

Guidelines for Authors

EDITORIAL POLICIES AND SCOPE

MedUNAB was founded in 1997 by the academic faculty based on principles of knowledge, autonomy, and harmony that diffuses intellectual production generated by scientific activity in the medical field such as: Medicine, Nursing, Psychology, Physiotherapy, Nutrition, Dentistry, Bacteriology, Surgical Instrumentation, Sports Medicine, Veterinary, Health Administration and Education, and professionals involved in the medical field. MedUNAB magazine is published every four months and it is directed to medical field related professionals, specialists and students. It is edited and printed in Bucaramanga, Santander, Colombia.

MANUSCRIPT PATTERNS AND PREPARATION

MedUNAB accepts scientific works written in Spanish, English or Portuguese, in any of the following categories:

1) Research and innovation articles:

Considering Publindex-Colciencias categories, original and unpublished productions resulting from research, reflective or review articles will be accepted and evaluated by peer reviewers. Under no circumstances will articles not related to research and innovation be accepted such as letters to the editor, abstracts and seminar letters. This category includes:

Original research articles: This document presents detailed results of original research projects. It generally contains five sections: an abstract, an introduction, a methodology, results and conclusions.

Reflective articles: It presents the author's research results from an analytical, interpretative, or critical perspective about specific topics considering original works. It generally contains four sections: an abstract, an introduction, reflective topics and conclusions.

Review articles: They are an attempt to analyze, systematize, and integrate results from published and unpublished research about a state-of-the-art field or technology. It is characterized for showing a detailed bibliography. It generally contains five sections: an abstract, an introduction, a methodology (make sure if it corresponds to a systematized revision of the literature and the criteria otherwise it will be considered as a topic review), topics to be developed in the review (it is recommended to include tables, charts, and figures) and conclusions.

2) Other publications

Case report: revision and presentation of cases of interest in fields such as medicine, nursing, psychology, physiotherapy, and other disciplines related to health sciences. Structure of the articles in clinical case in medicine and nursing:

- **Clinical cases in Medicine:** An abstract, an introduction (it includes the description of the clinical case or disease as well as the literature about the analogous cases), case presentation in which special findings are shown taking into account the literature, and conclusions.

- **Clinical cases and nursing attention process:** An abstract, an introduction (it includes a brief description of the clinical situation or disease; the theoretical model in which the nursing attention process is based on), the methodology, the results (it includes the nursing care plan along with the nursing diagnosis of NANDA-NIC and NOC) and conclusions.

Subject review: It is the result of a critical review of the literature about a particular topic. It contains an abstract, an introduction to the topic, division of topics, and conclusions. It is recommended to include tables, charts and figures.

Reflective article not related to research: It refers to an essay that presents the authors opinion about a specific topic. It contains an abstract, an introduction to the topic, division of the topics, and conclusions.

Technical note: It describes in detail the novelty of laboratory techniques or it may describe a modification of an existing technique emphasizing in the advantages of the procedure or the innovation developed. It contains an abstract, an introduction and technique, and conclusions.

Presentations: They take place in academic events (congresses, colloquiums, symposiums, seminars, among others). Presentations deal with original and current contributions related to the medical field. They contain an abstract, topic presentation and conclusions. It is recommended to provide information about when and where the presentation took place.

Letters to the editor: They are critical, analytical or interpretative positions about documents already published by the magazine that according to the Editorial Committee, constitute an important contribution to the discussion of the topic on behalf of the scientific community. The publication can be edited because of length, grammar, or style. The author will be informed about it before it is published.

Editorials: This document is written by the editor, a member of the Editorial Committee or a guest researcher about current topics of

scientific interest and/or orientations about the thematic purpose of the magazine.

GENERAL GUIDANCE

In general all manuscripts including title page, abstracts, keywords, text, acknowledgement, topics of interests, references, charts, tables, figures, illustrations, abbreviations, and units of measurement must be typed double space using just one side of the page without allowing spaces between paragraphs; and entering just one space after a period. Each component starts in a new page. Use Times New Roman font, size 12, and set up the page margins to 3 centimeters on each side. Also use italics when utilizing scientific terminology; and please do not underline anything.

Abbreviations: The author should avoid the use of abbreviations in the work title. When they appear for the first time in the text, they should be between parentheses and preceded by the complete term they are making reference, except for the measure units, which will be presented according to the International System of Units, without using plural. Each of the sections in the manuscript must start a new page. These sections are:

Title page: besides the title of the work and the short title for the headings, this section must include for each author full name, academic degrees, and institutional affiliation. Besides, it is required that authors provide full contact information, including land mail, phone number and e-mail address.

