



IBJ

IberoAmerican
Journals

Editorial policies and author's guidelines





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About IBJ

What is IBJ?

Iberoamerican Journals (IBJ) is an academic publishing project, nonprofit and open access. Which objectives are hosting all kinds of quality biomedical research and facilitating the process of publishing authors from around the world and especially in the Latin American region.

Who makes IBJ?

IBJ is driven by a group of professionals and academics linked to the Universidad Autonoma of Madrid with many years of experience in both basic and clinical biomedical research. The reviewers and editors that collaborate with IBJ are academics and professionals from Spain and Latin America.

Why was IBJ created?

IBJ was created with the view to facilitating scientific and clinic communication in Latin America and permitting easy access internationally.

Why publish in IBJ?

- **Multilingual:** Spanish, Portuguese, English. Authors can decide which language prefer to carry their scientific communication.
- **Quality Review, transparent and reasoned:** We provide convenient publishing without lowering the scientific publication requirements. The peer review is carry out in the same linguistic and scientific scope through a reasoned critique with the possibility of claims to the editor in charge which minimizes the peer-review regulation risk.
- **Pre-publishing support:** We provide pre-publishing support for authors upon request or when the publisher deems it necessary. Pre-publisher support at cost price and full transparency (see [publication cost](#)).

Which journals do we publish?

Currently IBJ publishes three differentiated journals:

IBJ Plus (Spanish/Portuguese/English). Biomedicine.

IBJ Clinical Pharmacology (Spanish/Portuguese/English). Clinical Pharmacology.

IBJ Infectious Diseases (Spanish/Portuguese/English). Infectious Diseases.



Mission

Facilitate communication of the Latin American scientific community, both regionally and internationally.



Vision

Become the cutting edge biomedical research magazine in the Latin American region.



Main objective

Channel and promote the scientific production in the biomedical area in the Latin American Region.



Objectives towards the investigator

- **Scope:** Provide a more extensive dissemination of your research, both regionally and internationally. Our Open Access service allows free access to content. Indexation to Google, PubMed, Scopus, etc.
- **Impact:** Provide visibility indicators with every publication, either through a higher number of visits and downloads in Latin America and internationally, or through citations in SCI, Cite, Scimago etc. In order to make this, an important media exposure campaign will be promoted.
- **Professionalism:** Providing the highest ethical standards in research, publishing and scientific report. Each of the articles are extensively reviewed by professional academics and experienced editors.

Information for authors

Editorial policy

Our editorial policy complies with the following characteristics:

1. Accessible and constructive peer-reviewed editorial process.
2. Authors retain copyright.
3. Prestigious and international editorial board.
4. Fast and affordable publication.
5. Use of metrics (Impact).
6. Indexing and archiving (Scope)

1. Accessible and constructive peer-reviewed editorial process.

A rigorous peer review process (see "[Peer review guidelines](#)") which aim is to provide a constructive and reasoned approach for authors to the critical-evaluative process of reviewers and editors (see "[Evaluation criteria](#)"), always with the intention to work actively with the authors in the improvement of their manuscripts. The authors always have the opportunity to argue back the final decision. Manuscripts are always considered based on the scientific validity and technical quality; in no case the "novelty" or the possibility of impact shall be considered a criterion for acceptance or rejection.

2. Authors retain copyright.

IBJ considers the publication in Open Access as a moral duty: The authors retain their work and publication rights; readers, meanwhile, should not pay for access to new knowledge and the society ensures that all research with positive or negative results, are accessible and transparent. The publication will be made using the Creative Commons Attribution License (CC-BY-NC).

3. Prestigious and international editorial board.

The editorial board is composed of experienced editors in the editorial and/or research activity in the Latin American region, as well as globally. Each manuscript is sent to an editor that will choose a reviewer, keep the authors informed of the process and

respond to any questions, complaints or suggestions. All this is done through the *OJS* software, free and easy to use.

4. Fast and affordable publication.

The publication of accepted articles is done immediately in unedited format. Edited format will be available within a maximum of 15 days. The cost (see *Publication fees*) of publishing in the IBJ magazines covers only the costs of publication. If you wish you can request the English translation service (from Spanish or Portuguese) and editing service, also at cost price. Authors can edit their manuscripts, thus reducing the cost of publication; the final article to be published will be reviewed and approved by the editorial department (see "*Submission guidelines*").

