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DESCRIPTION

European Annals of Oto-rhino-laryngology, Head and Neck diseases, the official organ of the French Society of Otorhinolaryngology (SFORL) and the International Francophone Society of Otorhinolaryngology (SIFORL), aims to provide clinicians with a venue for the publication of original peer-reviewed clinical and research articles, epidemiological studies, new methodological clinical approaches and review articles giving most up-to-date insights in all areas of otology, laryngology, rhinology, head and neck surgery. The European Annals also publish the SFORL guidelines and recommendations. The journal is a unique two-armed publication: the European Annals (ANORL) is an English language well referenced online journal (e-only) whereas the Annales Françaises d’ORL (AFORL), mail-order paper and online edition in French language are aimed at the French-speaking community. French language teams must submit their articles in French to the AFORL site. Federating journal in its field, the European Annals has an Editorial board of experts with international reputation that allow to make an important contribution to communication on new research data and clinical practice by publishing high-quality articles.

IMPACT FACTOR

2019: 1.105 © Clarivate Analytics Journal Citation Reports 2020

ABSTRACTING AND INDEXING

- Current Contents - Clinical Medicine
- Scopus
- Embase
- Pascal Francis
- LiSSa - Littérature Scientifique en Santé
- PubMed/Medline
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GUIDE FOR AUTHORS

INTRODUCTION

European Annals of Otorhinolaryngology, Head and Neck Diseases and its French version, Annales Francaises d'Oto-Rhino-Laryngologie et de pathologie cervico-faciale, publish original scientific articles in the field of oto-rhino-laryngology from all domains in English and French. All Authors can submit in English to the European Annals and in French to the Annales Francaises. All French accepted articles are translated to English and published bilingually, in English e-only (European Annals) and in French in paper and electronically (Annales Francaises). Only the English version (European Annals) is indexed in international databases. The Journal follows the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (which can be viewed on the International Committee of Medical Journal Editors site: www.icjme.org). Authors can submit their article using the Journal's online submissions site: https://www.editorialmanager.com/anorl/default.aspx.

Manuscripts are submitted for peer review by the Editorial Board, the only body that can decide on publication. The Board informs the author(s) about its observations, indicating the modifications required for their manuscript to be accepted. The authors must modify their article within 1 month. The Board reserves the right to make minor modifications to the text to standardize the presentation without informing the authors. In no case does the Journal make any commitments regarding the manuscripts submitted before the final decision taken by the editors. The instructions to authors are identical for submissions in either French or English. Having read the criteria for submissions, authors should ensure that their article complies with the Journal's editorial guidelines, outlined below, before uploading their files to the submission site.

Types of article
When authors submit their manuscript, they should specify the section in which they wish to be published.

Editorial
Editorials consist of a title, free text and not more than 5 references, for a maximum 3,000 words. They comprise 5 successive sections:
- **Title:** As short as possible, with not more than 60 characters.
- **Discussion:** Free, with as few paragraphs as possible (not more than 5), without titles. There are no subtitles.
- **Conflicts of interest**
- **Acknowledgments.**
- **References.**

Original Article
For an Original Article, the text (excluding title, tables, disclosure of interest and references) is limited to a maximum 3,500 words. There can be a maximum of 6 authors. There can be not more than 3 tables, 2 figures and 30 references. Verbs are in the past tense except for statements of established fact, which are in the simple present tense (e.g., "The patient was operated on; septicemia requires antibiotic therapy"). References are given the text in order of citation, in square brackets, just before the period closing the sentence. Authors are encouraged to follow the EQUATOR guidelines (https://www.equator-network.org/) to build their article and to mention the guideline used in the Material and Method chapter. Statistical rules to apply are described in the chapter "Methods and statistical considerations" of this guide. The body of the article comprises 11 successive sections:
- **Title:** As short as possible, with not more than 80 characters.
- **Abstract:** structured as Aims, Material and Methods, Objectives, Results, Conclusion, for a maximum 250 words.
- **Key-words:** 3 to 5.
- **Introduction:** The Introduction comprises 3 parts: general presentation of the field, particular aspect dealt with in the study, study objectives and what the study wishes to bring new to the existing literature.
- **Material and methods:** This section, without subtitles, presents the study population, selection criteria, study objective(s), study variables and statistical methods. Prospective and/or randomized studies should mention their institutional review board approval (CPP, for France). To promote reproducibility and transparency, authors are encouraged to submit by accessory separate file the anonymous database allowing for study completion.
- **Results:** The results correspond to the study objectives, and are presented clearly and logically, including negative findings, with reference to tables. This section includes no commentaries or references.
• Discussion: Without subtitles, the Discussion analyzes the results, with comparison to the scientific literature (PubMed analysis). It should match the Introduction. Uncertainties and limitations are presented.
• Conclusion: The Conclusion presents the lessons to be drawn, solutions and future research perspectives.
• Disclosure of interest.
• Acknowledgments.
• References: The purpose of the reference list is to provide references to previously published scientific articles (PubMed analysis) for all facts stated and all names mentioned in the article; there should be no references to non-indexed work (books, communications, theses, etc.).

