Instructions to authors

Médicas UIS, Journal of Medical Students at Universidad Industrial de Santander, is a scientific publication which conditions are in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, created in 1987 by the International Committee of Medical Journal Editors and updated in October, 2007.

EDITORIAL PROCESS

Once manuscripts are received, they are valued by the First Assessment Committee of Médicas UIS, which is attached to the Department of Editorial Possibilities. In this evaluation, it is set if the text meets the minimum requirements for publication, outlined in: classification, components and interest to the community. With this observation, it is determined whether the text should be sent back to the author or if it has the possibility of being published.

Any document that is a candidate for publication in Médicas UIS proceeds to the Editorial Department. At this time, the reception date is established and an Editor is assigned, who will be responsible for ensuring the design, literary and scientific quality of the manuscript. This Editor will conduct a further review to check the minimum components, including: publishing and editorial sections, such as letterhead and subspecialty. If the manuscript is accepted, it will be reviewed by the Chief of the Editorial Department, who will formalize the entry within Médicas UIS Editorial Process. Then, multiple rounds of review and verification will be performed by the Internal Editor committee and the External Peer Review committee, made up by scientists with MSc or PhD degree in the area, who ensure the highest literary quality and scientific accuracy.

The number and duration of necessary review rounds is set according to the complexity, type, quality and length of the text. Once they are performed, we proceed to the drafting of the Editorial Assessment, a document in which are recorded all corrections, opinions and suggestions collected during the mentioned reviews. The author has a time limit of two or three weeks to respond to the Editorial Assessment. Upon receipt of this reply, the Managing Editor proceeds to review the information changed or added by the author, provided that this has been in line with the request and therefore has the criteria for publication. In that moment, the acceptance date is established. Médicas UIS reserves the right to publish based on its stated scientific and literary standards, therefore, the fact that a manuscript starts the editorial process does not imply its subsequent publication.

After the document has been accepted for publication, we proceed to the process of Layout, which is based upon the design parameters of Médicas UIS. After completing this step, new review rounds are performed in order to detect new errors of form or style in the text. Then, the diagrammed manuscript is sent to the authors. They have maximum of 48 hours to make the final corrections of important details in article. Then, the final article goes to the Marketing Department of Médicas UIS and the Publishing Department of Universidad Industrial de Santander, who guarantee its print and online publication.

Our journal distributes only unpublished works, and publication rights must be assigned exclusively to Médicas UIS. If the article has been presented in an academic event or divulged in other means of publication, the author must inform the Department of Editorial Possibilities.

Médicas UIS reserves the right to make changes in the text in order to improve the language and information presented when it is absolutely necessary. Medical UIS assumes no responsibility for the views expressed by the authors.

Manuscripts can be sent to the following e-mails: medicasuis@gmail.com or posibilidadesmedicasuis@gmail.com. These addresses are protected from spam thefts. The electronic format must be sent in .Doc or .Docx formats, with the parameters that will be mentioned below.
**Types of Articles**

**Original Article or Scientific and Technological Research Article:** This document presents in detail the original results of completed research projects. The structure generally used contains four important parts: introduction, methodology, results and conclusions.

**Reflection Article:** This document presents results of a completed research from an analytical, interpretative or critical perspective on a specific topic, using original sources.

**Review Article:** These are systematic reviews of the scientific literature. They are detailed, selective and critic studies, that aim at analyzing and integrating essential information from primary research studies on a specific health problem, in order to account for the advances and trends development. It is characterized by a careful review of the literature with at least 50 references.

**Topic Review:** This document is the result of a critical review of the literature on a particular topic.

**Case Report:** This is a presentation of clinical cases of medical interest, accompanied by a review of the literature. Minimum 20 references are included in the text.

**Clinical Cases:** These are academic exercises of interpretation of clinical history and laboratory test results, aimed at exposing difficult cases, unusual or with an atypical presentation, suggesting a diagnostic and therapeutic challenge.

**Letters to the Editor:** These are comments of general interest to the health field or about articles published in Médicas UIS. Similarly, trials of medical legislation, its implications, social and economic impact, perspectives and constructive conclusions that make way for discussion and questioning of a position on policy issues regarding health.

**Current Biomedical:** This type of article shows the latest advances in the biomedical sciences, institutional policies or editorial standards and current education policy in biomedicine.

**About the Article**

**GENERAL**

- Unpublished.
- .Doc or. Docx Format.
- Single column - justified.
- Space 1.5.
- Sheet size letter, legal or A4.
- Font type: Calibri, Arial or Times New Roman.
- Standard size.
- Black ink.
- Signed authorship letter.
- Centered title.

**AUTHORSHIP LETTER**

The article must be accompanied by a letter signed by the authors, which must express clearly that the submitted manuscript has been read and approved by each and every one of them to be sent to Médicas UIS. Also, the Authorship Letter must clarify that the rights of publication of the article will be transferred exclusively to Médicas UIS, and it must state that the article has not been previously published or submitted simultaneously to another journal.

**TITLE**

- Appealing.
- Short and concise.
- Easy to read.
- Should include important information.
- Maximum limit of 15 words, excluding definite and indefinite articles. Limit of 25 words for Original and Review articles.

