



## GENERAL POLICIES AND INSTRUCTIONS TO AUTHORS

### Journal of the Faculty of Health Sciences, University of Carabobo

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The following types of articles can be published in *Salus*:

**Current Topics.** Novel issues, facts or research notes written by members of the scientific community in general. The Editorial Board reserves the right to select the topic in terms of its relevance, and of inviting experts or specialists in the chosen subject.

**Original Article.** A complete, unpublished and defined research study requiring strict compliance with the scientific method.

**Review Article.** It deals with a general-interest issue, supported by pertinent current literature. Preferably, it should be written by an expert on the field, and the discussion should include contributions by the author. Reviews consisting of a mere review of the literature, without analysis and discussion, will not be accepted.

**Essay.** An in-depth report dealing with important aspects of the health sciences and/or the professional practice in the health field. Since no data from the author's own work is involved, it should include a critical assessment of the topic by the author, supported by current literature, as well as his/her own views. The conclusion should highlight the most significant contributions of the paper.

**Clinical Case Report.** It is a description of new or low-frequency pathologies, or of those difficult to diagnose and/or treat. It should include a detailed description of the case, followed by a discussion supported by current, pertinent literature.

**Brief Report.** It consists of short reports of preliminary results, or modified techniques and/or methods. They should not be a preliminary presentation of already completed studies.

A short summary should include the fundamentals, the major findings and the conclusions.

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**Letters to the Editor** dealing with comments, opinions, questions or criticisms over articles published in the last issue of *Salus* should be sent along with a cover letter addressed to the Editorial Board, signed by the interested party, and sent via internet to the following e-mail address: [salus@uc.edu.ve](mailto:salus@uc.edu.ve)

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and webmaster is taken care of free of charge by the Center of Technology, Information, Communication and Assisted Education (CETICEA) at the Faculty of Health Sciences of the University of Carabobo.

#### INSTRUCTIONS TO THE AUTHORS

Manuscripts must be written in a clear, concise language, in Word format, and with the exact specialized language of the field. For the sake of style, format, quality, clarity and uniformity of the information contained in the manuscripts, it is recommended to adhere to the guidelines found in: "Requisites of uniformity for manuscripts presented to biomedical journals from the international committee of editors of biomedical journals", available at:

<http://www.revespcardiol.org/sites/default/files/elsevier/NormOrga/025normas.pdf>

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Requirements for submission of papers to *Salus* :

Manuscripts submitted for evaluation and publication must be accompanied by:

1. Cover letter requesting publication, which must be signed by all the authors.

2. A list of the attachments required for acceptance and publication, available at: [http://salus-online.fcs.uc.edu.ve/requisitos\\_salus.pdf](http://salus-online.fcs.uc.edu.ve/requisitos_salus.pdf) signed by the applicant, as well as other documents required for publication in *Salus*.

Spanish is the main language, and English the secondary one.

With the purpose of achieving uniformity in the organization of the content of the articles, authors should comply with the following requirements:

1. Three copies of the manuscript, in letter-size paper; right, upper and lower margins: 2.5 cm; left margin: 3 cm. Pages numbered in the upper right margin, double-spaced; Arial font 12, double spaced, with the exception of the Abstract and References (which are single-spaced).

2. The text will be non-indented, with titles centered in capital boldface, and each section written continuously. Subtitles can be included, when needed. Other types of formats should be approved by the Editorial Board.

3. An electronic version should be included in a CD labeled with the short title, the name of the author of the submission letter and the date. Figures and tables will be included in a separate file.

Maximum length will depend on the type of paper:

Original Article, Essay or Review, 20 pages. Clinical Case, 10 pages. Brief Report, 5 pages, with a maximum of 2 pages for figures or tables. Honor to whom honor is due, 5 pages. Current Topics or Letters to the Editor, 2 pages.

4. Reports of experimental or observational studies will have the following sequence and structure: Title, Abstract/key words in Spanish; Title, Abstract/key words in English; Introduction, Materials and Methods, Results, Discussion, Acknowledgements (optional), and References. Subtitles can be included, if needed.

The first page should contain: Title of the paper (boldface, lower case, concise, not exceeding 90 characters). Full name of the authors (boldface, lower case, italics, without professional title or academic degree); name of institution(s) the authors belong to, using consecutive numbers for those of the other authors; information of the author signing the submission letter: name, e-mail address, and cell phone number. Short title (3-6 words) for paper identification should be included.

The second page should contain: Title, Abstract/key words in Spanish and English, without the names of the authors.

**Abstract:** It must summarize the aim of the work, methods, results and discussion. It should be non-structured and with no references, written in both Spanish and English, including the title, with a maximum length of 250 words, and 3-6 key words in both languages.

For key words in Spanish, the use of BIREME's DeCs, Health Sciences descriptors, is suggested, available at: <http://decs.bvs.br/E/homepage.htm>

For key words in English, the use of Medical Subject Headings (MeSH) is suggested, available at: <http://www.ncbi.nlm.nih.gov/sites/entrez?db=mesh>

**Introduction.** A summary of relevant previous work, fundamentals and purpose of the study, with brief references to the topic.

