

AUTHOR SUBMISSION GUIDELINES

The Poison[®] is a scientific journal aimed at the dissemination of Toxicology. It is published biannually by Panamerican Toxicology[®] Press, Panamerican Toxicology[®]'s publishing initiative. It is an open journal, submitted to peer-to-peer review, and published in English. Entirely digital, it embodies our commitment to the environment and the protection of the resources.

The Poison[®] publishes scientific articles related to Clinical Toxicology in both medical and biochemical aspects. It can be accessed from **The Poison**[®]'s official website (www.thepoisonjournal.com) or by free subscription to the journal's newsletter.

The Poison[®] adheres to the *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals* of the International Committee of Medical Journal Editors (ICMJE) and to the ethical guidelines established by the Committee on Publication Ethics (COPE).

An Editorial Board comprising professionals from different countries analyses every article received by our journal. The journal reserves the right to publish them according to their scientific originality and **The Poison**[®]'s editorial policies.

Editing process

The Poison[®] is a peer-reviewed scientific journal. All the original articles, reviews, case reports and others considered relevant by the editors are sent to external reviewers. The identity of the authors and reviewers is kept confidential. Communication between the different parties in the process will be done by email, taking into account that the first reply (*accepted for revision or rejected*) will not take longer than 15 (fifteen) days. The review period until its final version (*final acceptance*) will be of up to 3 (three) months for category A and 2 (two) months for categories B, C and D.

Manuscript submission

All articles shall be sent by completing the form in the *Authors* section in **The Poison**[®]'s website. Submission is free of charge. However, those articles accepted for publication shall pay a differential fee for the editing service (APC or Article Processing Charge).

The manuscript shall be attached in Microsoft Word (MS Word) format with .doc or .docx extension, with the technical specifications and requirements described in detail in the following section.

Spanish-speaking professionals may send their manuscripts in Spanish. Non-Spanish speakers shall send their files entirely in English. In the first case, the translation is done by **The Poison**[®]'s team without any additional charge for the authors, except for the APC.

General principles regarding the preparation of the manuscripts

1. The scientific work shall be attached in Microsoft Word (MS Word) format with .doc or .docx extension, without exception. It should be double-spaced and in Times New Roman 11.
2. The maximum number of words allowed will depend on the kind of work to be submitted (see below). The title, authors, abstract, key words, texts in tables, figures or images, declaration of interests, acknowledgements, as well as the bibliographical references are excluded from the final word count.
3. The pages must be numbered from the first page, in the bottom right, in Arabic numerals.
4. **The Poison**[®] suggests the author checks EQUATOR Network's guidelines when writing their manuscript. Thus, they will not only increase the reliability of their work, but also ensure greater chances of publication in the journal. Some examples include:
 - A. **Randomised trials:** Consolidated Standards of Reporting Trials (CONSORT).
 - B. **Observational studies:** Strengthening the Reporting of Observational Studies in Epidemiology (STROBE).
 - C. **Systematic reviews:** Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA) y Meta-analyses Of Observational Studies in Epidemiology (MOOSE).
 - D. **Case reports:** Case Reports Guidelines (CARE).

The guidelines can be consulted in EQUATOR Network's official website (www.equator-network.org).

5. The abstract shall be included in the first page of the file attached (manuscript). This shall contain:
 - Title of the article in Spanish and English (the latter in italics, below the title in Spanish). Non-Spanish speaking authors shall write the title only in English.
 - Full name/s and surname/s of all the authors separated by commas (if the author has more than one name, write only the initials in capital letters followed by a stop). To be considered the author of a scientific work it is necessary to have contributed to the idea, the writing and the revision of the report. The mere fact of having provided patient care is not enough to meet authorship criteria (they may be mentioned in the Acknowledgements).
 - Name of the institution/s where the author/s works/work (in the case of working at various institutions, number superscripts shall be placed after the name/s of each author).
 - Corresponding author's email address (referenced with an asterisk after their name).

- Key words: maximum number specified in each type of article. It is recommended to consult MeSH terms in PubMed’s website when listing them.
 - Abstract: structured or unstructured, depending on the kind of work. For more information, see the following section.
6. The body text shall be included from the second page onwards. The maximum number of words will depend on the kind of document to be published. Titles will be in bold Times New Roman 11. They shall agree with the order established in the abstract and follow the international guidelines described in detail in section 4. If applicable, subtitles shall be printed in a line below, in Times New Roman 11, in italics. The rest of the text should be double-spaced and in Times New Roman 11. If another category is necessary within the subtitle, it shall be placed below this in Times New Roman 11, in italics, followed by a stop. The corresponding text shall be placed next to the stop. Please see the example below:

Title

Subtitle

Text of the subtitle (if applicable)

Category of subtitle 1. Text

Category of subtitle 2. Text

Acronyms and abbreviations shall be restricted as much as possible, and only those universally used will be accepted. The spelled-out abbreviation followed by the abbreviation in parentheses should be used on first mention. No abbreviations should be used for unique words (e.g., XR for X-ray). No acronyms should be included in the titles. When appearing in tables or figures they should be explained below (see section 11).

