

Guidelines for authors

Netherlands Heart Journal

Aims and scope of the journal

The scope of the Netherlands Heart Journal (NHJ) is to contribute to the national and international literature by publishing scientific papers in the field of cardiovascular medicine. The journal aims to publish high-quality papers on a wide spectrum of cardiovascular medicine, with a focus on both clinical and experimental observations.

NHJ is made available to cardiologists, cardiologists in training, cardiopulmonary surgeons, cardiopulmonary surgeons in training, internists and paediatric cardiologists. The journal is the official journal of the Netherlands Society of Cardiology (NVVC).

There are no author publication charges (APC) to submit or publish an article in the journal. The full-text is freely available immediately upon online publication. Articles are published with a Creative Commons attribution license (CC BY) and the author(s) retain the copyright of their article.

NHJ is an English language, a single-blind peer-reviewed journal and is published 11 times a year.

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Authorship

NHJ adheres to the International Committee of Medical Journal Editors authorship criteria.

- Consent to submit has been received explicitly from all co-authors, as well as from the responsible authorities - tacitly or explicitly - at the institute/organization where the work has been carried out before the work is submitted.
- Individuals named as authors on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.

In addition:

- Authors are strongly advised to ensure that the author group, corresponding author, and order of authors are correct at submission.
- Requesting to add or delete authors or change authorship order after submission is a serious matter and will only be considered when justifiably warranted. Before consideration, written approval is required from all authors with an accompanying letter to the Editor-in-Chief that provides a convincing, detailed explanation about the role/deletion of the new/deleted author or authorship order change. In all cases, further documentation may be required to support your request. The decision to accept the change rests with the Editor-in-Chief and may be denied.

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Online submission

The Netherlands Heart Journal uses Editorial Manager, a web-based manuscript submission and review system that tracks manuscripts through the production process. Authors can only submit their manuscripts online. Online submission facilitates the submission of manuscripts from authors, streamlines the reviewing process, substantially reduces the editorial processing and reviewing times, and shortens overall publication times.

Upload your manuscript files following the instructions given on the screen:

<https://www.editorialmanager.com/nehj> First-time users must click 'Register' on the login page. The system will send an automatic email with a link to enable you to set your password. Detailed guidelines for authors are available on the login page.

Submission of a manuscript implies that the work described has not been published before; that it is not under consideration for publication elsewhere; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work was carried out. The publisher will not be held legally responsible should there be any claims for compensation. Authors are responsible for acquisition of all data, analysis and interpretation of the data.

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Permission

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Article categories

The Netherlands Heart Journal accepts the following categories of papers:

- **Original (research) article** - a detailed study reporting original research containing a background, methods, results, interpretation of findings, and a discussion on the implications. Maximum of: **2200 words, 30 references, 3 figures***, **3 tables***, include an infographic (which is part of the 3 figures). Structured abstract max. 250 words in English and Dutch.
 - Method section: describe exactly and detailed how you conducted the research. You need to clearly state 'what', 'how much', 'how often', 'where', 'when' and 'why'. It is not preferred to provide all the technical details in this section. Include the full methods as background information (which will be published online) and the abbreviated methods in the manuscript.
- **Original article - Study design article** - a report on planned or ongoing research studies. Ensure that the study is started. Maximum of: **2200 words, 30 references, 2 figures***, **2 tables***. Structured abstract max. 250 words in English and Dutch.
- **Review article** - an overview of existing literature, often identifying specific issues or problems and providing an analysis of data from published work on the subject. Maximum of: **3000 words, 50 references, 3 figures*** and **3 tables***, include an infographic (which is part of the 3 figures). Abstract max 200 words in English and Dutch.
- **Opinion article** – a paper in which authors share their personal thoughts on a topic. Any claims should be supported by facts, statistics and/or examples of published research studies. Maximum of: **2000 words, 20 references, 2 figures and 1 tables***. Abstract max 200 words in English and Dutch. Authors who want to submit an opinion paper should first contact the journal editor: lieda.meester@bsl.nl.
- **Pro-con statement** – NHJ's Editors propose a statement on a timely and controversial topic. Authors write in favour (pro) or against (contra) this statement.

Maximum of: **1000 words, 15 references, no figure and 1 table**. Authors who want to submit a pro-con statement should first contact the journal editor: lieda.meester@bsl.nl.