Summaries: The work must include a well-structured abstract (it includes an introduction, objectives, methodology, results, and conclusions) in both Spanish and English between 250 and 300 words. In case that the original manuscript is in Portuguese, the abstracts must be in English and Portuguese. The use of references and acronyms is not recommended. Type it in the third person.

Abstract: It is a version in English of the one presented in Spanish. It is not a literal translation. Translation from systematized programs is not recommended.

Keywords: It is required to list at least 5 keywords in both Spanish and English. Consult Health Sciences Descriptors (DeCS) from the Latin-American and Caribbean literature in Health Sciences (LILACS) published in <http://decs.bvs.br/E/homepage.htm>; to verify the ones in English consult Medical Subject Headings (MeSH) at <http://www.nlm.nih.gov/mesh/meshhome.htm>.

Text: In general, complete articles must include the IMRC scheme: introduction, methodology, results, and conclusions. Review articles must include the IMTC scheme: introduction, methodology (make sure if it corresponds to a systematized revision of the literature and the criteria otherwise it will be considered as a topic review), topics (divided in subtitles), and conclusions. Reflective articles must include the ITC scheme: introduction, reflective topics, and conclusions. Clinical cases must include the ICC scheme: introduction, case presentation, and conclusions. In general, the document must be typed in the third person. The percent sign must be next to the number, no spaces between. The decimals should be indicated as a period (.) and the thousand units as a comma (,).

Introduction: a short summary of the work or investigations and the new advances of the topic must be done. It is recommended to present the objective of the article in the last paragraph.

Methodology: It corresponds to the clear and brief presentation of the methodological process and analysis used in the work to allow duplication by other researchers. Ethical aspects must be included.

Results: It shows the precise description of the findings trying to avoid personal judgment. Results must be discussed considering revised literature.

Conclusions: They must be related with the objectives. Avoid statements not derived from the work's results.

Declaration of competing interests: Authors must inform in the manuscript if during the development of the work competing interests took place, and declare if they received financial aid if it were the case.

Tables and figures: Graphics, schemes and photographs, among others, will be called "figures". The charts, graphics, schemes and diagrams must be sent in Word format. They must be cited in the order as they appear along the text, with Arabic numerals providing a list for the figures and another one for the tables, which should not have vertical lines. Each table and figure must be sent in a separate page as well as one additional page with tables and figures titles. Titles must be precise and must specify if they are elaborated by the author and if not, cite the source from which it was taken or their respective authorization. The photographs must have an excellent image quality, date and source must

be clarified and also the photos should be sent in JPG format of 250-300 Dpi. In microscope preparations, it must be mentioned color and size according to the used objective. Figures will be published in color or black and white, according to its suitability with no extra charge to the author.

References: Observe strictly the indications of the uniform requirements for manuscripts according to the National Library of Medicine from the biomedical area in Vancouver standards available at http://www.nlm.nih.gov/bsd/uniform_requirements.html. Assign a number to each reference cited in the text. Write down the reference numbers between parentheses; if the reference is next to a punctuation mark, place the number before this.

See the list of periodical publications accepted by PubMed (<http://www.nlm.nih.gov/tsd/serials/lji.html>) to get the exact abbreviation of the cited magazine; if the magazine does not appear, type the magazine's full title. Transcribe only the first six authors of the article, followed by "et al". It is recommended the inclusion national and Latin-American references for which you can see Lilacs, Latindex, Sibra, Imbiomed, Scielo, Pubindex, Fuente Académica, Periódica, Redalycs among other bibliographic sources. References should include articles about the subject published in the last four years in journals indexed in recognized databases and academic resources and auto-citation must be avoided.

Examples of references:

Journal articles: The authors' last name and two initials from the first and second name. Article's title. International abbreviation of the journal's title. Year; volume (number); initial page-final page.

Gempeler FE, Díaz L, Sarmiento L. Manejo de la vía aérea en pacientes llevados a cirugía bariátrica en el Hospital Universitario San Ignacio, Bogotá, Colombia. *Rev Colomb Anestesiol* 2012; 40(2):119-23.

Leiva Mj, Fuentealba C, Boggiano C, Gattas V, Barrera G, Leiva L, et al. Calidad de vida en pacientes operados de Bypass gástrico hace más de un año: influencia del nivel socioeconómico. *Rev Méd Chile* 2009; 137:625-33

Any author. Solución corazón siglo 21 puede tener un agujón en la cola. *BMJ*. 2002; 325(7357):184.

Books and other monographs: Authors' last name and two initials from the first and second name. Title. Edition. Place of publication: editorial and year.

Book chapter: Authors' last name and two initials from the first and second name. Chapter's title. In: director/coordinator/editor/compiler of the book. Book's title. Edition. Place of publication: editorial (publishing house); year. Chapter's initial page-chapter's last page.

