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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.

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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.

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TITLE

- Appealing.
- Short and concise.
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- 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.
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- List by asterisks (*) to be correlated in the credits.
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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.

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CORRESPONDENCE

- Contact information of the responsible group or author.
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- If phone or fax numbers are added, you must add the international dialing code (+57 for Colombia).
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- Please write down only a postal address, e-mail and phone number.

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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.

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- 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.

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- 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.
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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.
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- Avoid excessive use of parentheses and single-sentence paragraphs.
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- It is considered appropriate to add some short caption explaining the intent or what you aim to display with such material.

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- 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

Vega K, Pina I, Krevsky B. Heart transplantation is

associated with an increased risk for pancreatobiliary disease. *AA Intern Med.* 1996;124(11):980-3.

More than six authors

Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood leukaemia in Europe after Chernobyl: 5 year follow-up. *Br J Cancer.* 1996;73:1006-12.

Organization as author

The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust.* 1996;164:282-4.

No author given

Cancer in South Africa [editorial]. *S Afr Med J.* 1994;84:15.

Article not in English

Ellingsen AE, Wilhelmsen I. Sykdomsangst blant medisiner- og jusstudenter. *Tidsskr Nor Laegeforen.* 2002;122(8):785-7. Norwegian.

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

Ellingsen AE, Wilhelmsen I. [Disease anxiety among medical students and law students]. *Tidsskr Nor Laegeforen.* 2002 Mar 20;122(8):785-7. Norwegian.

Volume with supplement

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect.* 1994;102 Suppl 1:275-82.

Issue with supplement

Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol.* 1996;23 (1 Suppl 2):89-97.

Volume with part

Ozben T, Nacitarhan S, Tuncer N. Plasma and urine sialic acid in non-insulin dependent diabetes mellitus. *Ann Clin Biochem.* 1995;32(Pt3):303-6.

Issue with part

Poole GH, Mills SM. One hundred consecutive cases of flap lacerations on the leg in ageing patients. *N Z Med J.* 1994;107(986 Pt 1):377-8.

Issue with no volume

Turan I, Wredmark T, Fellander-Tsai L. Arthroscopic ankle arthrodesis in rheumatoid arthritis. *Clin Orthop.* 1995;(320):110-4.

No volume or issue

Browell DA, Lennard TW. Immunology status of the cancer patient and the effects of blood transfusion on antitumor responses. *Curr Opin Gen Surg.* 1993;3:25-33.

Pagination in Roman numerals

Fisher GA, Sikic BI. Drug resistance in clinical oncology and hematology. Introduction. *Hematol Oncol Clin North Am.* 1995 Apr;9(2):xi-xii.

Type of article indicated as needed

Enzensberger W, Fischer PA. Metronome in Parkinson's disease [letter]. *Lancet* 1996; 347:1337.

Clement J, De Bock R. Hematological complications of hantavirus nephropathy (HVN) [abstract]. *Kidney Int.* 1992;42:1285.

Article containing retraction

Garey CE, Schwarzman AL, Rise ML, Seyfried TN. Ceruloplasmin gene defect associated with epilepsy in EL mice [retraction of Garey CE, Schwarzman AL, Rise ML, Seyfried TN. In: *Nat Genet* 1994;6:426-31]. *Nat Genet.* 1995;11:104.

Article retracted

Liou GI, Wang M, Matragoon S. Precocious IRBP gene expression during mouse development [retracted in *Invest Ophthalmol Vis Sci.* 1994;35:3127]. *Invest Ophthalmol Vis Sci.* 1994;35:1083-8.

Article with published erratum

Hamlin JA, Kahn AM. Herniography in symptomatic patients following inguinal hernia repair [published erratum appears in *West J Med* 1995;162:278]. *West J Med.* 1995;162:28-31.

BOOKS AND MONOGRAPHS**Personal author(s)**

Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

Editor(s), compiler(s) as author

Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

ORGANIZATION(S) AS AUTHOR

Institute of Medicine (US). Future of the medicine. Washington: The Institute; 1992.

Chapter in a book

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. p. 465-78.

Conference proceedings

Harnden P, Joffe JK, Jones WG, editors. Germ cell tumors V. Proceedings of the 5th Germ Cell Tumor Conference; 2001 Sep 13-15; Leeds, UK. New York: Springer; 2002.

Conference paper

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin: Springer; 2002. p. 182-91.

SCIENTIFIC OR TECHNICAL REPORT**Issued by funding/sponsoring agency:**

Smith P, Golladay K. Payment for durable medical equipment billed during skilled nursing facility stays. Final report. Dallas (TX): Dept. of Health and Human Services (US), Office of Evaluation and Inspections; 1994 Oct. Report No.: HHSIGOEI69200860.

Issued by performing agency:

Field MJ, Tranquada RE, Feasley JC, editors. Health services research: work force and educational issues. Washington: National Academy Press; 1995. Contract No.: AHCPR282942008. Sponsored by the Agency for Health Care Policy and Research.

Dissertation

Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis (MO): Washington Univ.; 1995.

Patent

Larsen CE, Trip R, Johnson CR, inventors; Novoste Corporation, assignee. Methods for procedures related to the electrophysiology of the heart. US patent 5,559,067. 1995 Jun 25.

OTHER PUBLISHED MATERIAL**Newspaper article**

Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. *The Washington Post* 1996 Jun 21;Sect.A:3 (col.5).

Audiovisual material

HIV+/AIDS: the facts and the future [videocassette]. St. Louis (MO): Mosby-Year Book; 1995.

Legal material

Public law: Preventive Health Amendments of 1993, Pub. L. No. 103-183, 107 Stat. 2226 (Dec. 14, 1993).

Unenacted bill: Medical Records Confidentiality Act of 1995, S. 1360, 10th Cong., 1st Sess. (1995).

Code of Federal Regulation: Informed Consent, 42 C.F.R. Sect. 441.257 (1995).

Hearing: Increased Drug Abuse: the Impact on the Nation's Emergency Rooms: Hearings Before the Subcomm. on Human Resources and Intergovernmental Relations of the House Comm. on Government Operations, 103rd Cong., 1st Sess. (May 26, 1993).

Map: North Carolina. Tuberculosis rates per 100,000 population, 1990 [demographic map]. Raleigh: North Carolina Dept. of Environment, Health, and Natural Resources, Div. of Epidemiology; 1991.

Dictionary and similar references. Stedman's medical dictionary. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p. 119-20.

Classical Material: The Winter's Tale: act 5, scene 1, lines 13-16. The complete works of William Shakespeare. London: Rex; 1973.

Unpublished Material

In press or Forthcoming: Leshner AI. Molecular mechanisms of cocaine addiction. N Engl J Med. In

press 1996.

ELECTRONIC MATERIAL**JOURNAL ARTICLE ON THE INTERNET**

Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24screens]. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>

MONOGRAPH ON THE INTERNET

CDI, clinical dermatology illustrated [monograph on CD-ROM]. Reeves JRT, Maibach H. CMEA Multimedia Group, producers. 2nd ed. Version 2.0. San Diego: CMEA; 1995.

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

Society for Scholarly Publishing (SSP): www.ssp.net

Cochrane Collaboration: www.cochrane.org

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



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