



Société Royale Belge d'Oto-Rhino-Laryngologie et de Chirurgie Cervico-Faciale
Koninklijke Belgische Vereniging voor Oto-Rhino-Laryngologie, Gelaat- en Halschirurgie

B-ENT

A publication of the Royal Belgian Society for ENT and Head and Neck Surgery

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Editors in Chief

Olivier Vanderveken

Department of Otorhinolaryngology and Head and Neck Surgery, University of Antwerp, Antwerp University Hospital, Antwerp, Belgium

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Graphics Department

Ünal ÖZER

Deniz Elif DURAN

Contact

Address: Büyükdere Cad. No: 105/9

34394 Mecidiyeköy, Şişli-İstanbul

Phone: +90 212 217 17 00

Fax: +90 212 217 22 92

E-mail: info@avesyayincilik.com



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AIMS AND SCOPE

B-ENT is an international, scientific, open access periodical published in accordance with independent, unbiased, and double-blinded peer-review principles. The journal is the official online-only publication of the Royal Belgian Society of Oto-rhino-laryngology, Head and Neck Surgery and it is published quarterly in March, June, September, and December. The publication language of the journal is English.

Throughout its history, the Royal Belgian Society of Oto-rhino-laryngology, Head and Neck Surgery, the home society of B-ENT, aims to disseminate both the scientific and the clinical knowledge of otorhinolaryngology field primarily in Belgium and its regions. In accordance with this aim, publishing a scientific journal has become the number one objective of the Society. Accordingly, B-ENT contributes to the scientific memory of Belgium considering its deep-rooted history.

The history of B-ENT traces back to 1890s in when the articles of the founders of the Society were published in the Bulletins of the "Société Belge d'Otologie et Laryngologie". In 1929, the title of the journal had been changed to "Journal Belge d'Oto-Rhino-Laryngologie" and in 1932 the title changed to "Bulletin". When the Bulletin stopped publication in the Second World War, a new journal Acta Oto-Rhino-Laryngologica Belgica was created in 1945. The first issue of Acta Oto-Rhino-Laryngologica Belgica is published in 1946 and it started to reach more of the country via university and library subscriptions. After 59 years, B-ENT was created as the continuation of Acta Oto-Rhino-Laryngologica Belgica and it has been continuing publication since 2005.

The aim of B-ENT is to publish original research papers of the highest scientific and clinical value in otorhinolaryngology, head and neck surgery and their related fields. The journal also publishes reviews, rare case report that include a concise review of the literature, protocol papers of innovative clinical trials in the field, clinical pearls, interesting images in ENT-HNS, letters to the editors, and papers presented at the meetings of the Royal Belgian Society of Otorhinolaryngology, Head and Neck Surgery.

The target audience of the journal includes healthcare professionals, physicians, and researchers who are interested or working in otorhinolaryngology, head and neck surgery fields.

B-ENT is currently indexed in Web of Science-Science Citation Index Expanded and Scopus.

The editorial and publication processes of the journal are shaped in accordance with the guidelines of the International Committee of Medical Journal Editors (ICMJE), World Association of Medical Editors (WAME), Council of Science Editors (CSE), Committee on Publication Ethics (COPE), European Association of Science Editors (EASE), and National Information Standards Organization (NISO). The journal is in

conformity with the Principles of Transparency and Best Practice in Scholarly Publishing (doaj.org/bestpractice).

Processing and publication are free of charge with the journal. No fees are requested from the authors at any point throughout the evaluation and publication process. All manuscripts must be submitted via the online submission system, which is available at <https://www.b-ent.be>. The journal guidelines, technical information, and the required forms are available on the journal's web page.

All expenses of the journal are covered by the Royal Belgian Society for ENT and Head and Neck Surgery. Potential advertisers should contact the Editorial Office. Advertisement images are published only upon the Editor-in-Chief's approval.