5. Use of metrics.

IBJ provides use of performance metrics for every article: like number of views, page views, article impressions and citations. This way you can use this data in order to measure the impact of your work in the scientific and medical community.

6. Indexing and archiving.

As we can meet the conditions of the different providers, the articles published in the IBJ magazines will be indexed in PubMed, Scopus, Web of Science, Google Scholar, Chemical Abstracts Service (CAS), EMBASE, PsycINFO and search through the Web of Knowledge. All articles are archived in EuroMed Central.

Authorship policies

- The main authors of a manuscript will be a maximum of 12. Exceptionally, the editor may accept a larger number depending on the complexity and size of the study performed and provided with the proper justification by the senders of the manuscript. The rest of participants with a significant contribution may be included in a section at the end of the manuscript (and the final article).
- Everyone listed as an author should meet our *Authorship criteria*. Everyone who meets our criteria for authorship must be listed as an author.

- The contributions of all authors must be described. Author lists should accurately reflect contributions to the work and we expect that all authors will take public responsibility for the content of the manuscript submitted to IBJ.
- All authors will be contacted by email at submission to ensure that they are aware of and approve the submission of the manuscript, its content, and its authorship. Some journals require that all co-authors confirm their assent to publication by email. All authors must see the final draft of the manuscript before it is published.
- Contributors who do not meet the *Authorship criteria* should be mentioned in the Acknowledgments or Non-author contributors respectively.
- Authorship issues identified after publication may result in a correction. In the case of an authorship dispute, the journal will not arbitrate. We will raise the issue with the authors' institution(s) and abide by its guidelines.

Submission guidelines

An original article should contain the following sections ordered as presented below:

- Cover letter
- The title page of the manuscript
- Summary and keywords
- Introduction
- Material / Subjects and Methods
- Results
- Discussion/Conclusions
- Funding sources
- Non-Author Contributors
- Conflict of interest
- Acknowledgments
- References
- Figures

- Tables
- Supplement material

Cover letter

This letter must mention that the article is original material that has not been published elsewhere and has not been under review for publication in any other way during the revision. This work may have been published in abbreviated form in congresses or scientific meetings, reporting this respectively. This letter must also include a section on conflict of interest that will be also included in the text of the manuscript (See [Editorial policy](#)).

The title page of the manuscript

This page should include the title of the manuscript, the full name of the authors, the highest of each degree and affiliations; must also submit the name, full postal code, Phone number, fax and email of the corresponding author (this information will also be required to submit the article for review).

The title should be brief, informative, should not make statements or present findings and should have less than 150 characters. The abbreviated title must contain less than 50 characters including spaces, should as short as possible, should contain the main message of the article and not contain abbreviations.

Summary

The abstract of the manuscript should not exceed 250 words for not structured summaries or 300 words for structured ones. IBJ Plus will accept not structured summaries (250 words max) while IBJ Clinical Pharmacology/Infectious Diseases will accept structured summaries (300 words max).

Note: For the manuscripts in Spanish or Portuguese, the abstract must also be accompanied by the English translated version. Those items submitted in English the translation to Spanish / Portuguese is not required.

Keywords

It is recommended to write six key words chosen from [MEDLINE MeSH](#), which best describe the manuscript. Choosing a correct list of words ensure that this arises in a large number of searches in the different search engines and thus increase its visibility.

Introduction

In the embodiment of the introduction the author should assume that the reader has knowledge of the matter treated article and therefore should be as concise as possible but still it is advisable to present a brief historical review of the subject which will be discussed.

Material / Subjects and methods

In this section of the manuscript the authors must include sufficient detail of the procedures performed so that these can be replicated information. However the methods that have been published in detail elsewhere should not be described in detail, but they have to be referenced. In the case of clinical trials should refer to the approval of the trial by an ethics committee duly authorized to do so and must be registered in a public register before submitting the manuscript for review (For more information see [Editorial policy](#)). Authors should refer to the manufacturer's name and location of the same for each of the specific medical equipment and instruments used in the study, and all medication must be identified by its pharmaceutical name and your business name if relevant.

Results

The results section should be brief and present the experimental results in text, tables and figures. Tables and figures should not be extensively described in the text. The explanatory descriptions of the content of figures and tables should be included as footer at the end of each one.

