

RHEUMATOLOGY AND IMMUNOLOGY RESEARCH

Author Instruction

Thank you for choosing Rheumatology and Immunology Research (RIR) as the media to publish your work.

The mission of RIR is to provide a platform to share the best research in clinical, basic and translational medicine with our physicians. We publish original research that can elucidate mechanisms of disease or improve clinical practice in rheumatology, immunology and related sciences. In addition, we will consider publishing Concise reports of original research, reviews, editorials, cases, images, letters and correspondence, recommendations and criteria in rheumatology and immunology that will be of interest to medical professionals.

We aim that, with your contribution and the efforts of the editorial board, RIR will become one of the most respected and widely read medical journals in rheumatology and immunology.

SUBMISSION GUIDELINES

All submitted manuscripts will be submitted to a rigorous review process. The scientific novelty, importance and accuracy are evaluated at editorial, statistical and peer levels. For more details, please refer to Editorial Policy.

Before submission

Before submit your manuscript to RIR, you need to understand the journal, gain familiarity with the scope of topics and types of articles published by RIR.

- About the journal

RIR is the official journal of National Clinical Research Center for Dermatological and Rheumatologic Diseases of China (NCRC-DRD). It is committed to publish scientific work related to rheumatology and immunology from a global perspective, particularly from China and the Asia-Pacific area.

RIR is a peer reviewed, open-access scientific journal that focus on rheumatology and immunology aspects of clinical practice and the development of basic science. All papers will be published both online and in print. we aim to spread and teach new concepts, progress and changes in rheumatological and immunological aspects of clinical practice and basic science among health care professionals, so changes and improvement of clinical practice will finally benefit our patients.

- Scope of publications

The topics covered by RIR include rheumatological and immunological aspects of clinical practice, basic science and translational science of biomedicine.

- Types of articles

Original research, Concise report of Original research, Reviews, Editorials, Cases, Images, Letters and Correspondence, Commentary, Recommendations and Criteria.

Preparation of manuscripts for submission

It is important that to prepare your manuscript appropriately before submission. The requirement varies according to the type of article submitted. These include cover letter, title page, main text, tables and figures, supplement data and images. A cover letter is optional, but can help the editorial team in their assessment.

Cover letter

Although optional, a cover letter can provide more information to the editor about why the study is conducted and how it was designed, as well as convey the main results and, especially, suggest what the potential impact and novelty may be. The type of manuscript should be noted. In the cover letter, a sentence must state that the manuscript or part of the manuscript has not been submitted to or be currently under consideration by another journal. The cover letter should be concise and only contain the important information about the manuscript.

Title page

The title page includes:

- Manuscript title: The title should be concise and include the important information of the contents. The maximum word is 20
- Authors names: Complete given name and surname of all authors should be listed including their degrees (not more than 2 in total if have more), affiliation/ institution. If 2 authors contributed equally to the work, they can be co-first-author. The authors should declare that "Drs. AAA and BBB contributed equally to this work. For Corresponding author, the name and contact information including address, telephone number and e-mail address should be included.

Authorship

All authors listed in the manuscript must be fully qualified for authorship and take responsibility for the contents of the manuscript. A qualified author must meet ALL of the four following criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- 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. For studies that involve multi-center group, the group name may be included in the list of authors. Individual author in the group could be listed in the "Acknowledgement" section.

Those who have helped in the design and composition of the manuscript but do not meet the criteria for authorship, should be listed in the "Acknowledgement" section.

- Declarations

For each manuscript, declarations including disclosure of interest conflict and ethical statement should be included if applicable.

Conflict of interest

Authors listed in the research articles, reviews and editorials must disclose any relationship that could be viewed as potential conflict of interest when the manuscript is submitted. The form of declaration must be submitted at the time of manuscript submission.

Ethical statement

Authors should state the approval of the study by their institution's ethics review board (IRB) and cite the identification number of the IRB in the manuscript if applicable. For manuscripts involving human subjects, the research must comply with the Declaration of Helsinki. For manuscripts involving animal subjects, the research must be conducted in compliance with the local or national institutional review boards.

For manuscripts that use patient related data, authors must state in a sentence that they have obtained the patients' written informed consent form for participation in the study and for publication of their data. The consent forms must be scanned and submitted with the manuscript.