Harris M. *Antropology Cultural*. Madrid: Alianza editorial; 1994: p. 23

Presentations: Authors' last name and two initials from the first and second name. Presentation's title. "In": official name of the Congress, Symposium or Seminar. Place of publication: editorial, year, initial page and final page of the presentation.

Internet journal article: Authors' last name and two initials from the first and second name. Article's title. Abbreviated title of the journal [internet journal]. Year [search day month year]; volume(number):initial-lastpage. Available at: (URL)

Rossi C, Rodrigues B. The implications of the hospitalization for the child, his family and nursing team. A descriptive exploratory study. *Online Braz J Nurs [revista en internet]*. 2007 [Acceso 19 oct 2012]; 6(3):15-24. Disponible en: <http://www.objnursing.uff.br/index.php/nursing/article/view/1110>

Internet book or monograph: Authors' last name and two initials from the first and second name. Title [Internet document]. Volume. Edition. Place of publication: Editorial (publishing house); publication date [last update day month year; search day month year]. Available at: (URL)

Audiovisual material: Authors' last name and two initials from the first and second name. Title (CD-ROM, DVD, DISQUETE according to the case) Edition. Place of edition: editorial and year.

Legal document: Country of emission complete name. Institution of emission's name. Law or decree's title, name of the official newsletter. Publication's number and date.

Doctorate and master thesis: Authors' last name and two initials from the first and second name. Thesis' title [doctorate or mastery thesis]. Place of publication: editorial, year. Pagination.

Unpublished material: it makes reference to articles already accepted but pending for publication. The format is: Authors' last name and two initials from the first and second name. Title. Name of the publication. "In press". Date.

ETHICAL ASPECTS

When the publication involves contact with human beings, especially during experiments, it must be indicated if procedures were done according to the Ethical Committee standards approving the scientific work. Besides, the scientific work should be in agreement to the Helsinki Declaration of 1975, revised by the 59th General Assembly of the World Medical Association at Seoul, Korea, October 2008, available at <http://www.wma.net/s/policy/pdf/17c.pdf>. The informed consent and the name of the ethical committee approving the study must be stated in the methodology section.

Patients' names, initials or hospital numbers must not be used at any time. In case of using pictures of patients, an informed consent for publication should be included.

In case of animal experiments, the ethical standards followed for such studies should be followed and informed in order to protect these animals.

Please, follow the guidelines suggested by the International Committee of Medical Journal Editors published as "Uniform requirements for manuscripts submitted to biomedical journals". They are also available at <http://www.icmje.org/index.html>. The Spanish version can be found at *Revista Panamericana de Salud Pública* at <http://publications.paho.org/spanish/descriptions.cfm>.

PUBLISHING PROCESS

Any material proposed for publication in MedUNAB, can be sent via portal de revistas académicas at Universidad Autónoma de Bucaramanga <http://www.unab.edu.co/medunab> through the Open Journal System (OJS). Subscribe as an author by entering <http://revistas.unab.edu.co/index.php?journal=medunab&page=user&op=register>. Another way of sending the scientific work is via e-mail at medunab@unab.edu.co. The Editorial Committee and external peer reviewers will evaluate your work. The assessment will be double blind. The author's identity shall not be disclosed to the evaluators and the evaluator's names shall not be disclosed to the author. Editorial Committee will contact the main author after three days letting him know about the reception of the work. Afterwards, the article will be revised by the Internal Editorial Committee to then let the authors know if further action needs to be taken to improve their document taking into account basic edition alignments. If the article meets the standards, the authors will be notified about external peer evaluators. If manuscript is positively evaluated by one evaluator and negative by other, a third one is appointed, and based on his/her opinion, the Editorial Committee will define whether the document is included in the publication or not. Authors will be contacted after receiving external peer reviewers' evaluation. After obtaining the evaluators' comments, the authors will proceed to work on the corresponding modifications and send the new version of the work within the next four weeks.

After edition and style correction has taken place, the authors will receive the diagramming tests about the article to carefully revise and return to the editor with any observations within the next 48 hours. If the editors do not hear from the main author, it will be understood that the work is ready to be printed. After printing the magazine, the main author will receive two copies of the magazine and a letter of acknowledgement.

The manuscript must be forwarded with a letter signed by all the authors in which they agree with its contents, and originality. It should also be mentioned that the manuscript has not been published before partially or totally, as well as evaluated by other journal. If tables and figures are not original, the author of the manuscript must send a written consent stating copyrights and credentials of where material was taken from.

Once the article has been accepted for publication, all the authors must sign a form transferring all copyrights to the journal. Without this document, it is impossible to publish in MedUNAB journal.

The original document and all its appendices must be forwarded to the editor in an electronic format through the Open Journal System (OJS) or by mailing it to:

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