using the following structure.

Aim: give a clear statement of the main aim of the report and the clinical problem which is addressed.

Summary: describe the methods adopted including, as appropriate, the design of the study, the setting, entry requirements for subjects, use of materials, outcome measures and analysis if any.

Key learning points: provide up to five short, bullet-pointed statements to highlight the key messages of the report. All points must be fully justified by material presented in the report.

THE STRUCTURE

Main text for Original Scientific Articles

should include Introduction, Materials and Methods, Results, Discussion and Conclusion.

Introduction: should be focused, outlining the historical or logical origins of the study and gaps in knowledge. Exhaustive literature reviews are not appropriate. It should close with the explicit statement of the specific aims of the investigation, or hypothesis to be tested.

Material and Methods must contain sufficient detail such that, in combination with the references cited, all clinical trials and experiments reported can be fully reproduced.

(I) *Clinical Trials:* should be reported using the *CONSORT* guidelines available at www.consort-statement.org. A *CONSORT* checklist and flow diagram (as a Figure) should also be included in the submission material.

(II) *Experimental Subjects:* experimentation involving **human subjects** will only be published if such research has been conducted in full accordance with ethical principles, including the World Medical Association Declaration of Helsinki (version 2008) and the additional requirements, if any, of the country where the research has been carried out. Manuscripts must be accompanied by a statement that the experiments were undertaken with the understanding and written consent of each subject and according to the above mentioned principles. A statement regarding the fact that the study has been independently reviewed and approved by an ethical board should also be included. Editors reserve the right to reject papers if there are doubts as to whether appropriate procedures have been used. When **experimental animals** are used the methods section must clearly indicate that adequate measures were taken to minimize pain or discomfort. Experiments should be carried out in accordance with the Guidelines laid down by the National Institute of Health (NIH) in the USA regarding the care and use of animals for experimental procedures or with the European Communities Council Directive of 24 November 1986 (86/609/EEC) and in accordance with local laws and regulations. All studies using human or animal subjects should include an explicit statement in the Material and Methods section identifying the review and ethics committee approval for each study, if applicable. Editors reserve the right to reject papers if there is doubt as to whether appropriate procedures have been used.

(III) *Suppliers* of materials should be named and their location (Company, town/city, state, country) included.

Results should present the observations with minimal reference to earlier literature or to possible interpretations. Data should not be duplicated in Tables and Figures.

Discussion may usefully start with a brief summary of the major findings, but repetition of parts of the abstract or of the results section should be avoided. The Discussion section should progress with a review of the methodology before discussing the results in light of previous work in the field. The Discussion should end with a brief conclusion and a comment on the potential clinical relevance of the findings. Statements and interpretation of the data should be appropriately supported by original references.

Conclusions should contain a summary of the findings.

Main Text of Systematic Review Articles

should be divided into Introduction, Methodology, Results, Discussion, Conclusion. In the case of systematic reviews, whether with or without meta-analyses, strict adherence to the PRISMA guidelines (<http://www.prisma-statement.org/>) is mandatory. Additionally, authors must submit a PRISMA checklist (<http://www.prisma-statement.org/PRISMAStatement/Checklist.aspx>) and flowchart (<http://www.prisma-statement.org/PRISMAStatement/FlowDiagram>) along with the manuscript.

Main Text of Review Articles

should be divided into Introduction, Review and Conclusions.

The Introduction section should be focused to place the subject matter in context and to justify the need for the review. The Review section should be divided into logical subsections in order to improve readability and enhance understanding. Search strategies must be described and the use of state-of-the-art evidence-based systematic approaches is expected. The use of tabulated and illustrative material is encouraged. The Conclusion section should reach clear conclusions and/or recommendations on the basis of the evidence presented.

Main Text of Mini Review Articles

should be divided into Introduction, Review and Conclusions; please note that the Conclusions section should present clear statements/recommendations and suggestions for further work. The manuscript, including references and figure legends, should not normally exceed 4,000 words.

Main Text of Case Reports and Case series

should be divided into Introduction, Report, Discussion and Conclusion. They should be well illustrated with clinical images, radiographs, diagrams and, where appropriate, supporting tables and graphs. However, all illustrations must be of the highest quality.