RIR reserves the right to reject manuscripts that are considered ethically inappropriate according to the editorial committee.

Informed consent

For personally identifiable images that cannot be completely de-identified, authors must submit informed consent to publish from the patient.

Funding or financial support

Any funding or financial support related to work reported in the present manuscript should be stated. The full official name of the funding agency should be given. Please include the grant number if applicable. Other benefits from commercial sources should also be indicated.

Main text of the manuscript

This is the main body of the manuscript. The components and format of the main text varies according to the types of the articles.

For original research article

Original research reports original unpublished research on clinical, basic research and translational research in rheumatology and immunology. Systematic reviews and meta-analyses are also considered as original research.

An original research article should include the following components:

- Cover letter (optional)
- Title page
- Abstract: maximum word count: 300
- Keywords: less than 5
- Main body of the article: maximum word count:4500
- Acknowledgement (if applicable)

- References: maximum of 50
- Tables and Figures: maximum of 6, combined
- Supplement/appendix

Abstract

The abstract is subdivided into: Objectives, Methods, Results, Conclusions. The maximum word count is 300.

Key words

Less than 5 key words for the article.

Main body of the article

This part is composed of background, materials and methods (or patients and methods), results and conclusions. The maximum word is 4500 (not including references, tables and figures).

Original research article is a full-length article. It should be organized into 4 parts:

Introduction, Materials and Methods (or Patients and Methods), Results and Conclusion.

Subheadings may be used, if necessary, except in the Introduction and Discussion sections.

In the Materials and Methods section, a brief description including sample size, power considerations for the study, methods for primary and secondary analyses should be included. If there are missing data, a brief description of how missing data are handled should be included. The statistical analysis methods should be described in detail.

In the discussion section, the authors are encouraged to compare and relate the results of the present study to previous studies. We suggest the authors to include a "study limitation" paragraph at the end of Discussion section.

Tables and Figures

For full-length manuscript, the maximum number of tables and figures or in combination is 6.

Tables

Tables are only be used when they are the best means to present the data. Tables should be double spaced and the data in cells should be editable, concise and easy to understand. Tables should be numbered in a consecutive manner, according to the sequence they appear in the text. The legend should include the definition of all the abbreviations in the table and explanation of all the symbols found in the table.

Tables should be saved in a separate Word file and uploaded as separate files through our online submission system.

If references are cited only in the Table legends, they should be numbered in the sequences as the table appears in the text.

Figures

Figures should be used when they are the best way to present the data. They should be presented in a clear and informative way. All figures should be presented in black and white for review purpose, unless colour is necessary for better data interpretation. Figures should be numbered in the sequence as they appeared in the text.

Figure legends should be included in the manuscript, after the references. The legend should be concise and include all the abbreviations of terms in the figures and their definitions.

Figures should be uploaded as separate files through our online submission system. For easy uploading, please compress them.

For review purposes, low resolution figures are acceptable. However, high resolution figures must be provided when the manuscript is accepted for publication. There may be charges for color printings for publication after the manuscript is accepted.

If references are cited only in the figure legends, they should be numbered in the sequences as the figure appears in the text.

Supplements/Appendix

Data that are not essential for the understanding of the results of the original research can be submitted as supplement data or appendix in a separate file at the time of manuscript submission. Supplement/Appendix can be presented as data file, figures and tables and should be noted in the text in a numerical order. Supplemental data are only published online. An extra charge might be applied for Supplement/Appendix.

Acknowledgement

Acknowledgement should be added immediately after the discussion section but before the references.

References

The maximum number of references should be limited to 50. The references section should be placed after the acknowledgement or discussion section.

References should be numbered consecutively in the text. They should be compiled numerically according to the sequence of the citation in the text.

The style of the reference should follow the following examples:

For references to journal articles, the first 3 authors should be included, followed by "et al" if there are more than 3 authors. For cited articles that have 2 authors, the 2 names should be connected with the word "and". The author names are followed by the title of the cited article, the abbreviation of the journal name (Use abbreviations for titles of medical journals that conform to those in Medline), the year, volume number and page range.

If the cited article has only been published online without assigned issue, then the digital object identifier (DOI) number should be included.

Example: Ball IM, Healey A, Keenan S, et al. Organ Donation after Medical Assistance in Dying - Canada's First Cases. *N Engl J Med*. 2020 Feb 6;382(6):576-577. doi: 10.1056/NEJMc1915485.

