

## **INSTRUCTIONS FOR AUTHORS**

### **Belgian Journal of Hematology (BJH)**

#### **General Information**

The Belgian Journal of Hematology (BJH) is an independent **peer-reviewed** journal that aims to support all clinicians (medical specialists or those in training for specialist) who are active in the field of haematology (dedicated to benign or malignant haematological diseases) or active in haematological genetics, transfusion/hematologic laboratories, transplantation, thrombosis and haemostasis in Belgium with articles translating latest developments in e.g. epidemiology, biology, diagnosis and treatment to daily clinical practice. The aim of the BJH is to update the readers on all the recent developments in haematology or adherent fields. The BJH aspires to be an educational journal and therefore publishes mostly review articles. The BJH knows a fixed format, with several sections, as described below.

Manuscripts should be submitted to the **Editorial Office** (contact details on the last page). Should you decide to write a spontaneous article for the BJH, please inform the editorial office on the topic of your article. That way we can avoid overlap between articles.

**All manuscripts, also those on invitation by editorial board, will be submitted to a review process, to ensure actuality and quality of the content of BJH and therefore, it is possible you may be requested to adapt the text of your manuscript accordingly. Should your manuscript not meet the requirements of our reviewers, even after corrections have been made, the manuscript may be rejected for publication.**

#### **Author Criteria**

The author(s) are required to fill in, sign (all co-authors as well) and return the copyright document to the Editorial Office, with regards to copyright, financial disclaimer and conflicts of interest.

Please inform us if your manuscript has been previously published in another medical journal, or online, or you are planning to submit the same manuscript for publication to another medical journal (local or international journal). Please state the name of journal and the date of publication or expected period of publication.

#### **Role of the corresponding author**

The corresponding author will serve on behalf of all co-authors as the primary correspondent with the editorial office during the process of submission and review.

## Categories of Articles

The BJH has several editorial sections of different contributions, namely:

### Review Hematology

**In each issue always present:** 1 review article on Benign Haematology, 1 review article on Hemato-Oncology, 1 review article on Hemostasis/Thrombosis.

**Optional per issue:** Transfusion article, Transplantation article, Laboratory medicine article, Genetics article, etc. If there is a review article available on one of these topics, this will be published in addition to the mentioned fixed reviews.

The reviews in this section deal with new and existing insights within the field of haematology and related areas (including genetics, cellular biology, palliative care, etc.) which are relevant for clinical practice. Frequently, this section of the journal covers reviews on the pathogenesis, etiology, diagnosis and treatment of a certain syndrome. The author should keep in mind that all manuscripts published should contribute to the education and support of clinicians in haematology.

Each manuscript should have following structure:

- a) Title
- b) Summary
- c) Key Words
- d) Introduction
- e) Main section divided into subsections
- f) Conclusion(s)
- g) Key Messages for clinical practice (several bullets, in a separate square)
- h) References (in 'Vancouver' style) - maximum of 30.
- i) Correspondence address, title, gender (if not clear from the name) and position of author(s)
- j) Disclaimer regarding financial support received from any party in relationship with the content of the manuscript that might influence the authors' opinion or editorial independence in the present or recent past
- k) English UK spelling throughout the manuscript. i.e. "haematology" instead of "hematology"\*  
\*For patent reasons, the journal title and section subtitles have retained US spelling.

Recommended length: maximum 3,000 words (6 pages A4, including references, tables and figures).

Special guidelines for illustrations, references and submission of manuscripts: See last page of these instructions for authors.

### Practice Guidelines

This section typically includes reviews on Practice Guidelines that were recently adopted in the field of haematology, with practical or personal comments and opinions of the author(s). The guidelines concerned may be those developed and issued by the Belgian Hematological Society (BHS), the World Health Organization (WHO) or the American Society of Hematology (ASH) and adapted for the Belgian clinical setting.

The manuscript must be structured as mentioned under pt.1 and should be no longer than 2,000 words (4 pages A4) including all tables, figures, illustrations and references.

### Pharmacotherapy

The section 'Pharmacotherapy' contains an objectively written review article, presenting the mechanisms of action of a drug or of a class of drugs and advice for clinicians on how and when these treatments should be used in clinical practice (including the rationale for making choices

between different treatment options based on the available evidence from clinical trials, information on dosing and drug-drug interactions, etc).

If only one drug is discussed, it is critically important to ensure the independence of the content of the manuscript from the pharmaceutical company that markets the drug. Articles that merely serve as promotion for a drug or several drugs are not accepted. Based on this review, clinicians must be supported in defining the optimal treatment strategy derived from evidence based data, emerging from a good search strategy in literature, and opinions that are broadly supported by leading opinion leaders in their field.

*In case of positioning of drugs, the search strategy for clinical relevant articles must be described, and level of proof according to Cochrane criteria, to avoid that most recent important clinical studies are left out in the article.*

Contributions may be no longer than 2,500 words (5 pages A4) including references, illustrations, tables, etc. Please structure your manuscript as mentioned under pt.1.

### **Hematocase - A case report**

In this editorial section of the BJH, a clinical case is presented with the most important pitfalls for clinical practice. Contributions to this section may not exceed 2,000 words (4 pages A4, including all references, tables, illustrations, images) and should be structured as described under pt.1 of these guidelines for authors ('Review Hematology'). Very important are the 'Key Messages' for the readers – these should not be forgotten - refer to pt.1g.

### **Hematothesis**

In the section 'Hematothesis' a dissertation is presented by a (medical) doctor who recently received a PhD. The publication date of this thesis should preferably not be more than 6 months prior to submission.

