

Instructions to authors

OBJECTIVES AND EDITORIAL POLICY

Comunicação em Ciências da Saúde is a quarterly publication of scientific spread of the Secretaria de Estado de Saúde do Distrito Federal, in circulation since 1990.

Edited by the Fundação de Ensino e Pesquisa Em Ciências da Saúde it aims at publishing works of all areas of health and related sciences, which contribute to the understanding and resolution of health issues.

The journal is indexed on database Lilacs/Bireme and it adopts the rules set forth by associação Brasileira de Editores Científicos (Abec).

Comunicação em Ciências da Saúde is freely distributed to libraries of academic and health institutions, teaching hospitals, state health systems and organs of the Secretaria de Estado de Saúde do Distrito Federal.

The full version of all papers is gratuitously available at www.fepecs.edu.br.

All manuscripts should be sent to Comunicação em Ciências da Saúde exclusively, their simultaneous submission to other journals not being allowed.

No manuscript will be considered which has already been published or is being considered by another journal, with the exception of summaries or preliminary reports published in annals of scientific meetings.

It is the authors' exclusive responsibility the provision of concepts and the relative statements of facts and opinions contained in the work, authorizations regarding image rights, as well as the due permission for the use of material published elsewhere.

It is the author's responsibility to proofread the manuscript but the newspaper reserves the right to correct eventual mistakes.

Submitted manuscripts will be evaluated by anonymous members of the journal's editorial board.

Comunicação em Ciências da Saúde is open to national and international contributions in Portuguese, English and Spanish.

Submitted manuscripts should observe the journal's norms for publication.

TYPES OF CONTRIBUTIONS

The journal receives contributions for the following sections:

Original articles: laboratorial, clinical and epidemic research results.

Review articles: critical and systematized evaluations of the literature on certain themes.

Case reports: clinical cases with important and well documented descriptions of clinical and laboratorial points of view.

Essays: works that promote a reflection and discuss subjects that generate queries and hypotheses for further research.

Reviews: objective and detailed reviews of a publication's content, accompanied by a critical evaluation of that work.

Theses and dissertations abstracts: syntheses of dissertations and presented and approved theses.

Institutional technical reports: public service studies that deal with subjects of interest in health.

Letters to the Editor: Readers' opinions on articles published in the journal.

Editorials: Texts on editorial style written by the council members, collaborators (only under invitation).

PREPARATION OF MANUSCRIPTS

All manuscripts must be written in font Times New Roman, size 12, double-spaced in the text and simple-spaced in the abstract, margins of 2 cm and white paper format A4.

All pages must be numbered starting from the first one. The use of headers or footers is not allowed.

All papers should be accompanied with a cover page containing:

- Title concisely and fully described, at a maximum of 15 words, lower case (first letter of the sentence in capital letter) and bold. Papers written in Portuguese or Spanish should have their titles translated into English; papers written in English should have their titles translated into Portuguese.
- The authors' full names and respective institutions, cities and countries (please relate authors and institutions with superscript Arabic numbers).
- Name of department/section and of the institution in which the study was accomplished.
- Author's data for correspondence: name, complete address and e-mail address.
- If it was funded, indication of the kind of aid (financing, equipments and medicine supply, among others), name of the agency and/or company and respective register number of project or of process.

- If based on a thesis, dissertation or monograph, indication of the title of work, year and institution where it was presented.

- Total number of pages and number of tables and illustrations.

The second page of the manuscript should contain the abstract and keywords, according to the following directions:

- Only original articles, reviews, case reports and essays should contain abstracts.

- Articles must present two versions of the abstract, one in Portuguese and the other in English. When written in Spanish, the second abstract must be in English.

- As for the original articles and reviews, the abstracts must be written in a structured format. Case reports and essays can be accompanied with narrative summaries.

- The abstract must contain up to 250 words; abbreviations, shortening and bibliographical citations must be avoided.

- The keywords, from 3 to 5, must accompany the abstracts in their respective languages. They must be extracted from the structured vocabulary and trilingual DeCS – Descritores em Ciências da Saúde. The vocabulary DeCS was developed by Bireme starting from MeSH – Medical Subject Headings of US National Library of Medicine for use in the indexation of scientific articles and is available at <http://decs.bvs.br/>

Original articles – objectives and methods must be described (study design, participants, interventions, main result measures, among others), as well as results and discussion (other formats can be accepted). The manuscript must have, at most, 20 pages (references included), 5 tables and illustrations in the group and 20 references.

Article reviews – the objectives, collection method and data evaluation, synthesis of the evidence and conclusions must be described (other formats can be accepted). The manuscript must have, at most, 20 pages (references excluded), 5 tables and illustrations in the group and 100 references.