For references to chapters of books that have editors and individually authored chapter, the reference should include the name of the chapter authors, followed by the title of the chapter, the book editors, the book title, the city of publication, publisher name, year of publication and chapter page range.

Example: Stone J. Classification and Epidemiology of Systemic Vasculitis. In: Firestein G, ed. *Kelley's Textbook of Rheumatology*. Philadelphia. Elsevier, 2012:1512-1519.

For references to website, the reference should include the name of the author, followed by the title, year the data published, the URL and the date of data access.

Example: <https://www.uptodate.com/contents/definition-and-etiology-of-recurrent-pregnancy->

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC37116/> loss?search=RPL&source=search_result&selectedTitle=3~73&usage_type=default&display_rank=3#H16. Accessed at July 6,2019

Clinical trials

For articles that report results of clinical trials, the trial registration number must be included in the Materials and Method section. In addition, the full name of the registry should be included along with the registration number in the Material and Method section. RIR only publish the reports of clinical trials that were registered in an international trial registry.

For clinical trials, the design, sample size, statistical analysis used should be included in the Patient and Method section. The detailed trial protocol should be submitted with the manuscript in a separate word file.

For systematic review or meta-analyses, please follow the format of original research article, but the maximum limit of references is 70.

Concise report of Original research article-

The manuscript format of concise report of original research article is the same as the original research article.

For concise report of original research article, it should include the following components:

- Cover letter (optional)
- Title page
- Abstract: maximum word count is 250, should divide into 4 sections: Objective, Methods, Results and Conclusions
- Keywords: less than 3
- Main body of the article: maximum of 2500, include introduction, Materials and Methods (Patients and Methods), Results and Conclusions.
- Acknowledgement (if applicable)
- References: Maximum of 30.
- Tables and Figures: maximum of 3, combined
- Supplement/appendix

Reviews

Although review articles are solicited by editors, we welcome suggestions about the topics that may be reviewed. Usually, reviews focus on rheumatological and immunological aspects of clinical practice, mechanisms of pathogenesis, clinical therapeutics, outcomes, new/current concepts, drug therapy. Reviews typically have the following components:

- Abstract: maximum word count: 200
- Main body: Maximum word count: 3500
- Tables and figures: maximum of 6, combined
- References: maximum of 60

Editorials

Editorials are solicited by editors. These are usually about the rheumatological and immunological aspects of clinical practice, mechanisms of pathogenesis, clinical therapeutics, outcomes, new/current concepts, drug therapy and may be written to stimulate debate.

Editorials usually use the following format:

- Main body: Maximum word count is 1500.
- Tables and figures: Maximum number of 2, combined.
- References: Maximum of 20

Recommendations and Criteria

RIR is keen to publish evidence-based recommendations for the diagnosis and management of rheumatic diseases. New criteria for classification or diagnosis are also welcomed. The recommendations and criteria are composed of:

- Abstract: up to 300 word.
- Main body: maximum word count is 4000 or as discussed in advance with the editor.
- Tables/Figures: maximum of 8 combined.
- References: maximum of 60 or discussed with editor committee.

Case reports

Cases that are exceptionally interesting or provide new insight into disease are welcomed. Both single and case series are considered. The format of case report is:

- Main body: Maximum word count is 800
- Tables and figures: Maximum 2, combined
- References: Maximum 10

Letters

Abbreviated reports of scientific investigations or laboratory observations. The data can be preliminary or be confirmatory to previous reports. Letters can be formatted as a Concise report but without sub-divisions.

- Main body: Maximum word count is 800
- Tables and figures: Maximum 2, combined
- References: Maximum 10

Correspondence

A brief commentary on one of the articles published in RIR in the form of letters to the editors. If the correspondence is accepted for publication, the authors of the original article will be notified and invited to write a letter of response.

- Abstract: not required
- Word maximum: 800
- Tables and figures: maximum 2, combined
- References: maximum:10

Images in Rheumatology

Images that can demonstrate interesting or exceptional phenomenon in rheumatology or immunology are welcomed. The images can be clinical, radiological or pathological. The images can add critical information for the certainty of the diagnosis or treatment of the disease. The text is primarily the interpretation of the images, so no separate image legend is needed.

- Images: should be illustrative and in high quality. The maximum number of images is 3.