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Editor in Chief: Olivier Vanderveken

Address: Department of Otorhinolaryngology and Head and Neck Surgery, University of Antwerp, Antwerp University Hospital, Wilrijkstraat 10, 2650 Edegem, Antwerp, Belgium

E-mail: b-ent@orl-nko.be

Philippe Eloy

Address: ENT Department, Université Catholique de Louvain, Centre Hospitalier Universitaire UCL Namur, Rue Dr Gaston Therasse 1, 5530 Yvoir, Belgium

E-mail: philippe.eloy@uclouvain.be

Publisher: AVES

Address: Büyükdere Cad. 105/9 34394 Mecidiyeköy, Şişli, İstanbul, Turkey

Phone: +90 (212) 217 17 00

Fax: +90 (212) 217 22 92

E-mail: info@avesyayincilik.com



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INSTRUCTIONS FOR AUTHORS

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EDITORIAL AND PUBLICATION PROCESS

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Originality, high scientific quality, and citation potential are the most important criteria for a manuscript to be accepted for publication. Manuscripts submitted for evaluation should not have been previously presented or already published in an electronic or printed medium. The journal should be informed of manuscripts that have been submitted to another journal for evaluation and rejected for publication. The submission of previous reviewer reports will expedite the evaluation process. Manuscripts that have been presented in a meeting should be submitted with detailed information on the organization, including the name, date, and location of the organization.

PEER REVIEW PROCESS

Manuscripts submitted to B-ENT will go through a double-blind peer-review process. Each submission will be reviewed by at least two external, independent peer reviewers who are experts in their fields in order to ensure an unbiased evaluation process. The editorial board will invite an external and independent editor to manage the evaluation processes of manuscripts submitted by editors or by the editorial board members of the journal. The Editor in Chief is the final authority in the decision-making process for all submissions.

ETHICAL PROCEDURES

An approval of research protocols by the Ethics Committee in accordance with international agreements (World Medical Association Declaration of Helsinki "Ethical Principles for Medical Research Involving Human Subjects," amended in October 2013, www.wma.net) is required for experimental, clinical, and drug studies and for some case reports. If required, ethics committee reports or an equivalent official document will be requested from the authors. For manuscripts concerning experimental research on humans, a statement should be included that shows that written informed consent of patients and volunteers was obtained following a detailed explanation of the procedures that they may undergo.

For studies carried out on animals, an approval of research protocols by an Animal Ethics Committee in accordance with international principles is required. The authors should also clearly state the measures taken to prevent pain and suffering of the animals in the Methods section.

Information on patient consent, the name of the ethics committee, and the ethics committee approval number should also be stated in the Methods section of the manuscript.

It is the authors' responsibility to protect the patients' anonymity carefully. For photographs that may reveal the identity of the patients, signed releases of the patient or their legal representative should be enclosed, and the publication approval must be provided in the Methods section.

PLAGIARISM

B-ENT is extremely sensitive about plagiarism. All submissions are screened by a similarity detection software (iThenticate by Cross-Check) at any point during the peer-review and/or production process. Even if you are the author of the phrases or sentences, the text should not have unacceptable similarity with the previously published data.

When you are discussing others' (or your own) previous work, please make sure that you cite the material correctly in every instance.

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AUTHORSHIP

Each person listed as an author should fulfill the authorship criteria recommended by the International Committee of Medical Journal Editors (ICMJE - www.icmje.org). The ICMJE recommends that authorship is based on the following four criteria:



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1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or revising it critically for important intellectual content; AND
3. Final approval of the version to be published; AND
4. 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.

In addition to being accountable for the parts of the work he/she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. Also, authors should have confidence in the integrity of the contributions of their co-authors.

All those designated as authors should meet all four criteria for authorship, and all who meet the four criteria should be identified as authors. Those who do not meet all four criteria should be acknowledged in the title page of the manuscript.

B-ENT requires corresponding authors to submit a signed and scanned version of the Copyright Agreement and Acknowledgement of Authorship form (available for download <https://www.b-ent.be>) during the initial submission process to act appropriately on authorship rights and to prevent ghost or honorary authorship.

If the editorial board suspects a case of "gift authorship," the submission will be rejected without further review. As part of the submission of the manuscript, the corresponding author should also send a short statement declaring that he/she accepts to undertake all the responsibility for authorship during the submission and review stages of the manuscript.

DECLARATION OF INTEREST

B-ENT requires and encourages the authors and the individuals involved in the evaluation process of submitted manuscripts to disclose any existing or potential conflicts of interests, including financial, consultant, and institutional, that might lead to potential bias or a conflict of interest. Any financial grants or other support received for a submitted study from individuals or institutions should be disclosed to the Editorial Board. To disclose a potential conflict of interest, the ICMJE Potential Conflict of Interest Disclosure Form should be filled in and submitted by all contributing authors. The journal's Editorial Board resolves cases of a potential conflict of interest of the editors, authors, or reviewers within the scope of COPE and ICMJE guidelines.