The following list shows the most frequent faults leading to rejection of original articles submitted to the European Annals of Otorhinolaryngology Head & Neck Diseases:
- Purely descriptive study.
- No additional contribution to existing data and publications.
- Objectives not defined, varying; and/or important variables absent or not studied.
- Poorly structured Material and Methods section: not presenting the study population, study objective and/or study variables.
- Absence of statistical analysis, and/or statistical tests used incorrectly.
- Introduction vague, too long and/or not reflecting the literature.
- Study population too heterogeneous and/or poorly defined.
- Discussion vague, irrelevant, over-rating results, unrelated to study objectives or results and/or introducing further results.
- Discussion needing to be developed, lacking important references or with incorrect references.
- Insufficient follow-up.
- Results missing, false, changed during the Discussion.
- Article already published elsewhere.
- Falsely prospective study design.
- Study re-submitted without taking account of peer review.
- Article not suited to an Otorhinolaryngology journal.

Review
A review presents the state of the art on a specific topic. It is based on a review of the most recent scientific literature (PubMed, Cochrane Database, etc.). Authors are encouraged to follow the SWiM methodology (https://www.equator-network.org/) to build their article and to mention this methodology in the chapter Material and Methods. The statistical rules to follow are documented in the paragraph Statistics of the current guide. There should be no more than 6 authors. The text (excluding title, tables, disclosure of interest and references) is limited to a maximum 4,000 words; there can be a maximum of 5 tables, 5 figures and 100 references. Writing, layout, choice and use of references are as for an Original Article. Reviews comprise 9 successive sections:
• Title: As short as possible, with not more than 60 characters.
• Abstract: The Abstract is non-structured, with a maximum 250 words.
• Key-words: 3 to 5.
• Introduction: The Introduction includes the objectives of the Review, the databases analyzed, search-terms used, and exclusion criteria (case reports, etc.). The introduction must tell the reader what the review wishes to bring new to the yet published literature.
• Discussion: The Discussion may be broken down into 3 subsections with titles and, if suitable, 3 subtitles per subsection.
• Conclusion.
• Disclosure of interest.
• Acknowledgments.
• Abstract.
• References.

Case Reports
Only exceptional cases (less than 15 cases previously reported) and case reports providing new findings can be submitted to the Annals. Authors are encouraged to publish complications and tropical pathology as Case Reports. Cases reported as pretexts for a review of the literature or update will not be accepted. Authors are encouraged to follow the EQUATOR guidelines (https://www.equator-network.org/) to build their case report. The text (excluding title, tables, disclosure of interest and
references) is limited to a maximum 1,000 words; there can be a maximum of 3 tables, 3 figures and 10 references. Writing, layout, choice and use of references are as for an Original Article. There should not be more than 4 authors. Case Reports comprise 9 successive sections:

- **Title:** As short as possible, with not more than 80 characters without vague terms such as, rare, exceptional, unique as well as the terms "case report".
- **Abstract:** The Abstract comprises 3 parts: introduction, case summary, and discussion, for a maximum 200 words.
- **Key-words:** 3 to 5.
- **Introduction:** The Introduction comprises 3 parts: general presentation of the subject, particular aspect dealt with in the study, and study objectives.
- **Case report(s):** This section presents the case(s) analyzed; several (but less than 15) can be presented as a small series. This section contains no commentaries or references.
- **Discussion:** Without subtitles, the Discussion analyzes the data presented in the Case Report, with comparison to the literature (PubMed analysis). Uncertainties and limitations are presented.
- **Conclusion:** The Conclusion presents the lessons to be drawn, solutions and future research perspectives.
- **Disclosure of interest.**
- **Acknowledgments.**

