Guidelines to authors 2024

This document contains guidance on:

How to prepare the document to be published that includes the common methodological requirements for all types of articles and guidelines on the types of articles that are published and how to prepare each type.

In a second part, guidelines are collected on **how to submit**, clarifying what they are and how to fill out the Metadata, Documents to upload to the journal and how to declare Authorship.

1. How to prepare the document to be published

Scientific communication consists of the transmission of scientific knowledge from a sender to a receiver. This communication takes place in a given context, involves a specific content and takes place over different communication channels. It is important to keep all these elements in mind.

In the health area this can adopt specific objectives such as:

- Reporting research results

- To present guidelines for the diagnosis, treatment or management of a disease.

- To transmit basic scientific knowledge

- Educate about risks or healthy behaviors

Scientific communication involves the transmission of technical information with different degrees of complexity and specialization, and uses scientific language as a vehicle.

Scientific language should be clear, precise, concise and unambiguous.

When preparing the work to be published, these precepts and certain editorial requirements must be met.

To do so, you should consult

- Common methodological requirements for all types of articles.

- Specific requirements for the types of articles to be published

In summary, they are as follows

Common methodological requirements for all types of articles

Title: it must be brief, no more than 15 words, but informative, both in Spanish and English. It should correspond to the subject of the article, be concise, understandable and informative. It should not include acronyms or abbreviations. If names of institutions are used, they must be official and up-to-date. It must be uploaded in the metadata in Spanish and English.

Authors:

1. Name and surname of each author, does not go in the body of the article, but will be uploaded in Metadata through the OJS system and as a complementary file in the general data page. The order in which the authors' data are incorporated into the metadata is the order in which the authors will appear in the publication.

2. The number of authors to declare will correspond to the type of article.

Summary: it must be uploaded to the journal in Spanish and English, with no more than 250 words and single spacing. It will be structured or not depending on the type of article. In case of being structured it will have introduction, objective, methods, results and conclusions. It is written in past tense.

Keywords: They must be concrete and representative of the semantic content of the document, both in the main and secondary contents. There should be at least 3 keywords or phrases, maximum 6. They represent the entries (descriptors) for the indexing and information retrieval systems of the article. One or more keywords must appear in the title. It is recommended to use the Decsfinder keyword search engine (https://decsfinder.bvsalud.org/dmfs) sponsored by Bireme and PAHO.

Bibliographic references: This journal follows the guidelines described in the Recommendations for manuscripts submitted to biomedical journals (Vancouver Style). https://ddd.uab.cat/pub/guibib/60727/mvancouver_a2014iSPA.pdf. You can also consult https://es.wikipedia.org/wiki/Estilo_Vancouver in summary form http://recursosuvs.sld.cu/index.php?P=DownloadFile&Id=147 the original English version https://www.ncbi.nlm.nih.gov/books/NBK7256/pdf/Bookshelf_NBK7256.pdf
The number of bibliographic citations to be included and actuality will depend on the type of article.

Citations must correspond to articles published in scientific journals; Wikipedia references are not allowed. Journals' references, as well as more than 50% of the references must be from scientific documents published on the Internet and be accompanied by the corresponding URL or DOI.

The list of references should be manually numbered. Numerical list cannot be used. In electronic citations, the date of consultation of the url (year, month and day) is separated by slash. E.g. 2021/03/17.

Figures and graphs: They should be submitted in jpg format; in the case of photographs- 300 dpi. Graphics and diagrams should be submitted in an editable format. All should be of adequate quality. The quantity to include depends on the type of article.

Acknowledgements: when considered necessary, the persons, centers or entities that have collaborated or supported the work should be mentioned. If there are commercial implications, they should also appear in this section. The declaration that each of the persons mentioned in the Acknowledgements section authorizes to be mentioned is needed.

Tables: they collect information in a summarized way and present it efficiently. They also allow the information to be displayed with the desired level of detail and precision. The comments made on the data offered will always be referred to in the text and should precede their presentation of the information.

