



The Mexican Journal of Communication, Audiology, Otoneurology and Phoniatics is the official diffusion mean of The Mexican Association of Communication, Audiology, Otoneurology and Phoniatics, AC. The Journal publishes original articles, case reports, review topics, clinical case reports, history notes, editorial articles by invitation, letters to the editor and news. All items are initially analyzed by at least two reviewers for acceptance and finally ratified by the Editorial Board.

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Articles should be sent to the editor of the **Mexican Journal of Communication, Audiology, Otoneurology and Phoniatics**, to the email address: revamcaof@gmail.com

I. Original article: Can be basic or clinical research and has the following features:

- a) **Title:** Representative of the study findings. Add a short title for internal pages. (It is important to identify whether it is a randomized study or control.)
- b) **Structured Abstract:** should include introduction, aim, material and methods, results and conclusions. In Spanish and English, with keywords.
- c) **Introduction:** Describes studies to understand the purpose of the study, the same mentioned at the end of the introduction (no separate written objectives, assumptions nor the approaches).
- d) **Material and methods:** An important part that should explain in detail how they developed the study and especially to be reproducible. (Mention type of study, observational or experimental.)
- e) **Results:** In this section, according to the study design, all results should be presented but not discussed. If there are result tables or figures (graphics or images) those should be presented separately in the last pages, with figure legends.
- f) **Discussion:** Based on current literature to support the results. The conclusions are mentioned at the end of this section.
- g) **Bibliography:** You must follow the specifications described below.
- h) **Number of pages:** a maximum of 10. Figures 5-7 maximum.

II. Article about a clinical case (1-2 cases) or number of cases (more than 3 cases):

- a) **Title:** You must specify whether it is a clinical case or case series.
- b) **Abstract:** In English and Spanish and with keywords. Should briefly describe the case and the importance of its publication.
- c) **Introduction:** the disease or its attributable cause.
- d) **Presentation of (the) case (s):** Clinical description, lab and others. Mention the time for these cases to come together. Figures or tables are on separate sheets.
- e) **Discussion:** the most recent or necessary references are discussed to understand the importance or relevance of the case.
- f) **Number of pages:** maximum 10. Figures 5-8.

III. Review article:

- a) **Title:** accurately describe the subject matter.
- b) **Summary:** In Spanish and English, with keywords.
- c) **Introduction and, if deemed necessary, subtitles:** You can start with the topic at hand without divisions.
- d) **Bibliography:** Recent and necessary for text.
- e) **Number of pages:** 20 Max. Figures 5-8 maximum.

IV. Letter to the editor: This section is for documents of public interest, bioethics, regulatory, complementary to one of the research articles. It has no special format.

V. History notes: As in a letter to the editor, the author is free to develop a theme on the history of medicine. Maximum five images accepted.

The requirements are listed below on the checklist. The format is available in www.medigraphic.com/audiologia (PDF). Authors should download and check off each item once it has been covered during the preparation of material for publication.

The checklist in PDF format must be submitted with the manuscript, you must also attach the form to transfer copyright.

Inadequately prepared manuscripts, which are not accompanied by the checklist will be rejected without undergoing revision.

Checklist

GENERAL ISSUES

- Papers should be submitted in electronic format. Authors should have a copy for reference.
- The manuscript should be written in Arial 12 point type, double-spaced, letter-sized format with margins of 2.5 cm on each side. The standard sheet is 30 lines, 60 characters each line (1,800 characters per page). The words in another language should be presented in italics.
- The text should be presented as follows: 1) title page, 2) abstract and keywords [in Spanish and English], 3) introduction, 4) materials and methods 5) Results, 6) Discussion, 7) acknowledgments, 8) references, 9) appendices, 10) text tables and 11) figure legends. Each section will start in different page. The format may be modified in review articles and case reports, if necessary.
- Consecutive numbering of each page, begin with the title page.
- Enter the name, address and telephone number of three prospective reviewers who are not members of your workgroup to whom you can send your paper to be analyzed.

TEXT

Title Page

- Includes:
 - 1) Title in Spanish and English, with a maximum of 15 words and short title of no more than 40 characters

- 2) Name(s) of the authors in the order to be published, if the paternal and maternal surnames are recorded, those may appear linked with a dash.
- 3) Credits for each of the authors,
- 4) Institution(s) where the work was performed and
- 5) Address for correspondence: full address, telephone, fax and e-mail address of the corresponding author.

