

Editorial Guidance

“*Salud & Sociedad Uptc*” is the official scientific journal of the School of Health Sciences of the “*Universidad Pedagógica y Tecnológica de Colombia*”. This journal publishes biannually original manuscripts from the health and psychology fields. The main objective of this journal is publishing original research work and other types of scientific papers that help expand the knowledge and promote the advancement of the health sciences. Therefore this publication is targeted to health and psychology professionals, researchers of the health sciences, students, and all of those involved in the practice of health and psychology related activities. The types of publications offered by the journal are: original papers, peer reviews, reflective pieces, short articles, essays, clinical cases, and letters to the editor. Under the principle of globalization of knowledge, this journal offers open access of its contents through its website.

Guidelines to Authors

Salud & Sociedad - Uptc accepts the agreement about uniform requirements for Manuscripts, Submitted to Biomedical Journals, set by the International Editors Committee of Medical Journals, (http://www.icmje.org/urm_full.pdf). Therefore all manuscripts submitted are initially reviewed by the Editorial Committee in order to check implementation of such standards. Papers are given in to a process of peer review by experts in the appropriate field. This process is performed anonymously and confidentially, for this reason, the parts do not know the author's or the reviewer's identity respectively and it is the journal editor who is responsible for the communication between them. The response time between reviews is fifteen working days and will be done through e-mail. Papers must be original, this means, neither the article nor part of it, may have been published or submitted to another journal. The further publication or total or partial copy for publishing must be approved by the editor. If the paper has been published in another language and in another journal, it can be accepted for publication as a translation as long as the authors have the approval from the editors of both journals.

Papers should be submitted to **Salud & Sociedad - Uptc** Journal, sent to the e-mail address revistasys@uptc.edu.co; it must be written using Microsoft Word®, Arial 11-point font, 1.5 line spacing, in letter size paper, on single column. Attached to the manuscript, must come a signed letter by all authors where clearly express that the work is unpublished and it has been read and approved by each one of them. Also it might include the section in which the manuscript should be published (paper type) and notifying if the paper

has been submitted partially or fully to study by another journal, adding the name, email and telephone number of authors to whom correspondence should be addressed. The lead author should keep copies of the whole work that has been submitted. All submitted papers which are related to researches about human beings must follow the ethical standards issued by the Declaration of Helsinki, these regulations are established at national and international levels and as well follow the International Ethical Guidelines for Biomedical Research of the Council for International Organizations of Medical Sciences (CIOMS). In case the topic is human research or medication administration, the paper should adopt the good clinical practices. In either case, you must have the approval from the Research Ethics Committee of the institution where the study was lead. It must maintain confidentiality and anonymity of the patients.

The journal consists of the following sections:

Research paper: A document that presents the original results from the development of research projects. Papers must be from completed researches or relevant phases of macro-projects generating impact results.

Review: It's a paper with the results from documentary research which analyzes, systematizes and integrates the results of published or unpublished (in press) researches, in order to account for the progress and development trends of the research subject treated. It is characterized by careful literature review of at least 50 references.

Reflective paper: A document that presents research results from an analytical, interpretative or critical author's perspective after having recourse to original sources.

Short paper: Brief document that presents a partial or preliminary result from a research.

Clinical case: A document that presents results of a case study. Includes commented systematic review of the literature on similar cases.

Essay paper: It is a brief, philosophical, literary or scientific communication, which has supported opinion of the author on a specific topic that is limited to the journal's topics.

Letter to editor: It is a text which exposes a critical comment of general interest to the health area or specifically about a paper that has been published in our journal. It does not have a defined structure, but statements and commentaries must be supported with references that will be cited in Vancouver style. The source must include: full name of each author, institutional affiliation, academic degree and e-mail address of author responsible for post about the manuscript.

Each section of the manuscript should be in accordance with the following sequence: 1. Title page, 2. Abstract and keywords (in Spanish) and Abstract and keywords (in English), 3. Body text, 4. Acknowledgements (optional), disclaimers (conflict of interest), 5. References. Pages should be consecutively numbered, starting from the title page, in the center and bottom of the footer. Figures should be sent as separate files in jpg or gif format with a good resolution (minimum 300 dpi).

1. Title

It includes: a) paper title (in English, Spanish, and Portuguese) which should not include acronyms or abbreviations, and its extension should not exceed 20 words, b) names of each author (first name and initial of middle name (if applicable), first surname and initial of last surname) accompanied by the initials of their studies degrees (ei. MD, Esp, MSc. PhD) and institutional affiliation, c) name of unit and institution d) name and email address of author responsible of the post related to document.

