

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.

Open access

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Important note: NHJ uses software to screen for plagiarism.

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://nehj.edmgr.com>. 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 or graphical abstract. 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.
- **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 or graphical abstract. Abstract max 200 words in English and Dutch.
- **Position statement** – a paper focusing on topics needing discussion or reconsideration. Authors should report a clear position on the target topic and should also suggest a proposal or actions regarding the target topic. Working groups, task forces and associations are invited to submit their position statement. 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.

- **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 Editorial Board proposes 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: maximum of 150 words, 3 references and 2 figures (panel A and B permitted).
 - Answer: maximum of 250 words, 3 references and 2 figures (panel A and B permitted).
 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** - has a maximum of 800 words, 8 references, 1 figure, no table.
- **Editor's Comment** - maximum of 800 words, 5 references, no figures and no tables.

*Please note that the editor reserves the right to relocate figures and/or tables to online material (ESM). If a manuscript contains more words than allowed, we reserve the right to publish figures and/or tables as online material (ESM).

** 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 | max tables | max ref | ESM | Info graphic or graphical abstract | 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 |
| Position statement | 2000 | English Dutch | 2 | 1 | 20 | Yes | No | |
| 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 |

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|----------------------|-----|--------------------------|---|---|---|-----|----|--|
| Letter to the editor | 175 | <input type="checkbox"/> | 0 | 0 | 3 | Yes | No | |
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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, and an unstructured abstract for review articles and points of view. 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. It gives a thorough overview of your paper or project so that a busy reader can decide whether to read the entire paper.

We encourage authors to also submit a graphical or visual abstract, a visual summary of the main messages of the paper.

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.
- Use the automatic page numbering function to number the pages.
- Do not use any field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor or Math Type for equations.
- References must be in Vancouver style.
- 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 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.

Abstract: abbreviations should only be used in the abstract if the term is used again at least 3 times, or for long terms to improve readability. Do not use abbreviations solely to limit the word count.

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 Interests

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.

Language editing

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References

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

- Reference citations 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]. Do not use footnotes or endnotes as a substitute for a reference list.
- Personal communications and unpublished work should only be mentioned in the text. All references should be listed at the end of the article in **Vancouver style**.
- The entries in the list should be numbered consecutively.
- 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.
- There should be no spaces in between the year, volume number and page numbers. Do not use month of publication.
- Indicate the page range. So: 389-95.
- Do not use bold or italics in references.

Examples of a journal reference:

1 Luijckx 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 so the reader can quickly see the results. 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 internal horizontal or vertical lines. Do not use a background color.
- Do not use spaces, tabs or hard returns in tables.
- Use the numbering 1, 2, 3. Not 1a, 1b, 1c etc.
- Each piece of data must be contained in its own cell.
- Numbers and percentages are presented in the same cell.
- For each table, please 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.
- Tables containing additional background data, which would be of interest to the reader but cannot be included in the journal for practical reasons, may be submitted as an Electronic Supplementary Material. Publication is at the discretion of the Editor.
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The number of tables should be appropriate to the manuscript content and should not be excessive in number.

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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.

Infographics

We encourage authors to submit an infographic. A visual summary of the main messages of the paper. Required for: original articles and review articles.

Please use the NHJ template: [NHJ INFOGRAPHIC TEMPLATE.pptx - Google Presentaties](#)

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.

Figure placement and size

- Figures should be prepared to fit one column (84 mm width) or the whole page (174 mm width).

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Peer review of manuscripts

All manuscripts correctly submitted to the Netherlands Heart Journal will first be reviewed by the Deputy Editors. Some manuscripts will be returned to authors at this stage if the paper is deemed inappropriate for publication in the Netherlands Heart Journal, if the paper does not meet submission requirements, or if the paper is not deemed to have a sufficiently high priority. All papers considered suitable by the Deputy Editors to progress further in the review process will undergo appropriate single blind peer review and all papers provisionally accepted for publication will undergo a detailed statistical review.

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Additional information

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NETHERLANDS HEART JOURNAL

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