Abstract

- In Spanish and English, with a maximum length of 200 words.
- Structured in accordance to the information in the text:
 - 1) Introduction,
 - 2) Objectives,
 - 3) Material and methods,
 - 4) Results and
 - 5) Conclusions.
- Avoid using abbreviations, but if necessary, they should specify their meaning the first time cited. The symbols and abbreviations of units of measurement for international use does not require specification of their meaning.
- Keywords in Spanish and English, with no abbreviations, at least three and up to six.

Text

- Manuscript not to exceed 10 pages, divided into subtitles that facilitate reading.
- Names, initials or record numbers of patients studied should be ignored.
- Abbreviations are accepted, but must be preceded by what means the first time cited and those of measurement units for international use to which the Mexican government is subject.
- Drugs and chemicals should be called by its generic name, dosage and route of administration should be indicated according to the international nomenclature.
- At the end of the Materials and Methods section should describe the statistical methods used.

Acknowledgements

- Acknowledgements and details of supports, drug(s) and equipment(s) provided should be cited before references. Send written permission of the persons to be cited by name.

References

- Are identified in the text with Arabic numerals and in progressive order according to the sequence in which appear in the text.
- References cited only in tables or figure legends should be numbered in accordance with the sequence in which the identification of table or figure in the text appear for the first time.
- Personal communications and unpublished data will be quoted in unnumbered footnotes.

- The title of periodicals should be abbreviated according to the Catalogue of the National Library of Medicine (NLM): Available at: <http://www.ncbi.nlm.nih.gov/nlmcatalog/journals> (accessed March 15, 2012). There must be full information on each reference, including: title of article, abbreviated title of the journal, year, volume and first and last pages. In the case of more than six authors, should be listed the first six and add the abbreviation et al.

Examples, article from periodicals, with up to six authors:

Ohlsson J, Wranne B. Noninvasive assessment of valve area in patients with aortic stenosis. *J Am Coll Cardiol.* 1986;7:501-508.

Seven or more authors:

San-Luis R, Munayer J, Aldana T, Acosta JL, Ramírez H, Campos A et al. Conexión venosa pulmonar anómala total. Cinco años de experiencia. *Rev Mex Cardiol.* 1995; 6: 109-116.

Books, scoring edition number when it is not the first:

Myerowitz PD. Heart transplantation. 2nd ed. New York: Futura Publishing; 1987.

Chapters in books:

Hardesty R, Griffith B. Combined heart-lung transplantation. In: Myerowitz PD. Heart transplantation. 2nd ed. New York: Futura Publishing; 1987. p. 125-140.

For more examples of reference formats, authors should consult http://www.nlm.nih.gov/bsd/uniform_requirements.html

Tables

- None.
- Yes there are
Number (with lyrics) _____
- The information contained is not repeated in the text or in the figures. Maximum allowed 50 percent plus one of the text pages.
- They are headed by the title and progressively marked with Roman numerals according to their appearance in the text.
- The title of each table alone explains its content and allows correlate with noted text.

Figures

- None.
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Number (with lyrics) _____
- Considered as such photographs, drawings, graphs and diagrams. The drawings shall be designed by professionals. Maximum allowed 50 percent plus one of the total pages of the text.
- The information contained is not repeated in the text or tables.
- Progressively identified with Arabic numerals according to the order of appearance in the text, remember that the progressive numbering includes photographs, drawings, graphs and diagrams. The titles and explanations are presented separately.
- Pictures are in black and white in the print version of the magazine. However, if the images are sent in color, they will appear in color in the electronic version of the internet. If the author wishes them also published in color in the printed version, he must pay according to the publisher fee.

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- None.

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- They must be of excellent quality, black and white or in color. Images must be in JPG (JPEG) without compression and greater than or equal to 300 dpi resolution. The dimensions must be at least postcard size (12.5 x 8.5 cm) (5.0 x 3.35 inches). Excessive contrasts should be avoided.
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Figure legends

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- Yes there are.
Number (with lyrics) _____
- They are marked with the corresponding Arabic numerals, according to the overall sequence.

Ethical Issues

- The procedures in humans must conform to the principles outlined in the Declaration of Helsinki by the World Medical Association (WMA) and the provisions of the General Health Law (Title V) of Mexico, as well as the rules of the Scientific and Ethics Committee of the institution where the research was conducted.
- Animal experiments conform to the rules of the National Research Council and of the institution where it was performed.
- Any other situation that is considered of interest must be reported in writing to the publishers.

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