IMPORTANT TO KNOW

Manuscript that do not conform to the general aims and scope of the Journal will be returned immediately without review. All other manuscripts will be reviewed by experts in the field (generally two referees). *Giornale Italiano di Endodonzia* aims to forward referees' comments and to inform the corresponding author of the result of the review process. Manuscripts will be considered for fast-track publication under special circumstances after consultation with the Editor.

Our journal uses **single-blind review**: the reviewers know the names of the authors, but the authors do not know who reviewed their manuscript.

To allow single-blinded review, please submit your main manuscript and title page as separate files.

Acknowledgements. *Giornale Italiano di Endodonzia* requires that all sources of institutional, private and corporate financial support for the work within the manuscript must be fully acknowledged, and any potential conflicts of interest noted. Grant or contribution numbers may be acknowledged, and principal grant holders should be listed. Acknowledgments should be brief and should not include thanks to anonymous referees and editors. Under this section please specify contributors to the article other than the authors accredited. Please also include specifications of the source of funding for the study.

References

It is the policy of the Journal to encourage reference to the original papers rather than to literature reviews. Authors should therefore keep citations of reviews to the absolute minimum. Names of products and/or companies should not be added to references. To cite a product and/or company add the same in the text, where mentioned.

References should be prepared according to the **Vancouver style**. References must be numbered consecutively in the order in which they are first cited in the text (not alphabetical order), and they must be identified in the text by Arabic numerals in brackets [example (34)]. References to personal communications and unpublished data should be incorporated in the text and not placed under the numbered references [Example: (Wright 2011, unpublished data) or (Wright 2011, personal communication)]. Where available, URLs for the references should be provided directly within the MS-Word document.

References in the References section must be prepared as follows:

- I. more than three authors cite 3 authors et al. If the paper has only 4 authors, cite all authors; e.g. Prati G, Lotti M, Russo F et al.
 - II. title style: please use a capital letter only for the first word of the title;
 - III. journal titles mentioned in the References list should be abbreviated according to the following websites:
 - a. ISI Journal Abbreviations Index (<https://www.library.caltech.edu/journal-title-abbreviations>);
 - b. Biological Journals and Abbreviations (<http://home.ncicrf.gov/research/bja>);
 - c. Medline List of Journal Titles (https://www.nlm.nih.gov/bsd/serfile_addedinfo.html);
 - IV. put year after the journal name;
 - V. never put month and day in the last part of the references;
 - VI. cite only the volume (not the issue in brackets);
 - VII. pages have to be abbreviated, e.g. 351-8.
- We recommend the use of a tool such as End-

Note or Reference Manager for reference management and formatting. EndNote reference styles can be searched for here: <http://www.endnote.com/support/enstyles.asp>. To ensure the correct citation format, please check your references in the PubMed database (<http://www.ncbi.nlm.nih.gov/pubmed>).

Examples of correct forms of reference follow.
Standard journal article

(1) Somma F, Cammarota G, Plotino G, Grande NM, Pameijer CH. The effectiveness of manual and mechanical instrumentation for the retreatment of three different root canal filling materials. *J Endod* 2008;34:466-9.

Corporate author

British Endodontic Society - Guidelines for root canal treatment. *Giornale Italiano di Endodonzia* 1979;16:192-5.

Journal supplement

Frumin AM, Nussbaum J, Esposito M. Functional asplenia: demonstration of splenic activity by bone marrow scan (Abstract). *Blood* 1979;54 (Suppl. 1):26a.

Books and other monographs

Personal author(s)

Gutmann J, Harrison JW. *Surgical Endodontics*, 1st edn Boston, MA, USA: Blackwell Scientific Publications, 1991.

Chapter in a book

Wessellink P. Conventional root canal therapy III: root filling. In: Harty FJ, ed. *Endodontics in Clinical Practice*, (1990), 3rd edn; pp. 186-223. London, UK: Butterworth.

Published proceedings paper

DuPont B. Bone marrow transplantation in severe combined immunodeficiency with an unrelated MLC compatible donor. In: White HJ, Smith R, eds. *Proceedings of the Third Annual Meeting of the International Society for Experimental Hematology*; (1974), pp. 44-46. Houston, TX, USA: International Society for Experimental Hematology.