- **Heart Beat (short case)**** - maximum of: **150 words, 5 references and 1 figure** (which may be subdivided into A and B, not more). No abstract and keywords are needed. In the print version, this category may not consist of more than 1.5 pages. Movies and videos are welcome, these will be published as online web material.
- **Rhythm Puzzle / Image Puzzle** - submit as two separate submissions:
 - Question: max of 150 words, 3 references and 2 figures (panel A and B permitted, not more).
 - Answer: max of 250 words, 3 references and 2 figures (panel A and B permitted, not more).
 In the print version, this category may not consist of more than 1.5 pages. Movies and videos are welcome, these will be published as online web material.
- **Letter to the Editor** - maximum of 175 words, 3 references, no figures and no tables. An opportunity for readers to submit in-depth letters on research published either in an issue within the last 3 months.
- **Commentary** - maximum of 800 words, 8 references, 1 figure, no table.
- **Editor's Comment** - maximum of 800 words, 5 references, no figures and no tables.

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** Figures for this category should not be larger than 100 (height) x 110 (width). Authors are encouraged to include videos with the submissions which can be published as supplementary files online.

Overview article types:

	max. words	Abstr.	max fig (incl. infographic)	max tables	max ref	ESM	Infographic	Special remarks
Original article	2200	English / Dutch	3	3	30	Yes	Yes	
Study design article	2000	English / Dutch	2	2	20	Yes	No	
Review article	3000	English / Dutch	3	3	50	Yes	Yes	
Opinion article	2000	English / Dutch	2	1	20	Yes	No	BY INVITATION ONLY
Pro-Con statement	1000		0	1	15	Yes	No	BY INVITATION ONLY
Heart Beat	150		1	0	5	Yes	No	
Rhythm/Image Puzzles	Q:150 A:250		2	0	3	Yes	No	
Commentary	800		0	0	8	Yes	No	BY INVITATION ONLY
Letter to the editor	175		0	0	3	Yes	No	

Preparation of manuscripts

The title page should include: a concise and informative title; names of all authors with their affiliations and addresses, and the email address and telephone number of the corresponding author; word count; and number of tables and figures.

Authors affiliations: first name, initials and last name, institution (department), city, country.

Abstract: please provide a structured abstract for original papers and study design articles. The abstract should not contain any undefined abbreviations, nor references and tables. An abstract is a short statement about your research or project designed to give the reader a complete, yet concise, understanding of your paper's research and findings.

Keywords: please provide 3 to 6 keywords which can be used for indexing purposes (use MeSH terms, see: www.nlm.nih.gov/mesh/meshhome.html).

Text formatting

- Manuscripts should be submitted in Word; save your file in .docx format.
- Use British English spelling, not American. We will not accept articles with a poor standard of English. Please refer to the section on language editing.
- Use normal, plain font (Times Roman pt 10) for text.
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- Use SI units for all scientific and laboratory data.
- Do not use the symbols for trademark (™) or registered trademark (®).

Headings: use no more than three levels of displayed headings.

Abbreviations: to improve clarity and readability, abbreviations should be used very sparingly. Only use for terms appearing regularly (more than 3 times) throughout the text. At first appearance, an abbreviated term should be written out in full, with the abbreviation following immediately in parentheses. Use the abbreviation consistently thereafter. Do not abbreviate single words. Do not use abbreviations in titles.

Tables and figures: Abbreviations may be used in tables and figures if they are defined in the table footnotes and figure legends.

Electronic Supplementary Material (EMS): is material directly relevant to the conclusion of a paper that cannot be included in the printed version for reasons of space or medium (e.g. moving images, questionnaires, or background data). It will be included in the peer-review. As this material does not undergo language-editing, please ensure that it is clearly and succinctly presented, and that the terms conform with the rest of the paper and the NHJ style (e.g. British-English spelling). Authors may not alter a data supplement after a paper is accepted by the Editor.

Acknowledgements: important contributions of individuals should be noted in the Acknowledgement section, placed after the main text. This is optional.

Competing Interest

Editorial Board Members and Editors are required to declare any competing interests and may be excluded from the peer review process if a competing interest exists. In addition, they should exclude themselves from handling manuscripts in cases where there is a competing interest. This may include – but is not limited to – having previously published with one or more of the authors, and sharing the same institution as one or more of the authors. Where an Editor or Editorial Board Member is on the author list they must declare this in the competing interests section on the submitted manuscript. If

they are an author or have any other competing interest regarding a specific manuscript, another Editor or member of the Editorial Board will be assigned to assume responsibility for overseeing peer review. These submissions are subject to the exact same review process as any other manuscript. Editorial Board Members are welcome to submit papers to the journal. These submissions are not given any priority over other manuscripts, and Editorial Board Member status has no bearing on editorial consideration.