Tables, figures or photographs shall be referred to in the text, but they shall be included in separate pages (as mentioned in sections 11 and 12).

7. **The Poison**[®] uses the International System of Units or SI in all its publications, taking into account that it is the most widely used worldwide.
8. Each author shall inform any conflict of interest below the body text, if applicable. **The Poison**[®] uses ICMJE’s *Declaration of interests Form*, which can be downloaded from the following web page (available only in English): <http://www.icmje.org/about-icmje/faqs/conflict-of-interest-disclosure-forms/>.

It should be attached in a separate file, different from the manuscript and from the *Informed consent* sample. 1 (one) form should be filled in by each author, even when they have no conflicts to declare. In this case, the following statement shall be written at the end of the body text: *“The authors declare no conflict of interests”*.

9. The people or institutions who have directly collaborated with the scientific work may be included in the Acknowledgements. The authors shall check whether they want to be mentioned as such.

10. **The Poison**[®] adheres to NLM (National Library of Medicine) style guide for references, in its second edition (2017). Authors are reminded that they are responsible for the correct citations, as well as for their reliability in relation to the text. The use of reference managers such as Mendeley, Zotero, EndNote or other similar ones is recommended to facilitate the referencing process.

11. Tables or figures shall be presented in a separate page after the references. Each page shall have only one table or figure, listed by Arabic numerals. Tables and figures shall have a title at the top (following the number). A legend shall be included at the bottom, briefly describing the table or figure. On the following line below it, the acronyms and units of measurement used shall be explained in detail, even if they have already been mentioned in the text.

If illustrations from other authors are used (either already published or unpublished), the corresponding *Permission to reproduce material digitally and/or in print* shall be attached in another file.

12. Photographic images shall be included after the tables and figures. Each page shall have only one photograph, listed by Arabic numerals. As already described in section 11, photographs shall have a title at the top (following the number). A legend shall be added at the bottom of the image providing a brief description. Digital images should have a resolution of 300 dpi or more, in JPG or TIF format. For grayscale images, a 600 dpi resolution is recommended. Arrows can be used to indicate relevant points in the images. However, in those cases an identical photograph without said marks should be sent.

In the case of photographs corresponding to patients, the necessary measures to avoid their identification shall be taken, and the *Informed consent* shall be attached. Microscopic observations or imaging studies shall not contain any information that might contribute to the patient being recognised.

13. If applicable, the patient’s *Informed consent* shall be sent in a file other than the manuscript, and mention shall be made in the text that this consent has been obtained (after the declaration of interests). Patients have a right to privacy that should not be

violated. Informed consent should be obtained if there is any doubt that anonymity can be maintained.

Identifying information, including names, initials, medical record numbers, etc. should not be published anywhere in the text (including the texts in the tables, figures or photographs) unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Even if the eye region is masked in the photographs, the consent shall be attached when filling in the form.

You can find a sample of *Informed consent* in **The Poison**[®]'s official web page. Once the work has been accepted and published, it shall be filed both by the author and the journal.

Specific principles regarding the preparation of the manuscripts

Below, you will find a description of the specific principles regarding the preparation of the manuscripts. Make sure that the article you wish to publish in **The Poison**[®] follows the *Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals* of the International Committee of Medical Journal Editors (ICMJE), the ethical guidelines established by the Committee on Publication Ethics (COPE), and the specific guidelines suggested by EQUATOR Network. The kind of publications of interest for **The Poison**[®] is divided into four sections: A, B, C and D, as listed below:

SECTIONS			
A	B	C	D
Original articles	Case reports	Correspondence	Editorials
Short communications	Images in Toxicology	Letters to the Editor	
Reviews		Letters of Response	
Systematic			
Narrative			
Mini-reviews			

Section A

Original articles

This section includes cohort, cross-sectional, case and control studies and randomised clinical trials, among others. **The Poison**[®] prioritises articles featuring original research that may change toxicological practice or the understanding of an intoxication.

Please remember that beyond our own editorial policies, you should follow the specific guidelines suggested by EQUATOR Network, depending on the kind of work you are willing to send. To access the abovementioned guidelines, please check the following website www.equator-network.org.