Agency publication

Ranofsky AL. *Surgical Operations in Short-Stay Hospitals: United States-1975* (1978). DHEW publication no. (PHS) 78-1785 (Vital and Health Statistics; Series 13; no. 34.) Hyattsville, MD, USA: National Centre for Health Statistics.

Dissertation or thesis

Saunders EM. *In vitro and in vivo investigations into root-canal obturation using thermally softened gutta-percha techniques* (PhD Thesis) (1988). Dundee, UK: University of Dundee.

URLs

Full reference details must be given along with the URL, i.e. authorship, year, title of document/report and URL. If this information is not available, the reference should be removed and only the web address cited in the text.



Tables, Figures and Figure Legends

Tables should be submitted as word or excel format, numbered and cited in the text of the manuscript. Units of measurements must be included in the column title or in the figure legend or caption.

Figure files accepted: TIF, EPS, JPEG.

- Color (saved as CMYK); minimum 300 dpi.
- Black and white/grays: minimum 600 dpi.
- One column width (8.0 cm) or 1.5 column widths (13.0 cm) or 2 columns widths (17.0 cm).

A different **caption** for each figure must be provided at the end of the manuscript, not included in the figure file. Authors must obtain **written permission** for the reproduction and adaptation of material which has already been published. A copy of the written permission has to be provided before publication (otherwise the paper cannot be published) and appropriately cited in the figure caption. The procedure for requesting the permission is the responsibility of the Authors; *PAGEPress* will not refund any costs incurred in obtaining permission. Alternatively, it is advisable to use materials from other (free) sources.

Figure legends should begin with a brief title for the whole figure and continue with a short description of each panel and the symbols used; they should not contain any details of methods.

Authorship

All persons designated as authors should qualify for authorship according to the ICMJE criteria. Each author should have participated sufficiently in the work to take public responsibility for the content. Authorship credit should only be based on substantial contributions to

- conception and design, or analysis and interpretation of data;
- drafting the article or revising it critically for important intellectual content;
- final approval of the version to be published.

These three conditions must all be met. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Any part of an article critical to its main conclusions must be the responsibility of at least one author. Authors should provide a brief description of their individual contributions.

Obligation to Register Clinical Trials

http://www.icmje.org/#clin_trials

The ICMJE believes that it is important to foster a comprehensive, publicly available database of clinical trials.

The ICMJE defines a clinical trial as any research project that prospectively assigns human subjects to intervention or concurrent comparison or control groups to study the cause-and-effect relationship between a medical intervention and a health outcome. Medical interventions include drugs, surgical procedures, devices, behavioral treatments, process-of-care changes, etc.

Our journals require, as a condition of consideration for publication, registration in a public trials registry.

The journal considers a trial for publication only if it has been registered before the enrollment of the first patient.

The journal does not advocate one particular registry, but requires authors to register their trial in a registry that meets several criteria. The registry must be accessible to the public at no charge. It must be open to all prospective registrants and managed by a non-profit organization.

There must be a mechanism to ensure the validity of the registration data, and the registry should be electronically searchable. An acceptable registry must include a minimum of data elements.

For example <http://www.clinicaltrials.gov>, sponsored by the United States National Library of Medicine, meets these requirements.

Protection of Human Subjects and Animals in Research

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2013 (<https://www.wma.net/policies-post/wma-declaration-of-helsinki-ethical-principles-for-medical-research-involving-human-subjects>). If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study. When reporting experiments on animals, authors should indicate whether institutional and national standards for the care and use of laboratory animals were followed. Further guidance on animal research ethics is available from the World Medical Association and from the International Association of Veterinary Editors' Consensus Author Guidelines on Animal Ethics and Welfare.

When reporting experiments on ecosystems involving non-native species, Authors are bound to ensure compliance with the institutional and national guide for the preservation of native biodiversity.

Open Journals System

An Open Access publication is one that meets the following two conditions:

1. The author(s) and copyright holder(s) grant(s) to all users a free, irrevocable, worldwide, perpetual right of access to, and a license to copy, use, distribute, transmit and display the work publicly and to make and distribute derivative works, in any digital medium for any responsible purpose, subject to proper attribution of authorship, as well as the right to make small numbers of printed

copies for their personal use.

