

## **PUBLICATION RULES**



The journal will accept original material for publication in the field related to ultrasound. The journal will publish:

1. Full original articles, whether prospective, experimental or retrospective.
2. Case reports of great interest as long as they are well documented clinically and laboratory.
3. Special issues with annals, collections of works presented at Brazilian congresses sponsored by SBUS and supplements with works on a topic of great interest.
4. Review articles, including meta-analyzes and editorial comments, upon invitation, when requested to members of the editorial board.

## **PROCESSING**

All material sent will be analyzed by the Editorial Board of the journal composed by: editors of the magazine and the journal, editorial board, associate editors, collaborators and assistants; being prohibited the identification to the reviewers of the authors or the service where the works were developed. At the same time, the reviewers will not be identified by the authors, except when requested by those. Upon receipt, the articles will be dated and coded and their authors will be notified of receipt. Articles that do not meet the editorial standards will be rejected at this stage. Those which meet the requirements will be sent to two reviewers appointed by the editor. Authors will be informed of the acceptance and of any changes eventually suggested by the Editorial Board. When modifications are requested, the authors must return the corrected work within 15 days, and must justify if any suggestions are not accepted.

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The Editorial Board follows the principles of the Declaration of Helsinki and we recommend that the authors of the submitted articles obey the ethical commission and fulfill the regulatory and legal requirements for experiments on human beings with drugs, including informed consent, according to the necessary procedures in their institution or country. All patient information must be anonymous, especially checking that the patient's identification number and name have been removed from the ultrasound photos. For further details, access the ethics and research commission website (<http://www.datasus.gov.br/conselho/comissoes/etica/conep.htm>).

## **AUTHORITY AND RESPONSIBILITY**

The intellectual content of the works is the sole responsibility of their authors. The Editorial Board will not assume any responsibility for the opinions or statements of the authors. Every effort will be made by the Editorial Board to avoid incorrect or inaccurate data. The number of authors must be limited to six.

## **SUBMISSION OF ARTICLES**

Authors will send copies together with sets of figures, photos or tables and keep a copy for reference. The text must identify an author as the correspondent to whom the journal's notifications will be sent. It must contain the full name, institution, unit, department, city, state, country, link to CV Lattes, ORCID number of all authors and full address, telephone and email of the person responsible for the work. Papers must be sent to [sbus@sbus.org.br](mailto:sbus@sbus.org.br) or [hevertonpettersen@gmail.com](mailto:hevertonpettersen@gmail.com)

## **PRESENTATION**

Articles must be typed in double space and must contain the following topics: Title (Portuguese and English), abstract (Portuguese and English), introduction, methods, results, discussion, acknowledgments and references. Each topic must start on a new page. Case reports should be structured in: introduction, case report, discussion and references. The first page should include: title, first and last name of the authors and their affiliation, titles (no more than 20 letters), keywords (5-8) and the email address. The second page must contain the title of the manuscript in the header and care must be taken in the rest of the text so that the service or the authors are not identified (they should be removed).

## **ABSTRACT**

The summary of the original articles should be divided into sections containing information that allows the reader to have a general idea of the article, being divided into the following topics: objectives, methods, results and conclusions. It should not exceed 250 words. The summary of case reports should be in a single paragraph. An English version of the abstract and key words must be provided.

## **STYLE**

Abbreviations must be in capital letters and periods after the letters must not be used, for example US and not U.S.

Statistical analyzes must be detailed in the topic referring to the methods. Footnotes will not be allowed, except in charts. The Editorial Board reserves the right to alter the manuscripts whenever necessary to adapt them to the journal's bibliographic style.

### **CITED LITERATURE**

References should be numbered consecutively as they appear in the text and then in figures and charts if necessary, cited in superscript numerals, ex: "Recent work on the effect of ultrasound <sup>22</sup> shows that ...". All references must be cited at the end of the article following the information below:

1. et al. is not used. All authors of the article must be cited.
2. Medical journal abbreviations must follow the Index Medicus format.
3. Unpublished works, articles in preparation or personal communications should not be used as references. When absolutely necessary, only cite them in the text.
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References should follow the Vancouver style as in the examples below:

Journal articles: Cook CM, Ellwood DA. A longitudinal study of the cervix in pregnancy using transvaginal ultrasound. *Br J Obstet Gynaecol* 1966; 103:16-8.

In press: Wyon DP. Thermal comfort during surgical operations. *J Hyg Camb* 20-; in press (put the current year).

Edited book article: Speroff L, Glass RH, Kase NG. In Mitchell C, ed. *Clinical Gynecologic Endocrinology and Infertility*. Baltimore, USA: Williams & Wilkins, 1994:1-967.

## **ACKNOWLEDGMENTS**

Aimed at the scientific or material contributions of others that do not justify co-authorship.

## **ILLUSTRATIONS**

All illustrations must be identified with the name of the main author and figure number. All illustrations must be cited in the text and numbered according to their appearance, eg figure 3.