**AUTHORS**

- Full names.
- Use hyphen between the names if you want both to appear in the bibliography.
- List them in ascending order according to their “importance” in the conduct of the article or the ranking of the research group.
- List by asterisks (*) to be correlated in the credits.
- Authors with the same academic and institutional
affiliation are marked with the same number of asterisks.

CREDITS

- Include at least: academic title(s), current affiliation, sponsor institution, city and country. Separated by dots.
- Students and residents should indicate program level, semester or year of training (Roman numeral), School and/or Faculty.
- Medical graduates will be noted with the initials MD (Medical Doctor), as well as abbreviations of other academic titles.


CORRESPONDENCE

- Contact information of the responsible group or author.
- Include at least the surname of the recipient and a complete written correspondence address, as stated by the National Postal Service, including neighborhood, city, country and if possible, zip. Telephone, fax and e-mail are optional.
- If phone or fax numbers are added, you must add the international dialing code (+57 for Colombia).
- The mail reference or e-mail must correspond to the work office of the group (if any) or the address of the corresponding author.
- Please write down only a postal address, e-mail and phone number.


ABSTRACT

- It must reflect the main ideas and findings of the text.
- Usually a single paragraph.
- It must not contain acronyms, abbreviations, citations or references to tables or figures.
- Please note some details that are often overlooked.

- It must be written in the past tense.
- For Original Articles, it must be structured according to the sections in the whole text (Introduction, Methodology, etc.)
- Limit of 1000 characters, including spaces, and 1800 for Original and Review articles.

KEYWORDS

- Minimum limit of 3 words or terms, which must be directly related to the text.
- Avoid using overly general terms.
- They are to be found in the Medical Subject Headings (MeSH) database of the U.S. National Library of Medicine.

SUMMARY, TITLE & KEYWORDS IN A SECOND LANGUAGE

- Scientific texts must submit the title, abstract and keywords in at least two languages. Therefore, they should be almost verbatim transcripts, without adding or omitting information.
- By default, if the document is in Spanish, the second language is English.
- If the document is written in English, by default, the second language is Spanish.
- If the document is written in a language other than English or Spanish, the second language may be any of these two.

BODY TEXT

It should have at least these sections:

- Introduction (may include objectives and epidemiology).
- Development of text or subcomponents.
- Acceptance ethics and conflicts of interest.
- Results and discussion.
- Conclusions.
- Acknowledgements (optional).
- References
- Annexes.

TO BE NOTED

- The arguments must be presented in a clear and coherent way.
- Take special care to keeping the timeline of the study or the events.
- References are listed in order as they appear in the text.
- Acronyms and abbreviations will be accepted,
if and only if, they are used at least three times within the text. Otherwise, you must write the full names.

• Avoid excessive use of parentheses and single-sentence paragraphs.

• Always keep in mind that the article is read by people from different countries. Avoid local terms.

• At the end of titles or subtitles do not use punctuation.

**Annexes**

**ILLUSTRATIONS**

• They should be in the body text or the Annex section. Also, they must be sent as separate files in .JPG, .JPEG or .BMP formats (graphics may also be presented in Excel or Power Point).

• Avoid displaying images with low resolution or bad quality.

• It is considered appropriate to add some short caption explaining the intent or what you aim to display with such material.

**TABLES**

• They must be submitted as Word, PowerPoint or Excel files, and must be modifiable.

• Any table presented as image or .PDF format will be rejected.

• They may be included in the Annex section or sent as a separate document.

**BIBLIOGRAPHIC REFERENCES**

• The numbers must correspond to those cited in the text.

• When writing, you must follow the Médicas UIS Guide for Submission of References, which is in accordance to the Vancouver Protocol for publishing scientific texts.

• No references limit.

• Avoid using old references (more than 5 years before the publication of the article), especially if they refer to procedures or treatments.

**Médicas UIS Guide for Submission of References**

**ARTICLES IN JOURNALS**

**Standard journal article**


**More than six authors**


**Organization as author**


**No author given**


**Article not in English**


**Optional translation of article title (MEDLINE/PubMed practice):**


**Volume with supplement**


**Issue with supplement**

Volume with part

Issue with part

Issue with no volume

No volume or issue

Pagination in Roman numerals

Type of article indicated as needed


Article containing retraction

Article retracted

Article with published erratum

BOOKS AND MONOGRAPHS

Personal author(s)

Editor(s), compiler(s) as author

Organization(s) as author

Chapter in a book

Conference proceedings

Conference paper

Scientific or technical report
Issued by funding/sponsoring agency:

Issued by performing agency:
**Dissertation**

**Patent**

**OTHER PUBLISHED MATERIAL**

**Newspaper article**

**Audiovisual material**

**Legal material**

**Unenacted bill**

**Code of Federal Regulation**

**Hearing**

**Map**

**Dictionary and similar references**

**Classical Material**

**Unpublished Material**
In press or Forthcoming:

**ELECTRONIC MATERIAL**

**Journal article on the Internet**

**Monograph on the Internet**

**OTHER SOURCES OF INFORMATION**

International Committee of Medical Journal Editors: www.icmje.org

World Association of Medical Editors (WAME): www.WAME.org

Council of Science Editors (CSE): www.councilscienceeditors.org

European Association of Science Editors (EASE): www.ease.org.uk


Cochrane Collaboration: www.cochrane.org

Mulford Library, Medical College of Ohio: www.mco.edu/lib/instr/libinsta.html