Discussion/Conclusions

The discussion should focus on the interpretation and the significant results with objective comments that describe their relation to other jobs in the same area. Discussion should not repeat the information in the results. The final paragraph should extol the main conclusions of the study and provide some indications of future research should be performed.

Funding sources

At this point the authors should include all kinds of financial and / or logistical support for the study and source of all kinds of new drugs not marketed.

Non-author contributors

Following the regulations of the *ICMJE*, those who do not meet the authorship criteria but has contributed substantially to the research, either technically, scientifically or legally, and not been sufficient their inclusion in the Acknowledgements, they should be included in this special section entitled as “Non-Author contributors”.

Authors must get consented permission from the contributors to be included in this section.

Conflict of interest

Authors should declare whether they have any financial interest related to the study described. This information must be included in this session and will be published as a meeting of the article. This information must also be present in the letter making the submission process.

Acknowledgments

Those who helped in the design, editing, design, data collection or analysis and interpretation of data but do not meet the autorship criteria should be included in the acknowledgments section.

The role of a scientific (medical) writer must be included in the acknowledgements section, including their source(s) of funding. We suggest wording such as ‘We thank Jane Doe who provided medical writing services on behalf of XYZ Pharmaceuticals Ltd.’

Authors must get the permission of the partner consented people for inclusion in this section.

References

Should only reference articles directly related to the manuscript. They should avoid exhaustive lists. References should follow the Vancouver format. Numbers in the text should appear at the end of the manuscript, and these should be listed in order of appearance in the text. All authors must be referenced to a total of six authors, for papers with more than six authors should submit only the first six followed by et al.

Abbreviations of journal titles should be in accordance with those used in the latest edition of *Index Medicus*. The number of the first and last page of each reference

should be indicated. Abstracts and letters must be identified as such. Published in the press and articles submitted for publication and may be included in the reference list, but no citation is required to works not yet submitted for publication items.

Personal communications should be followed by the reference number that corresponds to them in order and should be included in the list of references in the usual way or simply referenced in the text; the author can choose which method to use. In any case the authors must obtain permission from the original author to cite his unpublished work.

Examples:

- Article in journal, up to six authors followed by et al. : G Casari G, De Fusco M, Ciarmatori S, Zeviani M, Mora M, Fernandez P et al. Spastic paraplegia and OXPHOS impairment Revised 2/10/2013 4 Caused by mutations in paraplegin, a nuclear-encoded mitochondrial metalloprotease. *Cell*1998; 93: 973-983.
- Journal article not yet published but accepted for publication: Séguin B, Hardy B, Singer PA, Daar AS. Bidil: recontextualizing the race debate. *Pharmacogenomics J* 2008; e-pub ahead of print 15 January 2008; doi: 10.1038 / sj.tpj.6500489.
- Article published in the press: Lesch KP, Gutknecht L. Pharmacogenetics of the serotonin transporter. *Prog Neuropsychopharmacol Biol Psychiatry* (in press).
- Complete book: Heilman KM, Valenstein E. *Clinical Neuropsychology*. Oxford University Press: New York, 1995.
- Chapter in a book: Schatzberg AF, Schildkraut JJ. Recent studies on norepinephrine systems in mood disorders. In: Bloom FE, Kupfer DJ (eds). *Psychopharmacology: The Fourth Generation of Progress*. Raven Press: New York, 1995, pp 911-920.
- Summary: Hood E. Pharmacogenomics: the promise of personalized medicine. *Environ Health Perspect* 2003, 111 (Suppl 1): 581 (Abstract 123).
- letter: McGinn E. Medical treatment and weight gain [letter]. *Prev Chronic Dis* 2007; 4: 80.

Tables

Tables should submit a title and submit a footnote to table abbreviations used where appropriate, should be numbered successively and cited in the text. Tables should not duplicate the content of the text. Should consist of at least two columns; columns

must have always header. Authors must ensure that the information contained in the tables is consistent with data reported in the text, which totals are added correctly and that the percentages have been calculated correctly.

Figures

Figures and images must present title, be numbered sequentially and cited in the text. The legend of the figures should be brief and specific.