The following list shows the most frequent faults leading to rejection of case reports submitted to the European Annals of Otorhinolaryngology Head & Neck Diseases:

- Lack of originality (15 cases already found in PubMed).
- No new contribution to the medical literature on the topic.
- Title vague, too long or uninformative (avoid terms such as: "about", "a case of", "rare", "exceptional", etc.).
- Diagnosis incorrect or unproven, or insufficient follow-up.
- Introduction vague, unrelated to the case, or not reflecting the literature.
- References missing or incorrect.
- Mistakes of spelling and grammar.
- Table or figure duplicated the text of the report.
- Associating two rare cases without causal relation (coincidence).

**Letter to the editor**

This section fits the majority of case reports. Number of authors is no more than 4. No summary and no key words. Title must be short. Text organised in two paragraphs comprise no more than 500 words with one table, one or two figures and maximum 5 references. The first paragraph presents the case, the second is devoted to discussion of key points. The text must always start with the following words:"Dear editor in chief, we ...".

**What is your diagnosis?**

This type of article is a short presentation of a clinical case with iconography: radiologic, clinical, operative or anatomopathologic imaging. The title should be short, announcing the topic but not the diagnosis. There should not be more than three authors. The text (Description, Question(s) and Replies) should not exceed 200 words (not counting title, disclosure of interests, acknowledgments and references). The iconography should comprise at most two images, presented side by side in a single zone (marked "a" and "b"), without legend as the text itself provides the description. The text should contain no more than 5 references. The article is divided into the following 7 successive sections:

- **Title:** As short as possible, in no more than 60 characters.
- **Description:** presenting the clinical context of the images. The description must present proper data that allows for diagnosis.
- **Question(s):** What is your diagnosis?
- **Replies.** Replies must offer the reader valuable information useful in clinical practice.
- **Disclosure of interest.**
- **Acknowledgements.**
- **References.**

**Surgical technique or technology**

A surgical technique or technology article briefly describes a technique or treatment, or their modifications or new equipment with no more than 4 authors. A short discussion should provide a general overview and be limited to a precise message on the advantages and limitations of the
technique. The text should not exceed 2000 words: 2 tables and 4 figures (an in case of a surgical technique, 2 drawings or 6 schemas (help from a professional drawer affiliated to the journal may be sought), two figures and 15 references. "Writing and use" of reference is identical to scientific article with structuration in 10 sections: Title, as short as possible with no more than 60 signs. Summary, not structured, 200 words maximum. Key Words, 3 to 5. Introduction, Technique, Discussion without subtitles, Conclusion, Conflict of interest, Acknowledgments, References.

BEFORE YOU BEGIN

Ethics in publishing
Please see our information on Ethics in publishing.

Studies in humans and animals
If the work involves the use of human subjects, the author should ensure that the work described has been carried out in accordance with The Code of Ethics of the World Medical Association (Declaration of Helsinki) for experiments involving humans. The manuscript should be in line with the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals and aim for the inclusion of representative human populations (sex, age and ethnicity) as per those recommendations. The terms sex and gender should be used correctly.

Authors should include a statement in the manuscript that informed consent was obtained for experimentation with human subjects. The privacy rights of human subjects must always be observed.

All animal experiments should comply with the ARRIVE guidelines and should be carried out in accordance with the U.K. Animals (Scientific Procedures) Act, 1986 and associated guidelines, EU Directive 2010/63/EU for animal experiments, or the National Institutes of Health guide for the care and use of Laboratory animals (NIH Publications No. 8023, revised 1978) and the authors should clearly indicate in the manuscript that such guidelines have been followed. The sex of animals must be indicated, and where appropriate, the influence (or association) of sex on the results of the study.