Randomised clinical trials

Randomised clinical trials must be published according to CONSORT guidelines. Cluster-randomised trials must be reported according to CONSORT extended guidelines. Below you will find the *Key points* and the *Checklist* needed for the publication of randomised clinical trials.

Key points for the publication of randomised clinical trials	
Title	<ul style="list-style-type: none"> It should include the phrase “Randomised clinical trial”.
Abstract	<ul style="list-style-type: none"> Structured summary (Introduction, Methods, Results and Conclusions) with a maximum of 300 (three hundred) words.
Keywords	<ul style="list-style-type: none"> Maximum of 5 (five) keywords.
Body text	<ul style="list-style-type: none"> Maximum of 3500 (three thousand five hundred) words in the body text. Excluding title, authors, abstract, keywords, text appearing in tables or figures, declaration of interests, acknowledgements and bibliographical references. It shall be divided into the following sections: Introduction, Methods, Results, Discussion, Conclusions and Other Information. This last item must include the following information: Registration (of protocol), Protocol (where it can be accessed) and Funding.
Tables or figures	<ul style="list-style-type: none"> Maximum of 5 (five) tables or figures, including CONSORT <i>Flow diagram</i>.
Bibliographical references	<ul style="list-style-type: none"> Maximum of 40 (forty) bibliographical references.
Additional documents	<ul style="list-style-type: none"> The sample of the <i>Declaration of interests</i> of the author/s and the <i>Permission to reproduce material digitally and/or in print</i> must be attached (if applicable). As it is a randomised clinical trial, the <i>Protocol</i> of the trial must also be sent together with CONSORT <i>Checklist</i> and <i>Flow diagram</i>.

Checklist for the Randomised clinical trials section

1	Read The Poison [®] 's <i>Author Submission Guidelines</i>
2	Fill in the <i>Manuscript Submission Form</i>
3	Attach <i>Manuscript</i>
	3.1 Title
	3.2 Authors
	3.3 Abstract
	3.4 Keywords
	3.5 Body Text

	3.5.1 Introduction
	3.5.2 Methods
	3.5.3 Results
	3.5.4 Discussion
	3.5.5 Conclusions
	3.5.6 Other Information
	3.6 Declaration of Interests
	3.7 Acknowledgements*
	3.8 Tables or Figures
	3.9 Bibliographical References
4	Attach sample of <i>Declaration of Interests</i>
5	Attach sample of <i>Permission to reproduce material digitally and/or in print</i> **
6	Attach trial <i>Protocol</i>
7	Attach CONSORT <i>Checklist</i>
8	Attach CONSORT <i>Flow diagram</i>

*Optional **Only if applicable

Meta-analysis

Meta-analyses must be published according to PRISMA guidelines. An email should be sent beforehand to editorial@thepoisonjournal.com mentioning name and surname of the first author, affiliated institution, title of the proposed review and its relevance. If a favourable response from the editorial team is received, then follow the manuscripts submission procedures. Below you will find the *Key points* and the *Checklist* needed for the publication of meta-analyses of intervention studies.

Key points for the publication of meta-analyses of intervention studies	
Title	<ul style="list-style-type: none"> It should include the word “Meta-analysis”.
Abstract	<ul style="list-style-type: none"> Structured summary (Introduction, Methods, Results and Conclusions) with a maximum of 350 (three hundred and fifty) words.
Keywords	<ul style="list-style-type: none"> Maximum of 5 (five) keywords.
Body text	<ul style="list-style-type: none"> Maximum of 3000 (three thousand) words in the body text, distributed as follows: Introduction, Methods, Results, Discussion, Conclusions and Other Information. This last item must include the following information: Registration and protocol, Funding, Declaration of Interests and Data and Code Availability, and Other Materials. Total word count excludes title, authors, abstract, keywords, text appearing in tables or figures, declaration of interests, acknowledgements and bibliographical references.
Tables or figures	<ul style="list-style-type: none"> Maximum of 5 (five) tables or figures.

Bibliographical references	<ul style="list-style-type: none"> Maximum of 75 (seventy-five) bibliographical references.
Additional documents	<ul style="list-style-type: none"> The sample of the <i>Declaration of interests</i> of the author/s and the <i>Permission to reproduce material digitally and/or in print</i> must be attached (if applicable). As it is a meta-analysis, the <i>Protocol</i> of the meta-analysis must also be sent together with its <i>Registration</i> in PROSPERO (International Prospective Register of Systematic Reviews), and PRISMA <i>Checklist</i> and <i>Flow diagram</i>.