Sources of funding: details of all funding sources for the work in question should be given in a separate section entitled '*Funding*'. This should appear after the 'Acknowledgements' section. The sentence should begin: 'This work was supported by ...'.

Conflict of interests: all authors must make a formal statement at the time of submission indicating any potential conflict of interests that might constitute an embarrassment to any of the authors if it were not to be declared and were to emerge after publication. Such conflicts might include, but are not limited to, shareholding in or receipt of a grant or consultancy fee from a company whose product features in the submitted manuscript or which manufactures a competing product. Netherlands Heart Journal follows the guidelines of the International Committee of Medical Journal Editors (www.icmje.org) and an ICMJE disclosure of potential conflict of interest form must be submitted for each author at the time of manuscript submission. A conflict of interest statement must also be included in the manuscript after any '*Acknowledgements*' and '*Funding*' sections and should summarise any conflicts of interest included on the ICMJE form. If there is no conflict of interest, authors must include a statement '*Conflict of Interest: none declared*'. These Conflict of interest statements must be included in the manuscript text.

PLEASE NOTE: This is an integral part of the online submission process. If the corresponding author is unable to confirm this information on behalf of all co-authors, the authors in question will be required to complete individual conflict of interest forms. It is the corresponding author's responsibility to ensure that all authors adhere to this policy.

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References

References should be in **Vancouver style**. Authors are fully responsible for the accuracy and completeness of their references.

- References in the text should be identified by numbers in square brackets, in order of citation. For example: This effect has been widely studied [1-3,7].
- Personal communications and unpublished work should only be mentioned in the text.
- When there are more than six authors, give **three** names + et al.
- The initials should be merged and presented without full stops. So: MJ.
- Use the official abbreviation of the journal followed by a full stop. So: Neth Heart J.
- The year is placed after the journal name.
- No spaces between year, volume and page numbers. Do not use month of publication.
- Indicate the page range. So: 389-95.

Examples of a journal reference:

- 1 Luijkx T, Cramer MJ, Zaidi A, et al. Ethnic differences in ventricular hypertrabeculation on cardiac MRI in elite football players. *Neth Heart J*. 2012;20:389-95.
- 2 Svilaas T, Vlaar PJ, van der Horst IC, et al. Thrombus aspiration during primary percutaneous coronary intervention. *N Engl J Med*. 2008;358:557-67.
- 3 Weinstein L. Infective endocarditis. In: Braunwald E, editor. *A textbook of cardiovascular medicine*. Philadelphia: Saunders; 2003:1093-4.

Tables

Use tables to organize data that is too detailed or complicated to be adequately described in the text. Tables can also be used to highlight trends or patterns in the data and to make the text more readable or make the text more readable *by removing numerical data from the text*.

All tables should be laid out in Word, using the table function. Other tables (e.g. in pdf format or PowerPoint) will not be accepted. Tables should always be cited in the text as Tab.

- Do not use spaces, tabs or hard returns in tables.
- Use the numbering 1, 2, 3. Not 1a, 1b, 1c etc.
- Supply a table title explaining the components of the table.
- Footnotes to tables should be indicated by superscript.
- Tables should be only submitted in portrait format. They should not exceed the printed area of the page (174x234 mm). Tables should fit on a single page, not more than 8 columns.
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Please be aware that the figures of your submission will be printed exactly as you see them on your screen. Be sure there are no spelling mistakes as these cannot be corrected in jpeg.format. Use high quality figures, name your figure files with 'Fig' and the figure number, e.g. Fig1.jpg.

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Flowcharts must be submitted in Word (otherwise no textual changes can be made). If you need any help with flowcharts, go to: <http://www.makeuseof.com/tag/create-stunning-flowcharts-microsoft-word/>

Figures, line art and bar graphics must be submitted in Word using the Chart function in black and white. Avoid use of shading and background colour. Each figure must be submitted in a separate file.

Figure titles and captions

- Each figure should have a concise title describing accurately what the figure depicts. Include the title in the text file of the manuscript, not in the figure file.
- Figure titles begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the title.

- Identify all elements found in the figure in the figure title; use boxes, circles, etc. as coordinate points in graphs.
- Captions should not exceed 100 words.
- Figures should be prepared to fit one column (84 mm width) or the whole page (174 mm width).

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5. Use beautiful colors and useful elements to compose your design.
6. For the text: use the font in ppt (preferably: Arial, Helvetica, Times Roman).
7. Explain any uncommon abbreviations in a footnote in the figure itself?
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NETHERLANDS HEART JOURNAL

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