- Text: Maximum word count is 300.
- References: Optional. If cited, the maximum is 5.
- The image should be saved and uploaded in .tiff(preferred) or .eps format.

Checklist for submission

Before submission, make sure that you have prepared all the necessary component files.

- Cover letter
- Title Page
- Main text
- Tables and Figure
- Supplements/Appendix

Submitting your manuscript

All manuscripts should be submitted online through our online submission system. All communications with editorial committee should be submitted online.

Please login to our system to submit a new manuscript if you have already had an account. If you are new to our system, you will need create an account. Please follow our online guide to create your account.

When your manuscript is successfully submitted, a confirmation webpage screen will be shown with the number of your manuscript. An e-mail will be sent to you to acknowledge that your manuscript has been received and with the identification number of the manuscript. If you did not receive the confirmation e-mail, please contact the editorial committee.

Each page should be numbered for submission, including the title page, main-body, Tables and Figures, in sequence. The manuscript, Tables and Figures, Supplements/Appendix are submitted in separate files.

Language Service

We provide basic language services for manuscripts where authors are not English native speakers. A charge may be applied if the quality of language needs much improvement.

Editorial Policy

All submitted manuscripts will go through a rigorous two-level review process. Manuscripts will be checked by the editor for format quality. If the format of the submitted manuscript does not meet the requirement, then it will be returned to the authors for modification. After the format check, manuscripts are assigned to be reviewed by 2 to 3 peers to review the manuscript for its novelty, importance and accuracy.

Manuscript revision

Following the review process, we may decline the manuscript, or express our interest in publishing the manuscript after major or minor revisions. Revision suggestions/comments

usually include text improvement such as clarifying the scientific meaning and statistical analyses methodology, modifying figures or Tables to meet the requirement of the journal. The authors should answer all the questions from reviewers one by one, or make revisions one by one according to the comments from reviewers. The answers and revisions made should be submitted in separate pages at resubmission. The revisions should be highlighted in the revised version of the manuscript. Multiple iterations by peers on scientific and statistical analysis may be required before the manuscripts being accepted for publication. However, revised manuscripts may be declined finally decided by the editorial committee. The revised version with changes highlighted and the one without changes should be submitted together from the "resubmission" portal. The revised version should be submitted through our online submission system include all the elements of the manuscript.

Authorship Changes

Changes in authorship after submission is not advised. Any potential changes of authorship including adding, removing or changing author positions, must be formally requested by the corresponding author(s) in the form of a letter to the editor. The changes must be approved and signed by all the authors. It is the responsibility of the authors for changes of authorship.

Final Materials

Authors should ensure that the revised manuscripts have completed all the requirements and are production-ready.

Post-acceptance guideline

Accepted articles

When editors determine that manuscripts are qualified for publication on RIR after the rigorous review process, an email that notes the decision for acceptance will be sent to the authors.

Accepted articles will be published online within 2-4 weeks after Editorial office quality checks.

License to publish

The contact author (usually the corresponding author or one of the designed corresponding authors) will receive an email with the License to Publish Form when manuscripts are accepted. The form must be signed by each author of the manuscript and return to the editors. Failed to return the form in a timely manner will delay publication.

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medium. Authors may not use or authorize the use of the contribution unless approved by RIR with a written consent. However, RIR grants reuse permissions to authors.

Manuscript Editing

If we decide to accept the revised manuscript for publication, it enters the final editing and production process. RIR manuscript editors will rigorously edit the text to make sure that the article can be understood by health care professionals internationally.

At this editing stage, authors will be contacted by telephone or email on text and graphic editing, finalizing and proofreading.

Proofreading

Proofreading is the only opportunity for authors to review the article before publication. At this stage, we will send the corresponding author page proofs to be read carefully for potential typing errors and may include editorial queries that need addressing. Proofs must be returned within 2 days. We make all our efforts to ensure all the corrections are made in the final proof.

Author E-print

We provide the corresponding author(s) up to 20 copies of the published article free of charge for personal/professional non-commercial use. If more distributed copies are asked, please contact the editorial office. Charges may be applied according to the quantity of the distribution.

Paper Reprints

We provide high-quality paper reprints for purchase. A reduced rate is offered if ordered before issue publication. You can contact editors for details.

Production charges

There will be no charge for publication.