**Materials and methods.** An accurate description of the subjects of the study, indicating the ethical criteria used; the experimental methods and the statistical analysis tools; the chemicals and equipment used (indicating the fabricant),

using International System measuring (IS) Units, available at: ([http://es.wikipedia.org/wiki/Unidades\\_derivadas\\_del\\_SI](http://es.wikipedia.org/wiki/Unidades_derivadas_del_SI)), with their abbreviations. Equations, when used, will be presented in a linear form (e.g.:  $m/s^2 = m \cdot s^{-2}$ ). Thus, the M (molar) must be replaced by mol/L or mol.L<sup>-1</sup> and mM will be mmol/L.

**Results.** Report the most relevant information, written in past tense, and presented in a logical order, along with tables and figures. The information contained in tables or figures should not be repeated in the text.

**Tables.** These should be inserted in the proper place in the text, with brief titles in the upper part, numbered consecutively in Arabic numerals, not repeating information in the text. Vertical lines for separating columns, space bar or tabs should be avoided. Notes regarding information contained in the table should be added at the end, using the corresponding symbols. The decimal mark used in Spanish is a comma (,) and in English, a period (.). In the CD, a separate file will be used for tables.

**Figures.** Arabic numerals are to be used for numbering, one per page; preferably, in an electronic format, with a caption for figure number (Fig.—), and displaying self-sufficient information, not depending on the text for interpretation.

**Photographs.** An original and two copies with an adequate contrast for printing should be included with the text, with a short self-descriptive title.

On the backside, the name of the picture, the first author and its place in the text should be written, marking with an "x" the actual upper right angle of the image.

Digital figures or photographs, if any, should maintain the original source file (jpg, gif, tif format). Figures should have a resolution of at least 1200 dpi, and photographs 300 dpi. A separate file in the CD should contain the images.

**Sources:** It is understood that figures and tables contain original data. Only when taken from a different source, the reference should be included.

**Discussion.** It highlights novel findings and conclusions of the study. Repetition of the information given in the Introduction, Materials and Methods, and Results sections should be avoided. Findings should be related to other published studies.

**Acknowledgements** (Optional). Collaborations from people not justifying a co-authorship, or contributions such as academic advice, critical review of the manuscript, data collection, etc., are recognized in this section.

**Funding** (Optional). In this section, the institution(s) providing funds for the study is/are mentioned.

**References.** Vancouver guidelines should be used, available at: [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html).

Only citations that reinforce or support an idea or finding will be accepted. Correlative numbering with Arabic numerals in parentheses will be used for a citation, according to its first appearance in the text. Citations of: abstracts from scientific meetings, personal communications or papers sent for publication should be avoided.

**Journal articles:** Last name and initial(s) of the first name. All authors/editors should be included ("and col." will not be accepted). No comma after last name or period between initials. Complete title of article; only the first word of the title and any proper nouns are capitalized. Abbreviated journal title, as indicated in Index Medicus (<http://www.nlm.nih.gov>); year of publication followed by (;), volume followed by (:); hyphenated page numbers (first-last). Example: Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med* 1996;124:980-98.

**Books and monographs:** Last name and initial(s) of first name of all author(s); last name and initial(s) of editors; title of book; edition; publisher; city of publication; year of publication; pages cited (initial-last). Example: Phillips SJ, Whisnant JP. Hypertension and stroke. En: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis and management. 2nd. ed. Raven Press. New York 1995; p.465-478.

**Chapters from books:** Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-113.

**Thesis:** González GG. Epidemiología molecular de virus entéricos en niños con diarrea aguda. [Doctoral thesis]. Instituto Venezolano de Investigaciones Científicas (IVIC); 2008.

**Conference reports:** Cárdenas E, Peñaloza S, Urdaneta R, Bonfante-Garrido R. Un estudio seroepidemiológico de la toxoplasmosis en áreas rurales del estado Lara, Venezuela (Abstract). Memorias del XIV Congreso Latinoamericano de Para-sitología, 1999. Acapulco, México. p 21.

**Main page of a web site:** Only when coming from a government agency or a renown international organization. Name of author(s) or organization, document title, URL address (web page), and date of consultation. Example:

National Institute of Health Consensus Development Conference Statement, 1995. Physical Activity and Cardiovascular Health. Available at: <http://www.medscape.com/govNIM/1999/guideline/NIM-card/NIH-card-toc.html>. (Acceso 23 de abril 2000).

**Personal communications:** All personal communications should be accompanied by a cover letter addressed to Editorial Board and signed by the interested party.

Other types of reference should be consulted at: Uniform Requirements for Manuscripts Submitted to Biomedical Journals, 2000. <http://www.icmje.org>

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For style issues not mentioned in these guidelines, the Editorial Board will accept the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, 2000. Looking over the last issue of *Salus* is recommended to facilitate the organization of a paper.

The Editorial Board reserves the right of accepting or rejecting the submitted papers, and of making the editorial corrections that it deems necessary; in any case, the author(s) will be informed about the cause for rejection or for the need to make changes that will enhance the publication, according to the editorial policy of the Journal. *Salus* will not be responsible for the views expressed by the author(s) in the papers accepted for publication, nor supportive of them.