If any figure and / or table has been previously published authors should obtain informed consent to reproduce such material. The same goes for quotes, illustrations and other materials that are not previously published in the public domain. The original source must be cited in a footnote in the figure or table. The use of a third dimension is widely discouraged when this third dimension not provide relevant information. Scale markers should be used in photographs and indicate the type of *stain* used.

Supplement Material

This session can present all the material that is relevant to the conclusion of the article but due to space or formatting will not be included in the published version. Item must be clear and contain all necessary information without the need for the reader to have to resort to supplement materials which will be linked to the article. This material should consist of data files, graphics, movies or extensive tables. See the graphic design section for more information on the type of files that are accepted.

The files will appear exactly as they have been submitted without any editing.

When material is subjected to supplement the authors must:

- Include an abstract of no more than 50 words to describe the contents of each of the files
- Identify the file type (file format)
- Include in the text of manuscript material exists supplement.
- Include page numbers and line numbers in the manuscript file.
- Style of writing
- The color should be different when used as an identification tool.
- Abbreviations should be preceded by the words they represent when they appear for the first time in the text.

- Always use *SI* units.
- The text must be at least 1.5 line spacing.

The first mention of a manufacturer, the city (and state, if in the USA) and the country must be provided.

Language

Manuscripts written in English, Spanish and Portuguese, with the judgment of the author's choice of language will be accepted. The article will be published in the language in which it is under review.

Example:

You can download a template of the manuscript [here](#).

Submission format

Manuscript files can be in the following formats: DOC, DOCX or RTF. Microsoft Word documents should not be locked or protected.

Author's resources

Responsible reporting of research studies, which includes a complete, transparent, accurate and timely account of what was done and what was found during a research study, is an integral part of good research and publication practice and not an optional extra. IBJ supports initiatives aimed at improving the reporting of health research

We ask authors to use the following guidelines when drafting their manuscripts. We ask authors to address all items recommended by the guidelines (as a minimum); where this is not possible, please provide an explanation in the text to give a transparent account of your study.

Adherence to recommended reporting guidelines will facilitate review of your manuscript, increase the probability of its successful publication, and improve the usability of research findings from your study in further research and clinical practice.

Best practice in research reporting

Research submitted to IBJ must comply with internationally-accepted standards for research practice and reporting, including data management, figure preparation, reproducibility, and reporting guidelines.

We reserve the right to enforce standards that may be more strict than local legal or ethical frameworks. Issues discovered after publication will be addressed according to guidelines of the [Committee on Publication Ethics \(COPE\)](#) and may lead to a correction, retraction, or expression of concern. We may also contact authors' institutions as appropriate.

Reporting guidelines for specific studies

Authors are expected to comply with standard reporting guidelines for study designs. Check [the EQUATOR Network](#) for reporting instructions and supporting documentation. Documentation for specific studies should be uploaded as supporting information during manuscript submission. Read the [Submission guidelines](#).

- For reporting randomized controlled trials: [CONSORT](#) (RCTs) [TREND](#) (non-RCTs and other specialized guidelines).
- For studies of diagnostic accuracy: [STARD](#)

- For observational studies: [STROBE](#)
- For microarray experiments: [MIAME](#)
- For other types of health-related research: Consult the [EQUATOR](#)

About Open Access

In IBJ we provide a free and immediate access to content, adhering to the principle of open access to scientific research, contributing to the improvement of knowledge sharing globally.

What is an Open Access article?

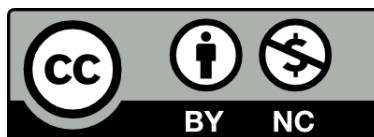
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More information about Creative Commons [here](#).



Authorship criteria

Qualifying for authorship

Authorship criteria are based on the International Committee of Medical Journal Editors (ICMJE) *Uniform Requirements for Manuscripts Submitted to Biomedical Journals*.

The ICMJE lists four conditions for authorship credit. Authors must meet all four conditions in order to be listed.

- Substantial contributions to conception and design, acquisition of data, 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.
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Authors group

In IBJ we rely on the ICMJE criteria regarding authors groups. More information [here](#).

Information for reviewers

Peer-review guidelines

Accepting or declining invitations

Reviewer invitations are sent by email from the submission OJS system. Use the links in the email to accept or decline.