The dimensions of the tables cannot be larger than 800 pixels. The tables smaller than 580 pixels should be placed inside the text; tables larger than 580 and up to 800 pixels should be placed in electronic files independent from the text of the article. All tables should be numbered consecutively, in the same order in which they are cited for the first time in the text that comments on them. Each table should be accompanied by a brief title to be placed above the body of the table. The tables, in their design, must be presented in web 1 style, must not contain horizontal or vertical interior lines or colors, must conform to the orientation of the text, respecting the predetermined right and left margins (3.0 cm) and without exceeding more than one third of the height of the page of the document presented. Each column in the table must contain a brief or abbreviated heading. The maximum number of tables per article is eight, provided that only this resource is used for the presentation.

The table footnote will include the legend, asterisk, note and source (they will be placed in this order, without the word legend, and all its elements are separated by comma or semicolon). In the cases of primary data (survey, clinical record), these do not have sources. The following symbols should be used for footnotes, following the same order presented: *, †, ‡, §, ||, ¶, **, ††, ‡‡.

Statistic measures of dispersion, such as standard deviation or standard error of the mean, should be properly identified. Authors should ensure that each table is properly referenced in the text. If data from other sources, published or not, are presented in the tables, the corresponding permissions should be obtained and the sources should be publicly acknowledged. Decimal numbers should be separated by commas and not by periods. If the article only uses tables or charts for the presentation of its results, the maximum number allowed is eight.

Figures: they should be made and photographed with professional quality, or photo-quality digital reproductions in JPEG or GIF format should be submitted. Figures should be self-explanatory as much as possible, since many will be reproduced directly as slides for scientific presentations. However, titles and detailed explanations should be included in the captions, not in the body of the figures. The maximum number of figures according to the type of article should be reviewed. As in the tables, the dimensions

of the figures cannot be larger than 800 pixels. Figures smaller than 580 pixels should be placed inside the text, figures larger than 580 and up to 800 pixels should be placed in electronic files independent from the text of the article in the formats mentioned above (JPEG or GIF).

X-rays, ultrasound or other images, produced by diagnostic imaging techniques, as well as photographs of pathology specimens or microphotographs, should be sharp photographic reproductions, generally 127 × 173 mm in size and up to 580 pixels. Letters, numbers and symbols included in the figures should be sharp and uniform, and of sufficient size so that each character remains legible in the reduced version of the published article.

Microphotographs should contain scale markers. Symbols, arrows or letters included in the microphotographs should stand out clearly against the background.

Photographs of individuals: the individuals included in the photograph must not be identifiable, or must be accompanied by appropriate written permission allowing the use of the photograph. Whenever possible, specific permission should be obtained for publication of these materials.

Figure caption: it will appear at the end, as a closing and final point; it must be brief and will not exceed one line in length; the word figure will be written in abbreviated form (Fig.) in bold Verdana 10 font, centered at the foot of the figure. The text of the figure should be in Verdana 10 font. If the figure has a caption, this should be placed at the bottom of the figure, center aligned and using Verdana 9 font. The source of the figure should be placed below the number and title of the figure, centered and in Verdana 9 font. Both, the numbering and title as well as the source must be included in the image of the figure itself. If a previously published figure is used, the original source must be identified and written permission from the copyright owner to reproduce the material must be submitted with the manuscript. Unless it is a document in the public domain, this authorization is required regardless of who the authors or the publishing company are.

All the figures will be referred to in the text and will be numbered consecutively according to the Arabic system. In the case of a single figure, it is not numbered.

When symbols, arrows, numbers or letters are used to identify parts of the figure, the meaning of all of them should be clearly identified and explained in the legend. The internal scale of the image should also be explained. In microphotographs, the staining method used should be described.
The total number of tables, figures, photographs, microphotographs and radiographs allowed will depend on the type of article.

Units of measurement: units included in the International System of Units (meters, kilograms or liters) or their decimal multiples must be used for length, height, weight and volume measurements. Temperature should be expressed in Celsius degrees. Blood pressure should be measured in millimeters of mercury.