Checklist for the Meta-analyses of intervention studies section

1	Read The Poison [®] 's <i>Author Submission Guidelines</i>
2	Fill in the <i>Manuscript Submission Form</i>
3	Attach <i>Manuscript</i>
	3.1 Title
	3.2 Authors
	3.3 Abstract
	3.4 Keywords
	3.5 Body Text
	3.5.1 Introduction
	3.5.2 Methods
	3.5.3 Results
	3.5.4 Discussion
	3.5.5 Conclusions
	3.5.6 Other Information
	3.6 Acknowledgements*
	3.7 Tables or Figures
	3.8 Bibliographical References
4	Attach sample of <i>Declaration of Interests</i>
5	Attach sample of <i>Permission to reproduce material digitally and/or in print</i> **
6	Attach meta-analysis <i>Protocol</i>
7	Attach <i>Registration</i> in PROSPERO
8	Attach PRISMA <i>Checklist</i>
9	Attach PRISMA <i>Flow diagram</i>

*Optional **Only if applicable

In the case of meta-analyses of observational studies, MOOSE guidelines should be followed.

Observational studies

Observational studies (cohort studies, case-control studies and cross-sectional studies) must be published following the STROBE statement and sent together with their protocols. We suggest checking the latter and following **The Poison**[®]'s *General principles regarding the preparation of the manuscripts*.

Short communications

Short communications correspond to preliminary results of an original article justifying an early publication due to their exceptional interest. They also feature observations, aspects related to medical procedures or other topics of interest. Please bear in mind that short communications are not intended to present information readily available in textbooks or other sources of information. Below you will find the *Key points* and the *Checklist* needed for the publication of short communications.

Key points for the publication of short communications	
Title	<ul style="list-style-type: none"> It should include the phrase “Short communication”.
Abstract	<ul style="list-style-type: none"> Structured summary (according to the short communication type*), limited to 150 (one hundred and fifty) words.
Keywords	<ul style="list-style-type: none"> Maximum of 5 (five) keywords.
Body text	<ul style="list-style-type: none"> Maximum of 1500 (one thousand five hundred) words in the body text. Total word count excludes title, authors, abstract, keywords, text appearing in tables or figures, declaration of interests, acknowledgements and bibliographical references.
Tables or figures	<ul style="list-style-type: none"> Maximum of 3 (three) tables or figures.
Bibliographical references	<ul style="list-style-type: none"> Maximum of 15 (fifteen) bibliographical references.
Additional documents	<ul style="list-style-type: none"> The sample of the <i>Declaration of interests</i> of the author/s and the <i>Permission to reproduce material digitally and/or in print</i> must be attached (if applicable).

* Check the corresponding guidelines suggested by EQUATOR Network.

Checklist for the Short communications section

1	Read The Poison [®] 's <i>Author Submission Guidelines</i>
2	Fill in the <i>Manuscript Submission Form</i>
3	Attach <i>Manuscript</i> <ul style="list-style-type: none"> 3.1 Title 3.2 Authors 3.3 Abstract 3.4 Keywords 3.5 Body Text <ul style="list-style-type: none"> 3.5.1 Introduction 3.5.2 Methods 3.5.3 Results 3.5.4 Discussion

	3.5.5 Conclusions
	3.5.6 Other Information
	3.6 Acknowledgements*
	3.7 Tables or Figures
	3.8 Bibliographical References
4	Attach sample of <i>Declaration of Interests</i>
5	Attach sample of <i>Permission to reproduce material digitally and/or in print</i> **

*Optional **Only if applicable

Reviews

Reviews summarise the information available on a certain topic. Within this group we find qualitative systematic reviews without meta-analysis and narrative reviews. **The Poison®** considers that quantitative systematic reviews (meta-analyses) belong to the original articles group, therefore the previous section should be consulted.

Both types of review require sending an email beforehand to editorial@thepoisonjournal.com mentioning name and surname of the first author, affiliated institution, title of the proposed review and its relevance. If you receive a favourable response from the editorial team, follow the manuscripts submission procedures.

Qualitative systematic reviews

Qualitative systematic reviews, as well as meta-analyses, must be published following PRISMA guidelines. Below you will find the *Key points* and the *Checklist* needed for the publication of qualitative systematic reviews.

Key points for the publication of qualitative systematic reviews	
Title	<ul style="list-style-type: none"> It should include the phrase “Systematic review”.
Abstract	<ul style="list-style-type: none"> Structured summary (Introduction, Methods, Results and Conclusions) with a maximum of 350 (three hundred and fifty) words.
Keywords	<ul style="list-style-type: none"> Maximum of 5 (five) keywords.
Body text	<ul style="list-style-type: none"> Maximum of 3000 (three thousand) words in the body text. The suggested distribution is as follows: Introduction, Methods, Results, Discussion, Conclusions and Other Information. This last item must include the following information: Registration and protocol, Funding, Declaration of Interests and Data and Code Availability, and Other Materials. Total word count excludes title, authors, abstract, keywords, text appearing in tables or figures, declaration of interests, acknowledgements and bibliographical references.
Tables or figures	<ul style="list-style-type: none"> Maximum of 5 (five) tables or figures.