Submitting the review

Reviews must be entered through OJS system. Email the journal office if you are having trouble accessing the manuscript or entering your comments. Contact us: assistant@ibjournals.com.

Competing interests

You should not accept a review assignment if you have a potential competing interest, including the following:

- Prior or current collaborations with the author(s).
- You are a direct competitor.
- You may have a known history of antipathy with the author(s).
- You might profit financially from the work.

Please inform the editors or journal staff and recuse yourself if you feel that you are unable to offer an impartial review.

When submitting your review, you must indicate whether or not you have any Competing interests.

Evaluation criteria

In IBJ we also care about the compliance of reporting guidelines in the review of manuscripts, which is why we follow *the COPE Guidelines for peer reviewers* in order to provide a transparent and fair review to our authors.

Writing the review

IBJ employs a structured reviewer form provided by *OJS Software* to help reviewers focus on our publication criteria and improve the efficiency of peer review. IF you

want to know more about the reviewer process read [OJS: Reviewer-Review](#) user guide.

Editorial process

Decision process

The final decision on a manuscript is made by the Academic Editor. The Academic Editor's decision is based on the reviewers' comments as well as IBJ's Publication Criteria and the editor's own assessment of the manuscript. When reviewers disagree, the decision is not necessarily made according to majority rule.

Notifying reviewers of decisions

We send reviewers' comments along with the decision letter to all reviewers of that manuscript. If reviewers have identified themselves, this information will be passed on to other reviewers.

Reviewers who may have offered an opinion not in accordance with the final decision should not feel that their recommendation was not duly considered and their service not properly appreciated. Experts often disagree, and it is the job of the Academic Editor to make a decision.

Revisions

When an author revises a manuscript, the Academic Editor will often ask the original reviewer(s) to evaluate the authors' revision. We expect the reviewers to be available to provide these additional comments.

Revised manuscripts are indicated with the letter "R" in the manuscript number (e.g., R1, R2, R3, etc.). The invitation letter will also mention that the assignment is for a revision.

Become a reviewer

Academic Editors decide which experts to invite to review papers they are handling. If you are interested in reviewing for IBJ, you may want to look through our list of Academic Editors to identify the ones who are in your field of research, and send them a brief summary of your expertise as well as your interest in being a reviewer. Make sure you sign up for an account in our submission system so your name can be

searched in the database.

Help

If you have questions or concerns about the manuscript you are reviewing, or if you need assistance submitting the review, please email us at assistant@ibjournals.com.

Publication criteria

IBJ is designed to communicate scientific research in the areas of biomedicine, clinical medicine and clinical pharmacology. We accept submissions of any basic or applied disciplines that can contribute to the enrichment of scientific knowledge in this area.

To be accepted for publication in IBJ, research articles must satisfy the following criteria:

1. The study presents the results of primary scientific research.
2. Results reported have not been published elsewhere, except as in abstract format on conference proceedings or scientific meetings.
3. Experiments, statistics, and other analyses are performed to a high technical standard and are described in sufficient detail.
4. Conclusions are presented in an appropriate fashion and are supported by the data.
5. The article is presented in an intelligible fashion and is written in Standard English, Spanish or Portuguese.
6. The research meets all applicable standards for the ethics of experimentation and research integrity.
7. The article adheres to appropriate reporting guidelines and community standards for data availability.

Types of articles accepted by each journal

We will consider the following article types:

IBJ Plus:

- Originals
- Systematic reviews
- Letters to the editor and perspectives
- Research protocols

IBJ Medicine:

- Originals
- Systematic reviews
- Case reports or case series
- Letter to the Editor and perspectives
- Protocols of clinical drug trials
- Special items (upon request by the Editor)

IBJ Clinical Pharmacology:

- Originals
- Systematic reviews
- Case reports or case series
- Letter to the Editor and perspectives
- Protocols of clinical drug trials
- Special items (upon request by the Editor)

Specific guidelines for each section:

Originals

- Original clinical research studies that meet appropriate study design and established guidelines. (See [submission guidelines](#)) are included in this section results of clinical trials.
- Word limit: 5,000 words excluding abstract, references, tables and figures.
- References: Maximum 50 (the rest will go as supplementary material)
- Figures and tables: Maximum 10 (the rest will go as supplementary material)