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MANUSCRIPT PREPARATION

The manuscripts should be prepared in accordance with ICMJE-Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals (updated in December 2018 - <http://www.icmje.org/icmje-recommendations.pdf>). Authors are required to prepare manuscripts in accordance with the CONSORT guidelines for randomized research studies, STROBE guidelines for observational original research studies, STARD guidelines for studies on diagnostic accuracy, PRISMA guidelines for systematic reviews and meta-analysis, ARRIVE guidelines for experimental animal studies, and TREND guidelines for non-randomized public behavior.

Manuscripts can only be submitted through the journal's online manuscript submission and evaluation system, available at <https://www.b-ent.be>. Manuscripts submitted via any other medium and submissions by anyone other than one of the authors will not be evaluated.

Manuscripts submitted to the journal will first go through a technical evaluation process where the editorial office staff will ensure that the manuscript has been prepared and submitted in accordance with the journal's guidelines. Submissions that do not conform to the journal's guidelines will be returned to the submitting author with technical correction requests.

Authors are required to submit the following:

- Copyright Agreement and Acknowledgement of Authorship Form, and
- CMJE Potential Conflict of Interest Disclosure Form (should be filled in by all contributing authors) during the initial submission. These forms are available for download at <https://www.b-ent.be>.



Preparation of the Manuscript

Title page: A separate title page should be submitted with all submissions and this page should include:

- The full title of the manuscript as well as a short title (running head) of no more than 50 characters,
- Name(s), affiliations, highest academic degree(s), and ORCID IDs of the author(s),
- Grant information and detailed information on the other sources of support,
- Name, address, telephone (including the mobile phone number), and email address of the corresponding author,
- Acknowledgment of the individuals who contributed to the preparation of the manuscript but who do not fulfill the authorship criteria.

Abstract: An abstract should be submitted with all submissions except for Letters to the Editor. The abstract of Original Articles should be structured with subheadings (Objective, Methods, Results and Conclusion). Please check Table 1 below for word count specifications.

Keywords: Each submission must be accompanied by a minimum of three to a maximum of five keywords for subject indexing at the end of the abstract. The keywords should be listed in full without abbreviations. The keywords should be selected from the National Library of Medicine, Medical Subject Headings database (<https://www.nlm.nih.gov/mesh/MBrowser.html>).

Main Points: All submissions except letters to the editor should be accompanied by 3 to 5 “main points” which should emphasize the most noteworthy results of the study and underline the principle message that is addressed to the reader. This section should be structured as itemized to give a general overview of the article. Since “Main Points” targeting the experts and specialists of the field, each item should be written as plain and straightforward as possible

Manuscript Types

Original Articles: This is the most important type of article since it provides new information based on original research. Acceptance of original papers will be based upon the originality and importance of the investigation. The main text of original articles should be structured with Introduction, Methods, Results, and Discussion subheadings. Please check Table 1 for the limitations for Original Articles.

Clinical Trials

B-ENT adopts the ICMJE’s clinical trial registration policy, which requires that clinical trials must be registered in a publicly accessible registry that is a primary register of the WHO International Trials Registry Platform (ICTRP) or in ClinicalTrials.gov.

Instructions for the clinical trials are listed below.

- Clinical trial registry is only required for the prospective research projects that study the relationship between a health-related intervention and an outcome by assigning people.
- To have their manuscript evaluated in the journal, author should register their research to a public registry at or before the time of first patient enrollment.
- Based on most up to date ICMJE recommendations, B-ENT accepts public registries that include minimum acceptable 24-item trial registration dataset.
- Authors are required to state a data sharing plan for the clinical trial registration. Please see details under “Data Sharing” section.
- For further details, please check ICMJE Clinical Trial Policy at
- <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>

Data Sharing

As of 1 January 2019, a data sharing statement is required for the registration of clinical trials. Authors are required to provide a data sharing statement for the articles that reports the results of a clinical trial. The data sharing statement should indicate the items below according to the ICMJE data sharing policy:

- Whether individual deidentified participant data will be shared
- What data in particular will be shared
- Whether additional, related documents will be available
- When the data will be available and for how long
- By what access criteria will be shared

Authors are recommended to check the ICMJE data sharing examples at <http://www.icmje.org/recommendations/browse/publishing-and-editorial-issues/clinical-trial-registration.html>

While submitting a clinical trial to B-ENT;

- Authors are required to make registration to a publicly accessible registry according to ICMJE recommendations and the instructions above.
- The name of the registry and the registration number should be provided in the Title Page during the initial submission.
- Data sharing statement should also be stated in the Title Page even the authors do not plan to share it.