Informed consent and patient details
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Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

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To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Article structure

Subdivision - numbered sections
Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

Introduction
State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.
**Material and methods**
Provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized, and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

**Results**
Results should be clear and concise.

**Discussion**
This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

**Conclusions**
The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

**Appendices**
If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

**Essential title page information**
- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.
- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.
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**Methods and statistical considerations**
**General considerations**
The authors are advised to follow specific guidelines (CONSORT, SWiM, STROBE, ...) available at www.equator-network.org.

The objective of the study must be clearly identified at the end of the Introduction and in the Abstract, Material and Methods, and Results section. In the Methods section, the outcome of interest (primary and eventually secondary outcomes) must be identified and included in the Statistical analyses subsection.

For observational studies, please precisely describe how the data were collected instead of using generic terms such as 'retrospective study', in accordance with the STROBE guidelines [1-3]. In observational studies, report and describe missing data. Generally, a brief description of excluded subjects due to missing data compared to the included population is reported in the text, and more detailed comparisons are provided in the supplementary material (such as a table comparing included versus excluded subjects).

If the cohort is of small sample size (less than 50), please consider your results as exploratory rather than confirmatory.
Causal language should be used only for randomized controlled trials. Typically, the term 'association' should be preferred when highlighting a significant association between two variables in an observational study.

Include the registration number in the Methods section for randomized controlled trials (clinicaltrials.gov) and systematic reviews (www.crd.york.ac.uk/prospero).

**Statistical analyses**

Always provide the number of observations, do not rely only on percentages. Use means and standard deviations (SDs) for normally distributed data and medians and ranges or interquartile ranges (IQRs) for data that are not normally distributed.

Clearly describe the statistical analyses, including a clear description of the variables included in the multivariable models.

Briefly report the tests used for bivariate analyses in the Statistical analyses section of the Methods. Although it is not mandated to report it in the main text, it is important to verify that the conditions of validity of the statistical test are met for both bivariate and multivariate analyses (for instance, normally distributed data for Student t test or proportional hazard assumption for Cox regression models).

Authors must use appropriate statistical tests. For instance, chi square test must be used for bivariate comparisons of percentages (and Fisher exact test in case of unmet conditions of validity). Student t test must be used in order to compare means (and Mann-Whitney test in case of unmet conditions of validity). In case of paired series, authors must use specific tests.

Do not rely only on p-values, which fail to convey quantitative information. For more details regarding interpretation of statistical tests or confidence intervals, authors are encouraged to read the article by Greenland et al ("Statistical tests, P values, confidence intervals, and power: a guide to misinterpretations") [4]. Never present a p-value alone, i.e. without the descriptive data or the effect size (such as odd ratio). Authors are also encouraged to consider as "significant", only p-values inferior to .005 and to consider p values between 0.05 and 0.005 as "suggestive" [5]. Do not consider a p-value between 0.05 and 0.10 as a trend. In case of a randomized controlled trial with a 5% significance level, such a p-value is non-significant. In case of an observational study, the effect size with its confidence interval is of greater interest.

Authors are encouraged to use effect size and measure of uncertainty, such as odd ratio and 95% confidence interval. These measures convey quantitative informations, which p-value does not. Include the name of the statistical software used for performing analyses.

**Tables and figures**

Tables and figures should support the text and be cited in it. In tables, include number and eventually percentages. Generally, comparisons must be read between columns. Provide the unit of measure for each continuous data. Data presented in tables and figures should not overlap. For Kaplan-Meier curves, include the number at risk at each time point below the x-axis. Pie charts and 3D graphs should not be used [6].

**Data sharing statement**

Please include in the Acknowledgments section a data sharing statement, stating if the data can be shared (publicly available or on request) or not.

**References**


**Artwork**

Electronic artwork

General points
• Make sure you use uniform lettering and sizing of your original artwork.
• Embed the used fonts if the application provides that option.
• Aim to use the following fonts in your illustrations: Arial, Courier, Times New Roman, Symbol, or use fonts that look similar.
• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Provide captions to illustrations separately.
• Size the illustrations close to the desired dimensions of the published version.
• Submit each illustration as a separate file.
• Ensure that color images are accessible to all, including those with impaired color vision.

A detailed guide on electronic artwork is available.

**You are urged to visit this site; some excerpts from the detailed information are given here.**

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