Systematic reviews

- We will consider the publication of systematic reviews only if the method can guarantee full and fair sampling of existing sources and also to follow the submission guidelines. (See [submission guidelines](#))
- Word limit: 7,000 words excluding abstract, references, tables and figures.
- References: Maximum 50 (the rest will go as supplementary material)
- Figures and tables: Maximum 10 (the rest will go as supplementary material)

Case reports and case series

- Studies with descriptive basis, virtually devoid of inferential statistics, and presenting a series of clinical cases that lead to conclusions that may be relevant to everyday clinical practice, on the issue of the magazine (clinical pharmacology IBJ Clinical Pharmacology, or IBJ infectious diseases infectious disease). IBJ in the journal Clinical Pharmacology will have special consideration with adverse drug reactions and drug interactions relevant and little known.
- Word limit: 2,500 words excluding abstract, references, tables and figures.
- References: Maximum 20 (the rest will go as supplementary material)
- Figures and tables: Maximum 5 (the rest will go as supplementary material)

Letters to the editor

- Comments on articles recently published in the journal or communications very

brief or an exceptional case of a study that is easy to summarize. The letter is not structured or presented abstract. It does not support supplementary material. If the letter to the editor refers to an article recently published in the journal he will be sent to the author of it to exercise its right to reply, if deemed appropriate.

- Word limit: 750 words.
- References: Maximum 10
- Figures and tables: Maximum 1

Perspectives

- A section called Perspectives is included in all IBJ magazines. Usually, manuscripts for this section will be requested directly by the editors. If you want to send a manuscript of these, here are the required characteristics:
- The perspectives should be brief trials addressing relevant topics of biomedical research including history, methods, ethics, science policy and regulations, social, professional and others. In this regard, we are especially interested in the perspectives of the different countries of the Latin American region.
- Word limit: 1200-1500 words.
- References: Maximum 5
- Figures and tables: Maximum 1
- We ask the authors previously get in contact with the editorial office.

Research protocols

- Research protocols considered of general interest authorized by relevant ethics committee. (See [submission guidelines](#)).
- Word limit: 5,000 words.
- References: Maximum 50 (the rest will go as supplementary material)
- Figures and tables: Maximum 10 (the rest will go as supplementary material)
- Protocols of clinical drug trials, approved by regulatory agencies (with Eudra-CT code or registration [ClinicalTrials.gov](#)) that are in recruitment phase but not yet completed with an appropriate study design and according to the guidelines

established. (See *submission guidelines*).

Therapeutic protocols and guidelines consensus

- Protocols and therapeutic guidelines considered of general interest. (See *submission guidelines*).
- Word limit: 5,000 words.
- References: Maximum 50 (the rest will go as supplementary material)
- Figures and tables: Maximum 10 (the rest will go as supplementary material)

Review Policies

Competing interest

What represents a competing interest?

A competing interest is anything that interferes with, or could reasonably be perceived as interfering with, the full and objective presentation, peer review, editorial decision-making, or publication of research or non-research articles submitted to IBJ.

Competing interests can be financial or non-financial, professional, or personal. Competing interests can arise in relationship to an organization or another person.

Declaring all potential competing interests is a requirement at IBJ and is integral to the transparent reporting of research.

Failure to declare competing interests can result in immediate rejection of a manuscript. If an undisclosed competing interest comes to light after publication, IBJ will take action in accordance with *COPE guidelines* and issue a public notification to the community.

What to declare?

All potentially competing interests (see below) must be declared if they occurred within 5 years of conducting, or preparing for publication, the research under consideration.

Interests outside the 5-year time frame must also be declared if they could reasonably be perceived as competing according to the definition above.

Financial competing interests:

Financial competing interests include but are not limited to:

- Ownership of stocks or shares
- Paid employment or consultancy
- Patent applications (pending or actual), including individual applications or those belonging to the institution to which the authors are affiliated and from which the authors may benefit
- Research grants (from any source, restricted or unrestricted)
- Travel grants and honoraria for speaking or participation at meetings
- Gifts

Non-financial competing interests:

Non-financial competing interests include but are not limited to:

- Acting as an expert witness
- Membership in a government or other advisory board
- Relationship (paid or unpaid) with organizations and funding bodies including nongovernmental organizations, research institutions, or charities
- Membership of lobbying or advocacy organizations
- Writing or consulting for an educational company
- Personal relationships (i.e. friend, spouse, family member, current or previous mentor, adversary) with individuals involved in the submission or evaluation of a paper, such as authors, reviewers, editors, or members of the editorial board of an IBJ journal.
- Personal convictions (political, religious, ideological, or other) related to a paper's topic that might interfere with an unbiased publication process (at the stage of

authorship, peer review, editorial decision-making, or publication)

Who must declare competing interests?