Case reports - the objectives, description and comments must be described (other formats can be accepted). The manuscript must have a maximum of 10 pages, 3 tables and illustrations in the group and 10 references.

Essays - must have from 5 to 10 pages.

Book reviews - must have at most 3 pages.

Theses and dissertations abstracts - must have at most 2 pages.

Institutional technical reports - must have at most 5 pages.

Letters to the Editor - must have at most one page.

Tables – must be inserted in the text, with titles at the top and numbered consecutively with Arabic ciphers, in the order they are mentioned in the text. Pictures should be identified as tables, following a single numbering in the whole text. The use of horizontal and vertical internal lines must be minimized. Explanatory notes should be inserted at the bottom of the tables.

Illustrations - Illustrations (pictures, drawings and graphs) can be inserted in the text or presented on separate sheets with indications of the places where they should be inserted in the text. Titles must be inserted at the top of illustrations and must be numbered consecutively with Arabic ciphers, in the order they are mentioned in the text. The numeric data used for the elaboration of graphs must be supplied. Letters and symbols must be used to designate footnotes. Illustrations must be high quality definition, in black and white and/or different gray scale and/or hatching. The information contained in tables or illustrations should not be repeated in the text and illustrations should not repeat table data. Tables and illustrations must be mentioned in the text and must be sufficiently clear to allow their reproduction, when necessary.

Abbreviations and shortening - standardized forms must be used and must be written in full in parentheses when mentioned for the first time. These must not be used in titles or abstracts and their use in the text should be limited.

Conflict of interests - the source of funding, membership, and any possible conflict of interests must be mentioned on a separate sheet of paper. Conflict sources are considered, among others, funding, subordination relationships and consultancies related to medicine manufacturers and of other products used in the study, as well as those of competitors. That information shall not influence the editorial decision; however, if the article is accepted and that piece of information is considered to be relevant, it can be included in the final version by the editor.

Researches involving human beings - a written statement declaring the study has been approved by the Committee of Ethics in Research must be provided and should be included in the last paragraph in the item 'methodology'.

Collaborations - Each author's participation type must be specified at the end of the text.

Gratitudes - these must be brief and placed after the collaborators' specification, before references. Authors can relate people or institutions and their respective contributions to the study as well as institutions that have contributed with any kind of material support.

Nomenclature - authors should observe rules of zoological and botanical nomenclature strictly and use generic names of medicines, equipments and other products; when the research uses brand products, authors should include the brand name and the manufacturer's name in parentheses after having mentioned the generic name for the first time.

Bibliographical references in the text - these must be identified by superscript Arabic numbers, in a consecutive way, according to the order they are mentioned in the text, tables and illustrations, and they must consist of a list of bibliographical references. In order to avoid the excessive use of references, authors should select the most relevant ones giving priority to most recent studies. For citation in the text, if there are two authors, their names should be linked by the conjunction "and"; if there are more than two, the first author's name should be followed by the expression "et al".

Authors should avoid the use of abstracts, personal communications or any other type of material of restricted circulation as references, such as the results of non-published material. If the use of non-published material or personal communications is considered essential, authors should provide a brief description of it, in parentheses, followed by name – example, Silva L (results of non published or personal communication) – and after having owed permission in writing for use of that information.

References - references should be listed at the end of the article, in numerical order. All references must be presented according to the general standard of the "Uniform Requirements for Manuscripts Submitted to Biomedical Journal". Titles of books and publishers should not be abbreviated. The titles of journals can be written or abbreviated according to Index Medicus/Medline. They should report the first 6 authors' names; when exceeding this number the use of the expression "et al" is required. References to personal communications and non-published studies should not be included in the list of references. Articles accepted for publication can be mentioned accompanied by the expression "no prelo" ("in press") followed by the name of the journal and the probable year of publication. The accuracy of the references and the correct text citations are the authors' entire responsibility.

COMUNICAÇÃO EM CIÊNCIAS DA SAÚDE - CCS

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- Comprometemos a atender os prazos estipulados pelos editores do periódico Comunicação em Ciências da Saúde.
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OBSERVAÇÃO

A ordem dos autores deve ser a seguinte:

O primeiro autor deve ser sempre o que faz a maior parte do trabalho, seguido pelos demais, em ordem decrescente de importância no trabalho.

Artigos decorrentes de trabalhos estudantis de qualquer nível sempre devem ter como primeiro autor o discente, exceto quando este abandona o trabalho.

A listagem dos autores deve ser feita por ordem alfabética do sobrenome a partir do terceiro autor.

O orientador, sempre, deve ter seu nome colocado em último lugar.