Bibliographical references	<ul style="list-style-type: none"> • Maximum of 75 (seventy-five) bibliographical references.
Additional documents	<ul style="list-style-type: none"> • The sample of the <i>Declaration of interests</i> of the author/s and the <i>Permission to reproduce material digitally and/or in print</i> must be attached (if applicable). • As it is a qualitative systematic review, the <i>Protocol</i> of the qualitative systematic review must also be sent together with its <i>Registration</i> in PROSPERO, as well as <i>PRISMA Checklist</i> and <i>Flow diagram</i>.

Checklist for the Qualitative systematic reviews section

1	Read The Poison [®] 's <i>Author Submission Guidelines</i>
2	Fill in the <i>Manuscripts Submission Form</i>
3	Attach Manuscript 3.1 Title 3.2 Authors 3.3 Abstract 3.4 Keywords 3.5 Body Text 3.5.1 Introduction 3.5.2 Methods 3.5.3 Results 3.5.4 Discussion 3.5.5 Conclusions 3.5.6 Other Information 3.6 Declaration of Interests 3.7 Acknowledgements* 3.8 Tables or Figures 3.9 Bibliographical References
4	Attach sample of <i>Declaration of Interests</i>
5	Attach sample of <i>Permission to reproduce material digitally and/or in print</i> **
6	Attach <i>Registration</i> in PROSPERO
7	Attach <i>PRISMA Checklist</i>

*Optional **Only if applicable

Narrative Reviews

Narrative reviews on toxicology provide an updated review on a topic of general interest from the viewpoint of internationally-renowned experts. These reviews should address a specific question or problem that is relevant for clinical practice.

Narrative reviews do not require (but may include) a systematic review of the bibliographical research. Recommendations should be backed up with evidence and be based on recent systematic reviews and guidelines (if available) highlighting factors such as the cause, the diagnosis, the prognosis, the treatment or its prevention. Below you will find the *Key points* and the *Checklist* needed for the publication of narrative reviews.

Key points for the publication of narrative reviews	
Title	<ul style="list-style-type: none"> It should include the phrase “Narrative Review”.
Abstract	<ul style="list-style-type: none"> Structured summary (Introduction, Methods, Results and Conclusions) with a maximum of 350 (three hundred and fifty) words.
Keywords	<ul style="list-style-type: none"> Maximum of 5 (five) keywords.
Body text	<ul style="list-style-type: none"> Maximum of 3500 (three thousand five hundred) words in the body text, distributed as follows: Introduction, Methods, Discussion/Observations (with the following subsections, if applicable: Pathophysiology, Clinical Presentation, Evaluation and Diagnosis, Treatment and Prognosis), Conclusions and Other Information. Total word count excludes title, authors, abstract, keywords, text appearing in tables, figures or photographs, declaration of interests, acknowledgements and bibliographical references.
Tables, figures or photographs	<ul style="list-style-type: none"> Maximum of 5 (five) tables, figures or photographs.
Bibliographical references	<ul style="list-style-type: none"> Maximum of 75 (seventy-five) bibliographical references.
Additional documents	<ul style="list-style-type: none"> The sample of the <i>Declaration of interests</i> of the author/s and the <i>Permission to reproduce material digitally and/or in print</i> must be attached (if applicable).

Checklist for the Narrative Reviews section

1	Read The Poison [®] 's <i>Author Submission Guidelines</i>
2	Fill in the <i>Manuscripts Submission Form</i>
3	Attach <i>Manuscript</i> <ul style="list-style-type: none"> 3.1 Title 3.2 Authors 3.3 Abstract 3.4 Keywords 3.5 Body Text <ul style="list-style-type: none"> 3.5.1 Introduction 3.5.2 Methods 3.5.3 Results 3.5.4 Discussion 3.5.5 Conclusions 3.5.6 Other Information 3.6 Declaration of Interests 3.7 Acknowledgements* 3.8 Tables, Figures or Photographs* 3.9 Bibliographical References

- 4 Attach sample of *Declaration of Interests*
- 5 Attach sample of *Permission to reproduce material digitally and/or in print* **

*Optional **Only if applicable

Mini-reviews

A mini-review aims at providing updated knowledge on Clinical Toxicology, in a shorter format compared to other reviews. They may cover an entire topic (e.g., specific intoxication) or focus on specific points (historical or epidemiological aspects, toxicokinetics, toxicodynamics, diagnosis, treatment, etc.). Below you will find the *Key points* and the *Checklist* needed for the publication of mini-reviews.