Authors

At the time of submission, authors must state what competing interests are relevant to the submitted research. These may include but are not limited to:

- Names of all funding sources
- Description of funder's role in the study design; collection, analysis, and interpretation of data; writing of the paper; and/or decision to submit for publication
- Whether they have served or currently serve on the editorial board of the journal to which they are submitting
- Whether they have acted as an expert witness in relevant legal proceedings
- Whether they have sat or currently sit on a committee for an organization that may benefit from publication of the paper

Editors and reviewers

Editors (professional or academic, paid or unpaid) and reviewers must declare their own competing interests and if necessary disqualify themselves from involvement in the assessment of a manuscript.

Common reasons for editors and reviewers to recuse themselves from the peer review process may include but are not limited to:

- They work at the same institution or organization as an author, currently or recently
- They collaborate with an author, currently or recently
- They have published with an author during the past 5 years
- They have held grants with an author, currently or recently
- They have a personal relationship with an author that does not allow them to evaluate the manuscript objectively

Readers

Anyone who comments on published IBJ articles must declare all competing interests (financial or non-financial) at the time of posting the comment.

Editorial Actions and Decisions

- IBJ editors must take all competing interests into account during the review process and ensure that any relevant ones are declared in the published article.
- IBJ editors will not publish commissioned or any other non-research articles if they are aware of a competing interest that, in their judgment, could introduce bias or a reasonable perception of bias.
- IBJ editors do not consult reviewers who have competing interests that, in the editors' judgment, could interfere with unbiased review.

Other policies and guidelines

Ethical guidelines

In any studies that involve experiments on human or animal subjects, the following ethical guidelines must be observed. For any experiments on humans, all work must be conducted in accordance with the Declaration of *Helsinki* (1964-October 2013). Papers describing experimental work which carries a risk of harm to human subjects must include a statement that the experiment was conducted with the human subjects' understanding and consent, as well as a statement that the responsible Ethical Committee has approved the experiments. In the case of any animal experiments, the authors must provide a full description of any anesthetic or surgical procedure used, as well as evidence that all possible steps were taken to avoid animal suffering at each stage of the experiment.

Patient consent and confidentiality

IBJ's policy is based on Spanish's *Data Protection law*, Spain and European Union common law of confidentiality, and the traditions of medical ethics.

