

INSTRUCTIONS TO AUTHORS

Manuscript submission

By written communication directed to the Editor of **Revista Med** the authors will send the original version of the article by electronic mail to the E-mail: revista.med@unimilitar.edu.co or by magnetic form to the following postal address:

Editor **Revista Med**
Decanatura Facultad de Medicina
Tr. 3ª # 49-00, Piso 6.
Bogotá, D.C. Colombia.

The articles must be accompanied by a letter of presentation directed to the Editor, in which the authors submit into consideration the manuscript for publication, along with the annexed format in which it is specified that it is a work not published previously, not sent to another simultaneous publication and that all the authors agree, as much with their content, as with yielding the publication rights to the **Revista Med**.

The Editor will confirm receipt of the manuscripts received, informing the authors about the acceptance for evaluation, or of the suggestions to include them in this process. Once accepted they will be sent for evaluation by expert pairs, that will recommend to the Publishing Committee their publication or rejection, annexing the respective suggestions that may be methodological, of content, or style. Those suggestions will be sent to the authors, so that they can make the suggested adjustments. In case of disagreement, the authors will express their concepts to the editor, who will send them to a second or third expert and with the new concept, the Publication Committee will make a definitive decision that will be opportunely communicated to the authors.

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Article types

The **Revista Med** will accept manuscripts that adjust to the following classification proposed by Colciencias, which is reproduced below, highlighting the importance of an updated bibliography and, when the issue warranted, must include the references that at national, latinamerican, or both level, get the reader contextualize in the subject.

- 1) *Article of Scientific and Technological Research*. Documents that presents on a detailed way, the original results of experimental, clinical, epidemiological and human sciences researchs projects. The structure generally utilized contains four main elements: introduction, methodology, results and discussion, including in the latter the conclusions.
- 2) *Deliberation Articles*. Documents that present research results from an analytical perspective, interpretative or critical of the author, on a specific subject, based on original sources. The literature review should be sufficiently, comprehensive, and updated.
- 3) *Review articles*. Documents result of an investigation where the results of investigations published or not published, on a field in science or technology, are analyzed, systematized and integrated with the purpose of accounting the advances and the development tendencies. It is characterized by presenting a careful bibliographical revision of at least 75 references, that include the latest reports published in journals of recognized value.
- 4) *Short Article*. Brief documents that present preliminary or partial original results of a scientific or technological research that generally require a quick diffusion.
- 5) *Case Report*. A document that presents the results of a study on a particular situation with the purpose of presenting the technical and methodological experiences considered in a specific case. It includes a commented systematic review of the literature on analogous cases.
- 5) *Topic Review*. Documents result of the critical review of literature on an individual topic. It is characterized by a careful review of the literature of at least 50 references that include the latest reports published in journals of recognized value.
- 6) *Letters to the Editor*. Critical, analytical or interpretative positions on documents published in the Journal or others, that in opinion of the Publishing Committee constitute important contributions to the discussion of the subject by the scientific community of reference.
- 7) *Medical Images Gallery*: Photographs of clinical cases of great impact or that by their infrequency deserve to be recognized and disclosed.

Structural Scheme for Manuscripts

The manuscripts will have to be written up and structured according to the international norms for presentation of scientific articles established by the Uniform Requirements for Manuscripts Submitted to Biomedical Journals that can be consulted in the following address: www.icmje.org

The text must be written in Word, letter Arial type number 12 to double-space with margins of at least 2.5 cm. The titles and subtitles will be written in small letter and the length of the text must not exceed 15.000 words, including pictures and graphs.

The front page of the manuscript will contain: a) title of the work; b) full name of each author, professional title, and current academic position; c) institutional affiliation; d) section, department, service and Institutions due credit for the execution of the work; e) the declarations of discharge of responsibility if it exist; f) electronic and postal address of the corresponding author (including phone and fax numbers).

Title, Abstract and Key Words

The title, abstract and key words must be written up in Spanish and English and the article contents may be written in Spanish or English.

The title, which must not occupy more than three lines, will represent concisely the content of the article.

The Abstract, of semi structured type, must not be more than 500 words and will describe the objective of the study or investigation, the used methodology, the most important results and conclusions.

After the abstract, the author must choose between three and five key words, that also could be short phrases, remembering that for both, in Spanish and in English, the terms MeSH or DeCS must be used, which can be found in the following address:

MeSH: <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=mesh> (English)

DeCS: http://decs.bvs.br/cgi-bin/wxis1660.exe/decserver/?IsisScript=../cgi-bin/decserver/decserver.xis&interface_language=e&previous_page=homepage&previous_task=NULL&task=start (Spanish)

Introduction

It will have to express the purpose of the article and a summary of the logical foundation of the study or observation.

The strictly pertinent references must be mentioned, without turning into an extensive review of the subject. In the Introduction the results of the work are not included.

Materials and Methods

The methods, population and sample, techniques and procedures must be mentioned in a precise manner in order that they can be reproduced.

Results

The results must be presented with a logical sequence within the text, along with the tables, figures or illustrations, emphasizing the most important observations. The data organized in the tables or illustrations must not be repeated in the text.

Discussion

The author will explain the meaning of the results and its limitations, including the implications in future research, but without repeating them in detail, since they already were in the results. Also there will be emphasis in the new aspects and relevancy of the study and conclusions will be proposed deducted from the results, avoiding statements that lack scientific support. The nexus of the conclusions with the objectives of the study must be established, avoiding general statements. When it is appropriate, recommendations can be included.

Figures, Tables and Photos

The maximum number for figures, tables and photos for each article is eight and they will be included at the end of the document, after the bibliographical references. The author must specify titles and legends of each one of the images. The author will be responsible to annex the respective publication authorization by the copyright holder if the images are not its property.

Acknowledgements

At the end of the text, it is allowed to acknowledge one or more people or institutions that made substantive contributions to their work. It can be specified the type of support: financial, technical, logistic, etc.

Of conflicts of interests and financing

In the cases that conflicts of interest exist related to the project support, the author must state them. For original research, the author must specify the financing sources.

References

References will have to be numbered consecutively following the order in which they are mentioned for the first time in the text (system of mention order), following the recommendations of the Vancouver Norms:

<http://library.curtin.edu.au/referencing/vancouver.pdf>

If a reference is mentioned more than once, its original number will be used in later citations. Article summaries can not be used as reference and when it is an accepted article, but not yet published, this one will be mentioned within the references as in “in press” or “next to be published”; in this last case, one must have the written authorization from the author and verification that it has been accepted for publication.