Key points for the publication of mini-reviews	
Title	<ul style="list-style-type: none"> It should include the word “Mini-review”.
Abstract	<ul style="list-style-type: none"> Structured summary (Introduction, Methods*, Results* or Development and Conclusions) with a maximum of 350 (three hundred and fifty) words.
Keywords	<ul style="list-style-type: none"> Maximum of 5 (five) keywords.
Body text	<ul style="list-style-type: none"> Maximum of 2000 (two thousand) words in the body text, distributed as follows: Introduction, Methods*, Results* or Development (with subtitles), Discussion and Conclusions. Total word count excludes title, authors, abstract, keywords, text appearing in tables, figures or photographs, declaration of interests, acknowledgements and bibliographical references.
Tables, figures or photographs	<ul style="list-style-type: none"> Maximum of 3 (three) tables, figures or photographs.
Bibliographical references	<ul style="list-style-type: none"> Maximum of 25 (twenty-five) bibliographical references.
Additional documents	<ul style="list-style-type: none"> The sample of the <i>Declaration of interests</i> of the author/s and the <i>Permission to reproduce material digitally and/or in print</i> must be attached (if applicable). As it is a systematic mini-review, the <i>Protocol</i> of the mini-review must also be sent together with its <i>Registration</i> in PROSPERO, and <i>PRISMA Checklist</i> and <i>Flow diagram</i>.

*Provided it is a systematic mini-review

Checklist for the Mini-reviews section

- 1 Read **The Poison®**'s *Author Submission Guidelines*
- 2 Fill in the *Manuscripts Submission Form*
- 3 Attach *Manuscript*
 - 3.1 Title

3.2	Authors
3.3	Abstract
3.4	Keywords
3.5	Body Text
3.5.1	Introduction
3.5.2	Methods**
3.5.3	Results** or Development
3.5.4	Discussion
3.5.5	Conclusions
3.6	Declaration of Interests
3.7	Acknowledgements*
3.8	Tables, Figures or Photographs*
3.9	Bibliographical References
4	Attach sample of <i>Declaration of Interests</i>
5	Attach sample of <i>Permission to reproduce material digitally and/or in print</i> **
6	Attach <i>Registration</i> in PROSPERO**
7	Attach PRISMA <i>Checklist</i> **
8	Attach PRISMA <i>Flow diagram</i> **

*Optional **Only if applicable

Section B

Case reports

Case reports are studies whose dissemination involves novel aspects of the patient’s diagnosis, treatment and follow-up. They are written for scientific or educational purposes and include the publication of:

- Adverse health effects resulting from drugs not previously disseminated or unusual.
- Intoxications with infrequent clinical presentation.
- Intoxications where novel or exceptional diagnostic or therapeutic interventions have been performed.
- Intoxications caused by a new, atypical or emerging xenobiotic.
- Findings providing new information about the pathogenesis of an illness or an adverse effect.

The Poison® uses the model suggested by CARE Guidelines for the publication of case reports. Below you will find the *Key points* and the *Checklist* required for its submission.

Key points for the publication of case reports	
Title	<ul style="list-style-type: none"> • It should include the phrase “Case report” or “Case series”.
Authors	<ul style="list-style-type: none"> • Maximum of 3 (three) authors.
Abstract	<ul style="list-style-type: none"> • Structured summary (Background, Case Presentation and Conclusion/s). Maximum of 200 (two hundred) words.
Keywords	<ul style="list-style-type: none"> • Maximum of 5 (five) keywords.

Body text	<ul style="list-style-type: none"> Total word count should not exceed 2000 (two thousand) words (excluding title, authors, abstract, keywords, text appearing in tables, figures or photographs, declaration of interests, acknowledgements and bibliographical references).
Tables, figures or photographs	<ul style="list-style-type: none"> Maximum of 3 (three) tables, figures or photographs.
Bibliographical references	<ul style="list-style-type: none"> Maximum of between 15 (fifteen) and 25 (twenty-five) bibliographical references.
Additional documents	<ul style="list-style-type: none"> The sample of the <i>Declaration of interests</i> of the author/s, the patient's <i>Informed Consent</i> (if applicable) and the <i>Permission to reproduce material digitally and/or in print</i> (if applicable) must be attached. As it is a case report, <i>CARE Checklist</i> must also be attached.

