



Louvain Médical is the monthly medical review of the medical school of the Université catholique de Louvain (UCL).

## GUIDELINES FOR AUTHORS

Louvain Médical is the monthly medical review (published in paper form and online in 10 editions per year) of the medical school of the Université catholique de Louvain (UCL).

Louvain Médical publishes a range of different types of articles, each selected for their high quality and originality, primarily reviews, case reports, practical guidelines, editorials, and commentaries, as well as original research judged to be of clinical relevance.

Each manuscript submitted undergoes rigorous peer review by local and national experts.

The review's principal goal is to actively contribute to the continuing medical education and training of healthcare professionals, including undergraduate and doctorate medical students (first and third cycles), general practitioners, and specialists of all fields.

### ARTICLE SUBMISSION

All manuscripts must be submitted by email to the editing team (isabelle.istasse@uclouvain.be), accompanied by a cover letter describing the type of article (literature review practical guidelines, original research article, and so on) and its subject matter, signed by the corresponding author (or lead author).

### PEER-REVIEW PROCESS AND ACCEPTANCE OF ARTICLES

Each submitted article is assessed by the Editor-in-Chief, with the aid of the head editor, in terms of general quality, relevance, scope, potential bias, and adherence to ethical and confidentiality standards. Any manuscript that does not fulfil these requirements will be rejected at this stage. Each successful manuscript will then be forwarded for revision by two to three experts in the field. This evaluation usually takes three to four weeks. The reviewers' comments are gathered together by the head editor and reassessed by the Editor-in-Chief. The final decision of either rejection or major or minor revisions required is then communicated to the authors. They then have four to six weeks to submit a revised version along with a detailed description of the changes made and responses to the reviewers' comments and suggestions. This revised version is reassessed by the Editor-in-Chief, who judges whether any further changes are required and accepts the manuscript. The accepted version then sometimes undergoes a French-language revision, when necessary, and the English-language abstract is edited by native English linguists. Once an article is accepted, only minor changes to the content (such as improving coherence) and style (such as layout) can be made.

### ARTICLES

The length of articles cannot exceed 25,000 characters (including spaces). Authors are highly recommended to include figures, tables, charts, and photographs to aid reader comprehension, as well as recent national and international references.

The authors guarantee that their manuscript is original and not submitted for publication in another journal.

The authors agree to the article's being published in Louvain Médical as well as on its website.

The text is to be typed in 1.5 line spacing, the text will be typed without particular layout, paginated and submitted by email.

It will include

- It is to be accompanied by a detailed summary in French of no more than 200 words and by a structured abstract in English, summarizing its key points or messages. As this abstract will be published in the international databases, it is to be considered as an excellent showcase for your article.
- In addition to your abstract, we request you to write a telegraphic-style summary of a few lines, answering the following questions: What is already known about the topic? (Que savons-nous à ce propos ?) and What does this article bring up for us? (Que nous apporte cet article ?)

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- It is to contain a “Practical Recommendations” insert of three to four lines at the end of the text.
- The tables, graphs and figures followed by their legends are to be reproduced on separate pages.
- Photos are to be saved in JPG, GIF or TIFF format in 300 dpi resolution.  
*NB: images taken from the internet will not be of good quality.*
- Author contact details  
Authors should include both first and last names (in full) as well as their professional contact details (department and institution).  
For the corresponding author, the full address should be included (with telephone number and email address).
- Clinical case reports  
Clinical case reports will only be accepted for publication if they provide an up-to-date and practical summary of a clinical problem of general interest introduced and illustrated by a concise clinical vignette. The abstract should summarize the general content of the manuscript and its relevant messages without detailing the clinical vignette.

All abbreviated terms should be written out in full the first time they appear in the text (except for international measurement units).

### REFERENCES

Bibliographical references (maximum 15 for a case report; 20 for an original article) are to be numbered by order of appearance in the text.

Bibliography references should be cited following the model of the New England Journal of Medicine, the standard set by the NLM (U.S. Library of Medicine).

Only the first six authors are to be cited followed by *et al.* in italics.

Exemple :

Hermans C, Scavée Ch. Le temps et l'expérience au profit des nouveaux thérapeutiques anticoagulants oraux. *Louvain Med.* 2014; 133 (9): 634-638.  
Citing books: Buyschaert M. *Diabétologie clinique*. De Boeck Université, Paris, Bruxelles, 2012, 4e Edition.  
Citing chapters: Buyschaert M. Autres diabètes. In: *Diabétologie clinique*, 25-32, De Boeck Université, Louvain-la-Neuve, Paris, 2012, 4e Edition.

*References of internet addresses must be reliable and of a high scientific standard.*

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The author is responsible for using scientifically-recognized sources.

Copyright authorization must be requested and presented along with the article for all figures, tables or images that have already been published in another journal or online

### PROTECTING PATIENT PRIVACY

The private life of patients must be respected at all costs. Informed consent must be obtained from all patients to publish any image or clinical description that could indicate a patient's identity. All patients must also be informed of the article's publication online.

For research articles, the authors must declare that they have adhered to the principles governing patient wellbeing laid down in the Helsinki Declaration, the Belgian Act of 22 August 2002 on patients' rights, and the Belgian law of 7 May 2004 relating to experiments on human subjects.

### CONFLICTS OF INTEREST

Any conflicts of interest must be reported at the end of the text.

The authors guarantee that their manuscript is original and not submitted for publication in another journal.

Each article submitted to Louvain Medical will undergo a peer review process conducted by an expert panel, the results of which will be sent to the authors. The final decision to publish the article rests with the editor at all times.

The authors agree to the article's being published in Louvain Médical as well as on its website.

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## PRACTICAL INSTRUCTIONS

Articles are to be addressed to Professor C. Hermans  
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of Louvain Médical

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