- Any article that contains personal medical information about an identifiable living individual requires the patient's explicit consent before we can publish it. We would like the patient to sign our consent form, which requires the patient to have read the article.
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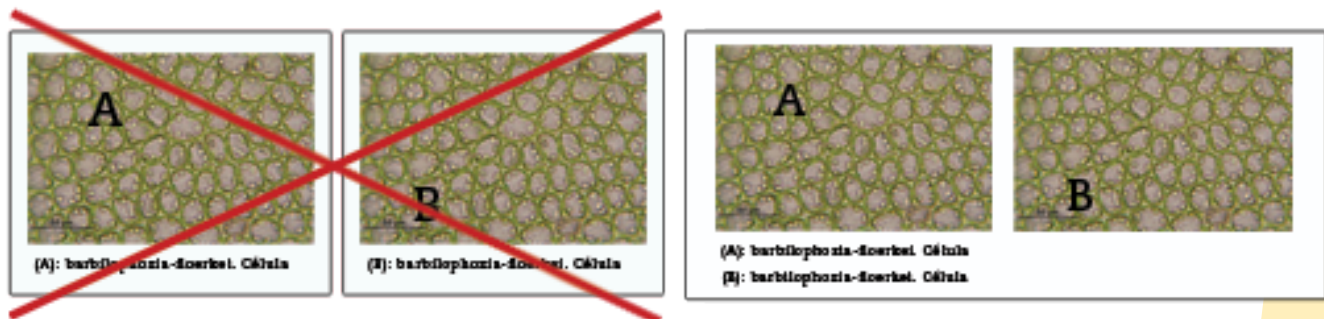
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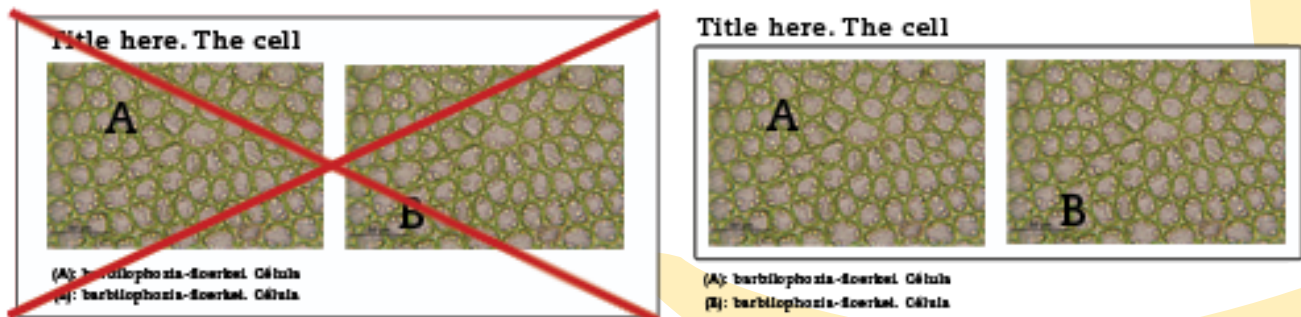
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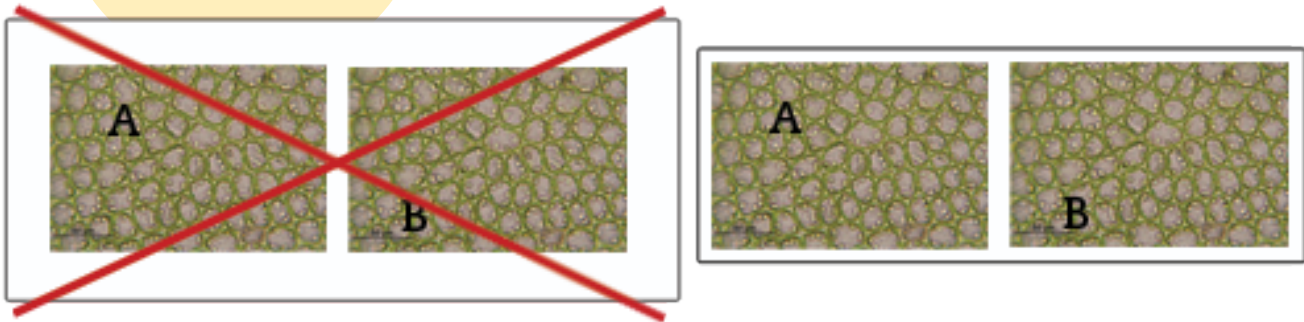
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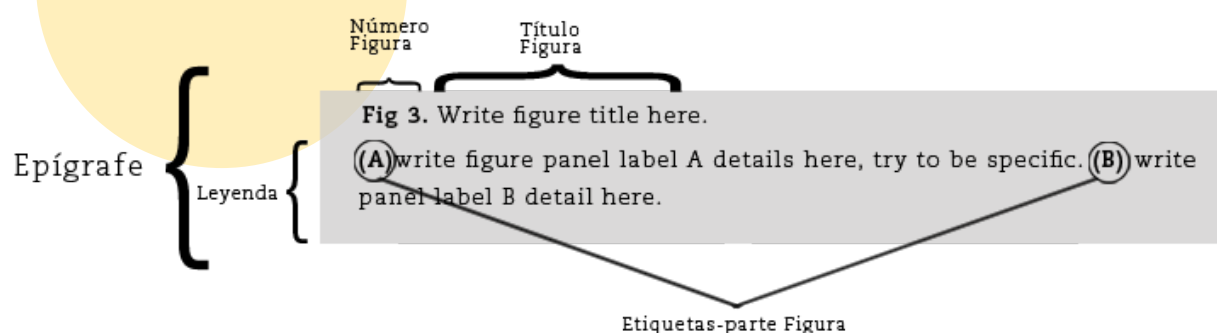
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