Statistical analysis to support conclusions is usually necessary. Statistical analyses must be conducted in accordance with international statistical reporting standards (Altman DG, Gore SM, Gardner MJ, Pocock SJ. Statistical guidelines for contributors to medical journals. *Br Med J* 1983; 7; 1489-93). Information on statistical analyses should



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be provided with a separate subheading under the Materials and Methods section and the statistical software that was used during the process must be specified.

Units should be prepared in accordance with the International System of Units (SI).

Editorial Comments: Invited brief editorial comments on selected articles are published in B-ENT. Editorials should not be longer than 1000 words excluding references. Editorial comments aim to provide a brief critical commentary by reviewers with expertise or with high reputation in the topic of the research article published in the journal. Authors are selected and invited by the journal to provide such comments. Abstract, Keywords, and Tables, Figures, Images, and other media are not included.

Review Articles: Reviews prepared by authors who have extensive knowledge on a particular field and whose scientific background has been translated into a high volume of publications with a high citation potential are welcomed. These authors may even be invited by the journal. Reviews should describe, discuss, and evaluate the current level of knowledge of a topic in clinical practice and should guide future studies. The subheadings of the review articles should be planned by the authors. However, each review article should include an "Introduction" and a "Conclusion" section. Please check Table 1 for the limitations for Review Articles.

Case Reports: Case reports can only be considered under the conditions of being really exceptional and containing clinical, diagnostic and/or therapeutic elements of highest importance and relevance.. The text should include Introduction, Case Presentation, and Discussion subheadings with an unstructured abstract. Please check Table 1 for the limitations for Case Reports.

Letters to the Editor: This type of manuscript discusses important parts, overlooked aspects, or lacking parts of a previously published article. Articles on subjects within the scope of the journal that might attract the readers' attention, particularly educative cases, may also be submitted in the form of a "Letter to the Editor." Readers can also present their comments on the published manuscripts in the form of a "Letter to the Editor." Abstract, Keywords, and Tables, Figures, Images, and other media should not be included. The text should be unstructured. The

manuscript that is being commented on must be properly cited within this manuscript.

Tables

Tables should be included in the main document, presented after the reference list, and they should be numbered consecutively in the order they are referred to within the main text. A descriptive title must be placed above the tables. Abbreviations used in the tables should be defined below the tables by footnotes (even if they are defined within the main text). Tables should be created using the "insert table" command of the word processing software and they should be arranged clearly to provide easy reading. Data presented in the tables should not be a repetition of the data presented within the main text but should be supporting the main text.

Figures and Figure Legends

Figures, graphics, and photographs should be submitted as separate files (in TIFF or JPEG format) through the submission system. The files should not be embedded in a Word document or the main document. When there are figure subunits, the subunits should not be merged to form a single image. Each subunit should be submitted separately through the submission system. Images should not be labeled (a, b, c, etc.) to indicate figure subunits. Thick and thin arrows, arrowheads, stars, asterisks, and similar marks can be used on the images to support figure legends. Like the rest of the submission, the figures too should be blind. Any information within the images that may indicate an individual or institution should be blinded. The minimum resolution of each submitted figure should be 300 DPI. To prevent delays in the evaluation process, all submitted figures should be clear in resolution and large in size (minimum dimensions: 100 × 100 mm). Figure legends should be listed at the end of the main document.

All acronyms and abbreviations used in the manuscript should be defined at first use, both in the abstract and in the main text. The abbreviation should be provided in parentheses following the definition.

When a drug, product, hardware, or software program is mentioned within the main text, product information, including the name of the product, the producer of the product, and city and the country of the company (including the state if in USA), should be provided in parentheses in the following format: "Discovery St PET/CT scanner (General Electric, Milwaukee, WI, USA)"

Table 1. Limitations for each manuscript type

Type of manuscript	Word limit	Abstract word limit	Reference limit	Table limit	Figure limit
Original Article	4000	250 (Structured)	35	6	5 or total of 10 images
Review Article	5000	250	50	6	10 or total of 15 images
Case Report	1200	200	15	No tables	4 or total of 8 images
Letter to the Editor	400	No abstract	5	No tables	No media



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All references, tables, and figures should be referred to within the main text, and they should be numbered consecutively in the order they are referred to within the main text.