Structure of contributions: 1.Title; 2.Key words; 3.Summary; 4.Introduction; 5. Body copy; 6. Conclusions 7. Key messages for daily practice; 8. References; 9.Name(s), title(s), position(s) and correspondence address(es) of author(s); 10.Disclosure statement(s) on author (or authors). Recommended maximum length: 3 pages (1,500 words), including references and illustrations.

### **Regulatory Issues in Hematology**

This section updates the reader on Regulatory Affairs, newly approved drugs in Belgium, changes in regulatory law in Belgium and subsequent consequences for daily clinical practice.

This section serves as a quick practical manual to refer to.

Structure of contributions: 1.Title; 2. Key words; 3.Introduction; 4. Body copy; 5. Conclusions; 6. Key messages for daily practice; 7. References; 8.Name(s), title(s), position(s) and correspondence address of author(s). Recommended length: maximum of 1,000-1.500 words (2-3 pages A4) including illustrations, tables, figures and references.

### **Journal Scan Hematology**

The 'Journal Scan' section is comprised of abstracts of pivotal studies ('pearls in literature') published in international peer-reviewed journals in the field of haematology, with high relevance to clinical practice. Each publication is reported on by means of an abstract of maximum 200 words (maximum of ½ page A4) and under each abstract, a short comment of the author of 2-3 lines is given, putting the conclusions of the abstract in a local setting.

Maximum length of manuscripts: 1,500 words (maximum 3 pages A4), i.e. maximum 6 abstracts of a ½ page maximum each, with 6 concomitant comments of the author of 3-5 lines each.

Structure of contributions (described per publication): 1. Title of publication, complete reference; 2. Key words; 3. Abstract with main conclusions of the publication; 4. Comment of the author under each abstract putting the information in the proper clinical context for Belgian clinicians in haematology, of maximum 3-5 lines. In total, your contribution can thus exist of 6 international articles, discussed in the way as mentioned in pt.1-4. At the end of the manuscript: 5. Name(s), title(s), position(s) and correspondence address(es) of author(s).

## **Congress News**

The section 'Congress News' represents the most important highlights of national and/or international scientific congresses focusing on clinical practice.

Maximum length of manuscripts: 3,000 words (2-6 pages A4).

Structure of contributions: 1. Title; 2. Body copy; 3. Main conclusions; 4. Key messages for daily practice (if applicable to content); 5. References (if applicable); 6. Name(s), title(s), position(s) and correspondence address(es) of author(s).

## **Letters-to-the-Editor**

Readers can submit a 'Letter-to-the-Editor', giving opinions and comments on previously published articles in the BJH.

Letters-to-the-Editor must be submitted no later than 4 weeks after publication of a manuscript in the BJH to the Editorial Office. Please state the publication in the BJH which you are referring to.

The Editorial Board reserves the right not to publish Letters-to-the-Editor that are received at a later date to preserve the actuality of the content of the BJH. Maximum length: 500 words (1 page A4).

## **Calendar of Events / Announcements**

The 'Calendar of Events' section contains announcements of local and international congresses, symposia and announcements of the Belgian Hematological Society (BHS) and other Societies (such as the Belgian Society on Thrombosis and Haemostasis) if announcements are submitted to the Editorial Office of BJH by these Societies in time for the relevant issue. This section is composed by the Editorial Office in collaboration with the Editorial Board.

## **Special editorial supplements (optional section)**

Several times a year, the abstracts of lectures given at the scientific symposia of the Belgian Hematological Society (BHS) and other Societies related to haematology, are covered in a separate educational supplement to the journal or, if not too voluminous, in the inner part of the BJH. This section is written by the lecturers, or by a medical writer of publisher Ariez International, in collaboration with these Societies.

## **Illustrations**

Illustrations are welcomed for publication. Please submit illustrations, graphs and tables as original files in Word, PowerPoint or Illustrator (with editable text).

Photographs or medical images should be submitted in TIFF or JPEG format, with a minimum resolution of 300 dpi and a minimum size 8 x 6 cm or larger.

Please number all illustrations in the sequence in which these are mentioned in the text of your manuscript. Please clearly explain all symbols, units and abbreviations used in the illustration within the caption that accompanies the illustration. A legend/caption with each illustration is mandatory.

## **References**

Please refer to published references from international literature in the sequence in which these are mentioned in your manuscript. Range your references from low to high numbers, i.e. starting with reference 1, and ascending.

All references listed within the text should be at the end of the sentence, after the point, in superscript and without brackets. Please always use the 'Vancouver style' for the structure of your list of references:

*Example:*

Reynolds EH, Bottiglieri T, Laundry M, et al. Subacute tumor degeneration with high serum vitamin B12 level and abnormal vitamin B12 binding protein. Arch Oncol 2006;50(7):739-42.

Name all authors in case of 3 or fewer authors. In case there are 4 or more authors, please state only the first 3 authors in a row, with full detail, followed by: "et al."

Please abbreviate the names of international journals in agreement with the Index Medicus (or international standards).

### **Instructions for submission of manuscripts to the Editorial Office**

Your manuscript needs to be written and submitted in Word 6.0 or a higher version.

Please insert a page number on each page of your manuscript.

#### Always submit, together with your manuscript:

- 1) Your correspondence address with telephone number and e-mail address where you can be contacted (assuming that the person who submits the manuscript is also the first author or the corresponding author).
- 2) Permission in writing of publisher(s) or of third parties or persons for use of materials previously published elsewhere or for use of photographs that depict patients or persons in general in a recognisable way.
- 3) Permission from other publishers in order to be able to use materials (such as tables or graphs) that were previously published in other journals should be obtained by the authors. Please enclose the written permission with the submission.

Should you have any questions or concerns after having read these instructions for authors, please feel free to contact the **BJH Editorial Office** at:

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**BJH Publishing Manager**  
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