Note: As provided in the Uniform Requirements to be considered the author of a work is crucial to have made substantial contributions to all the following items: a) Origin and design, or acquisition of data and information, or analysis and data interpretation, b) article planning or reviewing for intellectual content; c) final approval of the version to be published.

2. Abstract and keywords

Abstract should not exceed 250 words and should be structured. It must present a short introduction, the aim of the work, the basic methodology (general data), the most important results and the major conclusion. It should be written in an impersonal way. Keywords (minimum 5) will be added below the abstract, these must be included in the list of Medical Subject Headings (MeSH). All of the above must be submitted in English, Spanish and Portuguese.

3. Body text

Its development depends on the type and scheme of work and section where they will be assigned. The manuscript should be concise, avoiding the use of idioms, medical jargon, regionalism or any language variation. Formulas and mathematical expressions should be in accordance with the International System of Units. Use of abbreviations is not recommended except for measurement units. If you use abbreviations and acronyms, the first time mentioned in the text should be in parentheses and be preceded by the complete words. Keep in mind the nomenclature in writing of microorganisms, genes, proteins, or anything that has a specific nomenclature. Each paragraph based on other texts should take its corresponding citation following the uniform requirements for manuscripts submitted to biomedical journals (Vancouver Standards). Examples of this type of citation can be found in http://www.nlm.nih.gov/bsd/uniform_requirements.html. The citation should preferably be written in paragraph at the end, in Arabic numerals in parentheses, and in the same font size of the text.

The specific requirements for each type of item are as follows:

3.1 Research papers: The text should include the following sections:

- a. **Introduction:** It must specify the purpose of the work and summarizes the reasons for study or observation,
- b. **Materials and methods:** full description of features and procedures used in a manner that it could reproduce the results. The type of statistical analysis should be included. In this section is essential to mention ethical considerations and approval by the ethics committee of the institution.
- c. **Results:** Presented in logical sequence in the text, should not be repeated in this data in the tables or illustrations;
- d. **Discussion:** Relevant aspects of the study, the conclusions derived from it and implications of the results are presented. These comments should be related to

other relevant studies which will be cited according to the requirements. The length should not exceed 15 pages including the bibliography but not tables.

3.2 Review: The text should include the following sections:

- a. **Introduction:** Specifies the purpose of work and summarizes reasons for study or observation;
- b. **Methodology:** This section must include databases searched, search terms (keywords) and period of time set by the author about publication dates of viewed articles;
- c. **Contents:** It refers to sections developed in the review, these should appear as unnumbered subtitles;
- d. **Conclusions:** where the most important review ideas and author's opinion of develop topic are set. The length should not exceed 20 pages excluding the bibliography.
 - e) **References:** The number of references should not be less than 50.

3.3 Reflection paper: It consists of an introduction and main theme that can be developed in a composition using unnumbered subtitles. The length should not exceed 15 pages including references and tables if it is considered necessary.

3.4 Short Paper: Text should include the following sections:

- a. **Introduction:** Specifies the purpose of the work and summarizes the reasons for study or observation;
- b. **Materials and Methods:** A comprehensive description of features and procedures used, such that results can be replicate. Type of statistical analysis should be included. In this section is essential to mention ethical considerations and approval by the ethics committee of the institution.
- c. **Results:** Presented in logical sequence in the text, this data should not be repeated in the tables or illustrations.
- d. **Discussion:** New and important aspects of study, those conclusions derived from them and the implications of

results will be emphasized. These comments should be related to other relevant studies. Length should not exceed 10 pages including references and tables.

3.5 Case report: It can be framed in the following four types of case report: a case report without literature review (maximum length of 5 pages), case report with literature review (maximum 7 pages not including bibliography), report of a case series (maximum 5 pages excluding bibliography) and systematic review of cases (maximum 7 pages not including bibliography). In general, it should take the following structure: Title, abstract and keywords (at least 5) in English, Spanish and Portuguese, introduction, demonstration of the case, (author must specify what type of case report refers), discussion, conclusions and references.

4. Acknowledgements and disclaimers

Contributions requiring gratitude will be included, but it should not justify authoring, such as general support given by the head of a department. Other examples include scientific advisors, reviewers, data collectors, etc. On the same page a paragraph will be included with the "disclaimers" where conflicts of interest and information on funding sources will be declared (if it exist) (i.e. contributions from public or private entities; contributions from the pharmaceutical industry, supplier of any equipment or tools, etc).

5. References

References are mentioned with Arabic numbers, and listed according to the order of appearance of the citations in the text and are written single spaced. The sketch and punctuation of references and abbreviations for journal titles should be based on the formats used by the uniform requirements for manuscripts submitted to biomedical journals (http://www.nlm.nih.gov/bsd/uniform_requirements.html). Abstracts should not be used as a reference.