All clinical laboratory results should be reported in IS or IS-permitted units. If you wish to add traditional units, these should be written in parentheses. Example: Glycemic: 5.55 mmoll/L (100mg/100 mL).

Abbreviations and symbols: only common abbreviations should be used; the use of unusual abbreviations can be extremely confusing for readers. Authors should avoid the use abbreviations in the title of the paper and in the abstract. The first time an abbreviation appears in the text it should be preceded by the complete term to which it refers; if the abbreviation or acronym is in another language, it should be made clear in the display of the term that it is its Spanish translation of that language. Exceptions are common units of measure.

Scientific names of living beings: when it is necessary to write the scientific name of a living being, such as a bacterium, a plant or an insect, the writing of these names must be done according to a specific nomenclature or "taxonomic name".

Scientific names of diseases: they also have a standardized international name; this precise classification and nomenclature is useful for diagnostic and treatment studies, for standardizing causes of disease or death, and for other statistical uses. This nomenclature is known as International Statistical Classification of Diseases and Related Health Problems, and is published and updated periodically by the World Health Organization.

Drug names: an International Nonproprietary Name (INN) is used, which is compiled and updated by the World Health Organization. It can be consulted in a database called MedNet, which includes the official generic names of all drugs.

The different types of articles may deal with topics related to Basic Biomedical Sciences, Clinical and Pathological Sciences, Surgical Sciences, Epidemiological and Health Sciences, Technological Sciences, Stomatology, Nursing, human capital formation, historical and Social Sciences topics, bibliometric and scientometric studies, all related to human health.

Specific requirements for the types of articles to be published

Table 1. Summary of general guidelines for manuscripts submitted to Revista Médica Electrónica

Types of articles	Characteristics of the articles						
	Title (words)	Authors	Summary	Length (words)	Bibliographic references		Figures + Tables
Editorial (Requested by the Editorial Committee)	15	1	It does not require	1 500	Up to 6		2
Original article	15	6*	Structured (250 words)	4 500	From 15 to 25	60 % or more of the last 5 years	8
Short communication	15	4	Structured (250 words)	2 500	From 5 to 15	60 % or more of the last 5 years	4
Review articles	15	3	Unstructured (250 words)	5 000	From 20 to 30	60 % or more of the last 5 years	6
Opinion article	15	3	Unstructured (250 words)	2 500	From 10 to 15	60 % or more of the last 5 years	4
Presentation of cases	15	3	Unstructured (250 words)	2 500	From 10 to 15	60 % or more of the last 5 years	4
Letter to the director	15	2	It does not require	Between 1 000 and 1 500	Up to 6		2
Letter from the director	15	1	It does not require	1 500	Up to 6		1

* State the contribution of each one according to CRediT taxonomy

These aspects can be consulted in the "About" menu on the journal's website on the "Section Policies" page. By clicking on the hyperlinks you can visit the highlighted pages.

2. Submission

The authors interested in submitting papers to the journal should register on the platform (http://revmedicaelectronica.sld.cu/) as readers and authors. Thanks to the facilities provided by the Open Journal System (OJS), the authors will be able to upload submissions and follow up the different phases of the editorial process.

As part of the process of submitting papers to publish, the authors will fill in metadata in OJS and upload the main document and complementary documents to the journal.

All manuscript must necessarily conform to the publication guidelines. Otherwise, they may be rejected without peer reviewing.

Metadata

Metadata are the minimum indispensable information to identify a publication. Metadata are very important in the digital environment, as they help to improve the structure of the information by describing and cataloging it, as well as improving its retrieval.