Limitations, drawbacks, and the shortcomings of original articles should be mentioned in the Discussion section before the conclusion paragraph.

References

Both in-text citations and the references must be prepared according to the Vancouver style.

While citing publications, preference should be given to the latest, most up-to-date publications. Authors are responsible for the accuracy of references. If an ahead-of-print publication is cited, the DOI number should be provided. Journal titles should be abbreviated in accordance with the journal abbreviations in Index Medicus/MEDLINE/PubMed. When there are six or fewer authors, all authors should be listed. If there are seven or more authors, the first three authors should be listed followed by "et al." In the main text of the manuscript, references should be cited using Arabic numbers in parentheses. The reference styles for different types of publications are presented in the following examples.

Journal Article: Vanmaele H, De Brouwer J, Borgers G, Germonpre P, Watelet JB. Profiling acute acoustic trauma in Belgian defense forces. *B-ENT* 2019; 15: 247-55.

Book Section: Suh KN, Keystone JS. Malaria and babesiosis. Gorbach SL, Barlett JG, Blacklow NR, editors. *Infectious Diseases*. Philadelphia: Lippincott Williams; 2004.p.2290-308.

Books with a Single Author: Sweetman SC. *Martindale the complete drug reference*. 34th ed. London: Pharmaceutical Press; 2005.

Editor(s) as Author: Huizing EH, de Groot JAM, editors. *Functional reconstructive nasal surgery*. Stuttgart-New York: Thieme; 2003.

Conference Proceedings: Bengisson S, Sothemin BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. *MEDINFO 92*.

Proceedings of the 7th World Congress on Medical Informatics; 1992 Sept 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. pp.1561-5.

Scientific or Technical Report: Cusick M, Chew EY, Hoogwerf B, Agrón E, Wu L, Lindley A, et al. Early Treatment Diabetic Retinopathy Study Research Group. Risk factors for renal replacement therapy in the Early Treatment Diabetic Retinopathy Study (ETDRS). *Early Treatment Diabetic Retinopathy Study Kidney Int*: 2004. Report No: 26.

Theses/Dissertation: Kay JG. Intracellular cytokine trafficking and phagocytosis in macrophages [dissertation]. St Lucia, Qld: University of Queensland; 2007.

Epub Ahead of Print Articles: Cai L, Yeh BM, Westphalen AC, Roberts JP, Wang ZJ. Adult living donor liver imaging. *Diagn Interv Radiol*. 2016 Feb 24. doi: 10.5152/dir.2016.15323. [Epub ahead of print].

Manuscripts Published in Electronic Format: Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* (serial online) 1995 Jan-Mar (cited 1996 June 5): 1(1): (24 screens). Available from: URL: <http://www.cdc.gov/ncidod/EID/cid.htm>.

REVISIONS

When submitting a revised version of a paper, the author must submit a detailed "Response to the reviewers" that states point by point how each issue raised by the reviewers has been covered and where it can be found (each reviewer's comment, followed by the author's reply and line numbers where the changes have been made) as well as an annotated copy of the main document. Revised manuscripts must be submitted within 30 days from the date of the decision letter. If the revised version of the manuscript is not submitted within the allocated time, the revision option may be canceled. If the submitting author(s) believe that additional time is required, they should request this extension before the initial 30-day period is over.

Accepted manuscripts are copy-edited for grammar, punctuation, and format. Once the publication process of a manuscript is completed, it is published online on the journal's webpage as an ahead-of-print publication before it is included in its scheduled issue. A PDF proof of the accepted manuscript is sent to the corresponding author and their publication approval is requested within 2 days of their receipt of the proof.

Editor in Chief: Olivier Vanderveken

Address: Department of Otorhinolaryngology and Head and Neck Surgery, University of Antwerp, Antwerp University Hospital, Wilrijkstraat 10, 2650 Edegem, Antwerp, Belgium

Phone: +3238213000

E-mail: b-ent@orl-nko.be

Philippe Eloy

Address: ENT Department, Université Catholique de Louvain, Centre Hospitalier Universitaire UCL Namur, Rue Dr Gaston Therasse 1, 5530 Yvoir, Belgium

E-mail: philippe.eloy@uclouvain.be

Publisher: AVES

Address: Büyükdere Cad. 105/9 34394 Mecidiyeköy, Şişli, İstanbul, Turkey

Phone: +90 (212) 217 17 00

Fax: +90 (212) 217 22 92

E-mail: info@avesyayincilik.com



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