2. A complete version of the work and all supplemental materials, including a copy of the permission as stated above, in a suitable standard electronic format is deposited immediately upon initial publication in at least one online repository that is supported by an academic institution, scholarly society, government agency, or other well-established organization that seeks to enable open access, unrestricted distribution, interoperability, and long-term archiving.

Publishing your research as Open Access gives a number of advantages:

- **Higher and faster visibility:** Open Access articles are viewed on a global scale, and contents are available to everyone.
- **Wider impact:** thanks to a permissive license like CC BY, scientists and scholars are endowed to make progress on existing researches, thus facilitating the generation of new data.
- **Increased citation:** studies have shown that Open Access articles are regarded and cited more often than established paywall journals/articles.
- **Perpetual accessibility:** Open Access articles are hosted on dedicated servers, being accessible to everyone endlessly.
- **Funding opportunities:** an increasing number of funding bodies and agencies requires their grant holders to publish their researches as Open Access articles to be comprehensively available, free and without restrictions on re-use.

PAGEPress has chosen to apply the **Creative Commons Attribution - NonCommercial 4.0 International License** (CC BY-NC 4.0) to all manuscripts to be published under its name.

For authors

To make a submission to an OJS journal, after registering to the website, the authors will be required to follow a procedure via the system. Once the paper has been submitted, the authors will receive a confirmation email from the Managing Editor of the Journal.

When receiving a new submission, the Managing Editor assigns it to her/himself and to the Editor-in-Chief (EiC). After a quick in-house evaluation, if the EiC thinks that the paper is compliant with the guidelines and fits with the scope of the Journal, he/she send it out for the **peer-review phase** (=he/she assigns reviewers). If the EiC thinks that the paper is *not* compliant with the guidelines and *does not* fit with the scope of the Journal, he/she notifies via email that the article has been declined.

Once the review process is completed (*i.e.* all the assigned Reviewers have provided their comments and recommendations on the paper), the authors will be notified via

email by the editors of the editorial decision: **accepted, minor revisions, major revisions, declined.**

Depending on the editorial decision, and basing on the reviewers' comments, authors are required to upload their revised version (+ covering letter) within a specific deadline. At this point, they simply need to wait to hear back from the editor as to whether the revisions are acceptable.

If the editor's decision is to resubmit for review (=Major revisions or Minor revisions), the revised paper may undergo a "second round" of peer-review.

Starting November 2023 a publication contribution is charged to authors.

Once a paper is accepted for publication, the authors will be notified via email to pay a contribution (in euro currency).

The article will be scheduled for publication after the payment of this fee.

The article must comply with the editorial guidelines. If the manuscript does not meet these standards or has already been published elsewhere, as indicated in the edito-

rial guidelines, the publisher reserves the right to withhold the full or partial charge (to compensate editorial processing) in case of non-compliance.

Lastly, once the copyedited and approved, the submission moves to "Production stage". In Production, the copyedited files are converted to galleys (PDF). The authors have the opportunity to proofread the galleys.

Once everyone is satisfied, the article is published in Early Access section of the Journal and scheduled for publication in the available issue (March, July, November).

The online journal management system that we are using allows authors to track the progress of their manuscript through the editorial process by simply logging into the Journal website.

*****Peer-review policy*****

All manuscripts submitted to our journal are critically assessed by external and/or in-house experts in accordance with the principles of peer review (<http://www.icmje.org/#peer>), which is

fundamental to the scientific publication process and the dissemination of sound science. Each paper is first assigned by the Editors to an appropriate Associate Editor who has knowledge of the field discussed in the manuscript. The first step of manuscript selection takes place entirely in-house and has two major objectives: i) to establish the article appropriateness for our journals readership; ii) to define the manuscript priority ranking relative to other manuscripts under consideration, since the number of papers that the journal receives is much greater than it can publish. If a manuscript does not receive a sufficiently high priority score to warrant publication, the editors will proceed to a quick rejection. The remaining articles are reviewed by at least two different external referees (second step or classical peer review). Manuscripts should be prepared according to the Uniform Requirements established by the International Committee of Medical Journal Editors (ICMJE) (<http://www.icmje.org/org/#prepare>).