Checklist for the Case report section

1	Read The Poison [®] 's <i>Author Submission Guidelines</i>
2	Fill in the <i>Manuscripts Submission Form</i>
3	<p>Attach <i>Manuscript</i></p> <p>3.1 Title</p> <p>3.2 Authors</p> <p>3.3 Abstract</p> <p>3.4 Keywords</p> <p>3.5 Body Text</p> <p> 3.5.1 Introduction</p> <p> 3.5.2 Patient Information</p> <p> 3.5.3 Clinical Findings</p> <p> 3.5.4 Timeline*</p> <p> 3.5.5 Diagnostic Assessment</p> <p> 3.5.6 Therapeutic Interventions</p> <p> 3.5.7 Follow-up and Outcomes</p> <p> 3.5.8 Discussion</p> <p> 3.5.9 Patient Perspective*</p> <p>3.6 Declaration of Interests</p> <p>3.7 Acknowledgements*</p> <p>3.8 Tables, Figures or Photographs*</p> <p>3.9 Bibliographical References</p>
4	Attach sample of <i>Declaration of Interests</i>
5	Attach sample of <i>Informed Consent</i> **
6	Attach sample of <i>Permission to reproduce material digitally and/or in print</i> **
7	Attach <i>CARE Checklist</i>

*Optional **Only if applicable

Images in Toxicology

This section aims at the publication of original images contributing to learning Toxicology. They may correspond to follow-up studies of a patient (X-rays, computerised tomography scans, magnetic resonance images, electrocardiograms, microscopic studies, among others), findings of the physical examination or photographs of plants, fungi, venomous animals, chemical substances, etc.

Images may not be exceptional, but they should be illustrative. Therefore, **The Poison**[®] invites the authors to publish photographs of toxicological interest if they have any. It is reminded that this section does not substitute for case reports. Below you will find the *Key points* and the *Checklist* needed for the publication of images in Toxicology.

Key points for the publication of images in Toxicology	
Title	<ul style="list-style-type: none"> Brief and focused on the originality of the image.
Authors	<ul style="list-style-type: none"> Maximum of 3 (three) authors.
Abstract	<ul style="list-style-type: none"> Unstructured summary, with a maximum of 100 (one hundred) words.
Keywords	<ul style="list-style-type: none"> Maximum of 5 (five) keywords.
Body text	<ul style="list-style-type: none"> Total word count should not exceed 750 (seven hundred and fifty) words (excluding title, authors, abstract, keywords, text appearing in images, declaration of interests, acknowledgements and bibliographical references). Maximum of 3 (three) paragraphs.
Images	<ul style="list-style-type: none"> Maximum of 1 (one) or 2 (two) images. For further information about publication guidelines, please refer to section 11 of the <i>General principles regarding the preparation of the manuscripts</i>.
Bibliographical references	<ul style="list-style-type: none"> Maximum of 5 (five) bibliographical references.
Additional documents	<ul style="list-style-type: none"> The sample of the <i>Declaration of interests</i> of the author/s, the patient's <i>Informed Consent</i> (if applicable) and the <i>Permission to reproduce material digitally and/or in print</i> (if applicable) must be attached.

Checklist for the Images in Toxicology section

1	Read The Poison [®] 's <i>Author Submission Guidelines</i>
2	Fill in the <i>Manuscripts Submission Form</i>
3	Attach <i>Manuscript</i>

	3.1 Title
	3.2 Authors
	3.3 Abstract
	3.4 Keywords
	3.5 Body Text
	3.6 Declaration of Interests
	3.7 Acknowledgements*
	3.8 Images
	3.9 Bibliographical References
4	Attach sample of <i>Declaration of Interests</i>
5	Attach sample of <i>Informed Consent</i> **
6	Attach sample of <i>Permission to reproduce material digitally and/or in print</i> **

*Optional **Only if applicable

Section C

Letters to the Editor

The letters to the editor may be related to an article already published in **The Poison**[®] or to a relevant and up-to-date topic in Toxicology. They may include suggestions and criticisms, always showing respect. Although they are not subject to peer review, they may require some editing done by the journal in order to comply with its policies. An abstract is not required in this case. Below you will find the *Key points* and the *Checklist* needed for the publication of letters to the Editor.