On the website of the journal (http://revmedicaelectronica.sld.cu/index.php/rme/index), the metadata of each of the authors and the metadata referred to the article should appear:

- Full name(s) (Jose Alberto and not Jose A.);

- Individual e-mail (must be a functional e-mail and be checked periodically);

- ORCID identifier (it is not enough to have a registration number, the author's full details must also appear in the corresponding ORCID registration page and be accessible);

- Institution. The institutional information will include, in this order, the official name of the institution, province and country of the authors;

- Conflict of interest. Declare that no conflict of interest exists. Conflicts of interest include, but are not limited to, financial, personal, politics or religious;

- Title, abstract and keywords in Spanish;

- Then, at the beginning of the page, the language of the form is changed to English, and the title, abstract and keywords are entered in this language.

Documents to be uploaded to the journal.

1. Main document

2. Supplementary files:

    a) Letter of authorization for publication

    b) Originality form

    c) WAME Manuscript Checklist.

    d) General data page (To be filled out if blind peer review is desired. If authors do not fill it out and include their general data in the main document, it will be assumed that an open review is authorized. that an open review is authorized)

General data page (upload as a complementary file)

Title in the original language. It should be concise, understandable and informative. It should not include acronyms or abbreviations. If names of institutions are used, they must be the official ones.

The translation of the title should be placed on the next line.

Full names and surnames of all authors, one bellow the other, ordered according to their participation. Each author should have a number or character in superscript format, indicating his or her affiliation. The number of authors to declare will be in correspondence with the type f article.

The ORCID identifier will be placed near each author's name as a mandatory element. It is not enough to have a registration number; the author's full data must appear in the corresponding ORCID registration page (www.orcid.org).

Institutional affiliations of each author (NO POSITIONS OR TEACHING AND/OR CATHEGORIES).

They are placed below the group of authors. At the beginning of each affiliation will be the number or character in superscript that relates it tone or more authors, following the scheme: university/hospital/polyclinic/other institution. City, country.

Author for correspondence: indicates the e-mail (phone number is optional) which facilitates contact by the editors by courier service.

The abstract should come after the affiliation of the authors. For structured abstracts (Introduction, Objective, Methods, Discussion, etc.), each title of the section should be in bold, followed by a colon. The text of each section of the abstract should appear in separate paragraphs.

Keywords should be after the abstract. They must be concrete and representative of the semantic content of the document, both in the main and secondary contents. There should be a minimum of three key words or phrases and a maximum of six. These represent the entries (descriptors) for the indexing and information retrieval of the article. One or more keywords should appear in the title. It is recommended to use a keyword search engine as Decsfinder (https://decsfinder.bvsalud.org/dmfs), sponsored by Bireme and PHO. They should be uploaded in Spanish and English in metadata.

The abstract in Spanish —Resumen—. The text should follow the typology of the abstract in Spanish.

The key words should be after the abstract.

Number of words in the abstract: up to 250.

Number of words of the article without abstract, titles or references: according to the type of

article.

Declaration (contribution) of authorship: it must be according to CRediT taxonomy for original articles and short communications (see the Authorship section in this document).

Declaration of conflict of interest (if any).

Statement of sources of financing.

Statement of agreement or disagreement with the conduct of an open peer review process (whether agree or disagree).

If the research is a clinical trial, the registration number and where verification of the trial can be performed should be disclosed.

About authorship

Revista Médica Electrónica, in accordance with the recommendations for the conduct, reporting, editing and publication of scholarly works in medical journals, published by the International Committee of Medical Journals Editors (www.icmje.org), considers an "author" to be one who meets all of the following criteria:

Substantial contributions to the conception or design of the research/scientific work; or the acquisition, analysis and interpretation of the data;

To write/prepare the final report or critically review its content;

Approval of the final version of the report to be published;

To be responsible for all aspects of the work to ensure that questions regarding the accuracy or completeness of any part of the work are properly investigated and resolved.

Changes in authorship will not be accepted once the paper has been uploaded to the journal's platform, neither in the order nor in the number of authors or their contribution.

Authors of papers of Revista Médica Electrónica in the sections **original articles** and **short communications** should define the authorship contribution of the different authors of the paper according to CRediT taxonomy (Contributor Roles Taxonomy). View in Home > About the journal > About authorship.