Key points for the publication of letters to the Editor	
Title	<ul style="list-style-type: none"> The letter shall be addressed to the Editor, with a short title including the phrase “Letter to the Editor in response to the article: [Title of the article it refers to]”.
Authors	<ul style="list-style-type: none"> Maximum of 3 (three) authors.
Abstract	<ul style="list-style-type: none"> Not required.
Keywords	<ul style="list-style-type: none"> Maximum of 5 (five) keywords.
Body text	<ul style="list-style-type: none"> Total word count should not exceed 400 (four hundred) words (excluding title, authors, keywords, text appearing in tables or figures, declaration of interests, acknowledgements and bibliographical references).
Tables or figures	<ul style="list-style-type: none"> Maximum of 1 (one) table or figure.
Bibliographical references	<ul style="list-style-type: none"> Maximum of 5 (five) bibliographical references, one of which must be The Poison[®] ‘s article of interest to which the author refers.
Additional documents	<ul style="list-style-type: none"> The sample of the <i>Declaration of interests</i> of the author/s and the <i>Permission to reproduce material digitally and/or in print</i> must be

	attached (if applicable).
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Checklist for the Letters to the Editor section

1	Read The Poison [®] 's <i>Author Submission Guidelines</i>
2	Fill in the <i>Manuscripts Submission Form</i>
3	Attach <i>Manuscript</i> 3.1 Title 3.2 Authors 3.3 Keywords 3.4 Body Text 3.5 Declaration of Interests 3.6 Acknowledgements* 3.7 Table or Figure* 3.8 Bibliographical References
4	Attach sample of <i>Declaration of Interests</i>
5	Attach sample of <i>Permission to reproduce material digitally and/or in print</i> **

*Optional **Only if applicable

Letters of Response

They are the reply of the author of a work previously published in **The Poison**[®] in response to a letter to the Editor sent by another professional. Although they are not subject to peer review, they may require some editing done by the journal in order to comply with its policies. An abstract is not required in this case. Below you will find the *Key points* and the *Checklist* needed for the publication of letters of response.

Key points for the publication of letters of response	
Title	<ul style="list-style-type: none"> The letter shall be addressed to the Editor, with a short title including the phrase "Author's reply regarding the Letter to the Editor: [title of the Letter to the Editor]".
Authors	<ul style="list-style-type: none"> Maximum of 3 (three) authors.
Abstract	<ul style="list-style-type: none"> Not required.
Keywords	<ul style="list-style-type: none"> Maximum of 5 (five) keywords.
Body text	<ul style="list-style-type: none"> Total word count should not exceed 400 (four hundred) words (excluding title, authors, keywords, text appearing in tables or figures, declaration of interests, acknowledgements and bibliographical references).
Tables or figures	<ul style="list-style-type: none"> Maximum of 1 (one) table or figure.
Bibliographical	<ul style="list-style-type: none"> Maximum of 5 (five) bibliographical references, one of which

references	must be The Poison [®] 's article of interest to which the author refers.
Additional documents	<ul style="list-style-type: none"> The sample of the <i>Declaration of interests</i> of the author/s and the <i>Permission to reproduce material digitally and/or in print</i> must be attached (if applicable).

Checklist for the Letters of response section

1	Read The Poison [®] 's <i>Author Submission Guidelines</i>
2	Fill in the <i>Manuscripts Submission Form</i>
3	Attach Manuscript 3.1 Title 3.2 Authors 3.3 Keywords 3.4 Body Text 3.5 Declaration of Interests 3.6 Acknowledgements* 3.7 Table or Figure* 3.8 Bibliographical References
4	Attach sample of <i>Declaration of Interests</i> *
6	Attach sample of <i>Permission to reproduce material digitally and/or in print</i> **

*Optional **Only if applicable

Section D

Editorials

Editorials are articles written by a professional upon request of **The Poison**[®]'s Editorial Board. They should meet the same requirements as the rest of the manuscripts published in the journal, and be directly related to an article appearing in the same issue. Below you will find the *Key points* needed for the publication of editorials.

Key points for the publication of editorials	
Title	<ul style="list-style-type: none"> Brief and descriptive.
Authors	<ul style="list-style-type: none"> Maximum of 1 (one) author.
Abstract	<ul style="list-style-type: none"> Not required.
Keywords	<ul style="list-style-type: none"> Maximum of 5 (five) keywords.
Body text	<ul style="list-style-type: none"> Total word count should not exceed 750 (seven hundred and fifty) words (excluding title, author, keywords, text appearing in table or figure, declaration of interests and bibliographical references).

Tables or figures	<ul style="list-style-type: none"> • Maximum of 1 (one) table or figure.
Bibliographical references	<ul style="list-style-type: none"> • Maximum of 10 (ten) bibliographical references.
Additional documents	<ul style="list-style-type: none"> • The sample of the <i>Declaration of interests</i> of the author/s and the <i>Permission to reproduce material digitally and/or in print</i> must be attached (if applicable).

Editorials published in **The Poison**[®] do not use the usual manuscripts submission channel. Therefore, no *Checklist* is offered for this kind of articles.

Contact

If you have any doubt regarding **The Poison**[®]'s *Author Submission Guidelines*, you may send an email to editorial@thepoisonjournal.com, with your name and surname, affiliated institution and corresponding query.