

Guidelines for authors

Enfermería Clínica

ENFERMERIA CLINICA PUBLICATION GUIDELINES FOR AUTHORS*

The mission of the Journal *ENFERMERIA CLINICA* is the development and spreading of nursing knowledge, particularly focusing on those areas that tackle new areas for the advancement of the Nursing profession, as well as to collaborate in the communication of those results relevant to Health and that are directly related to nursing, and in multidisciplinary, projects and interventions, which could be a study, either in the clinical, academic, or management field. Always under the rigour of basic quality rules, in search of the best available evidence, with a global and integrated vision of the knowledge and with a vocation to internationalise the spreading of nursing knowledge, generated in an increasingly globalised world.

Articles that approach topics of interest to Nursing or health professionals in general, in any their areas of activity, which help to generate knowledge and may be useful in the development of patient care, will be considered for publication, and preferably, those that have a higher impact in clinical practice and oriented more towards health results, in both Primary Care and in Hospital care.

The manuscripts should be prepared following the recommendations of the International Committee of Medical Journal Editors, according to the latest version, available at: <http://www.icmje.org>

You can consult the version translated into Spanish at: http://www.metodo.uab.cat/docs/Requisitos_de_Uniformidad.pdf

JOURNAL SECTIONS

Editorial. This section will consider comments and reflections on any new topic related to care or to health sciences in general, that may be of interest to Nursing professionals.

Editorials will usually be commissioned by the editorial board, although the Journal is open to proposals on topics and authors that may be able to develop them.

Originals. Original research studies carried out using qualitative or quantitative methodology, or both, will be published in this section. Systematic reviews on any aspect related with care will also be considered for this section. The originals quantitative methodology must not exceed 16,750 characters with spaces. The maximum number of literature references will not exceed 30, and there will be no more than 6 Tables or Figures.

Their structure will be:

Introduction, Method, Results, and Discussion. It will include an unstructured abstract (Objective, Method, Results, and Conclusions), in Spanish and in English, of a minimum of 1,350 characters with spaces, and with a maximum of 1,650 characters with spaces.

The maximum number of authors allowed for these types of articles will be 6.

Originals with Qualitative Methodology

The original manuscripts in which qualitative methodology has been used will not be adapted to all the sections of the proposed structure, but they could take the following order: Introduction, Method, Results, and Discussion, and Conclusions. If the type and content of the study so requires it, the number of words of the body of the manuscript could be extended to 25,750 characters with spaces, and the number of references, up to 40.

The recommendations to follow for manuscripts that have used quantitative methodology must be taken into account in the *Resumen/Abstract* and the Introduction. The rest of the sections must contain sufficient information on the development of the study.

In the Method section it must give all the information necessary so that the readers may know how and why the study has been carried out. Thus, therefore it must explain the theoretical starting point, the design type followed must be described and justified, as well as any modifications introduced during its development, if there has been any. It must be explained how and why the participants have been selected, to mention the sample saturation, the contrasting of results with other participants / authors, the search for negative cases, mechanisms for ensuring information saturation, etc. It must explain why and how the information collection techniques were used.

The results and discussion must be based on the rigour of the empirical data collected. It must differentiate in the text where the results are obtained from the participants are mentioned and the opinion of the authors, which must be based on the information of the participants. The most relevant data must be selected and identified with the initials of the groups or participants, for example, G1, G2, ACM, etc. The conclusions have to specify the response to the study question considered, indicating the contribution that it provides for the understanding of the phenomenon studied and indicating the relevance for patients and nurses.

The maximum number of authors allowed for these types of articles will be 6.

Brief Originals. Research studies with the same characteristics as originals will be considered for this section, but on a smaller scale (series with a reduced number of observations, research studies with very specific aims and results), that may be published in a more abbreviated form. The maximum length of the text will be 9,400 characters with spaces, and up to 2 Tables and/or Figures will be allowed, and up to 10 literature references. The structure of these articles will be the same as Originals (Introduction, Method, Results, and Discussion), with a struc-

* Versión de mayo 2015.

Es aconsejable consultar periódicamente, en la página web de la revista: (<http://www.elsevier.es/enfermeriaclinica>) las normas de publicación, ya que se van actualizando a tenor de las necesidades que vaya detectando el Equipo Editorial.

tured *Resumen*/ Abstract (Objective, Method, Results, and Conclusions), in Spanish and in English, of 1,350 characters with spaces, as a minimum, and 1,650 characters with spaces, as maximum.

Original articles and Short Originals include a section in which it summarises what is known on the topic and the new contributions of the study carried out. For this, it must include a text with two sub-sections that jointly must not exceed 500 characters (spaces included), with one paragraph indicating on the one hand "What is known" on the subject, and on the other hand "What it contributes", in the study presented.

The maximum number of authors allowed for these types of articles will be 6.

Special Articles. These types of articles may be on various topics, among which are highlighted: the approach to topics associated with research methodology, specialties, academic and professional development of Nursing or any other type of article in English or Spanish, of which the Editorial Team may consider its contents to be of great relevance for Nursing and in accordance with the currents trends at national and international level.

The Editorial Team is open to any suggestions by authors or interested groups in which the knowledge of a specific or novel aspect of the profession is updated. This section will also include the critical opinions of experts on article published in other scientific journals, of interest to Nursing. Its length must not exceed 16,750 characters with spaces.

The maximum number of authors allowed will be 6.

Nursing Care. In this section, articles will be published that deal with the current state of knowledge on specific aspects, experiences or interventions of Nursing that may be of great interest, particularly based on the experience of the author or authors. Their topics could include, not only problems in the health care setting, but also matters on teaching, research or management content. Their structure will be: Introduction, Development, Discussion, Conclusions, and References. The maximum length will be 9,400 characters with spaces. It will include a *Resumen*/Abstract of 1,650 characters with spaces, in Spanish and in English. Up to a maximum of 2 Tables and/or Figures will be allowed, and up to 10 literature references.

An impersonal text is recommended, with a clear division of the sections and with no more than a maximum of 3 authors.

Clinical Cases will also be included in this section, of basically descriptive works on one or several cases of exceptional interest, or due to their rare frequency, or for their unusual outcome or for their contribution to the knowledge of nursing practice in any of its aspects. This section allows clinical practice professionals to pass on their experiences in a systematic form, and that other professionals can understand them and discuss them, which without doubt contribute to bringing together the theory and the practice. The professionals must

present them using standard terms, so that they are understandable in the professional community.

Its length must not exceed 9,400 characters with spaces. It will include a *Resumen*/Abstract of 1,650 characters with spaces, in Spanish and in English. Up to a maximum of 2 Tables and/or Figures will be allowed, and up to 10 literature references.

It is obvious that not all clinical cases can be faithfully adapted to the outline proposed here; however, by following these guidelines as far as possible will without any doubt contribute to a better presentation and understanding of the case: Title of the clinical case, Description of the case (which will briefly include data collection, diagnostic tests performed and the clinical diagnosis, giving details on which health field the care was carried out), General Assessment (it is recommended to identify Nursing Diagnoses, Cooperation problems, according to NANDA taxonomy, using some form of systematic assessment: needs, functional patterns, etc.), Planning and Execution of the care (it is recommended to use expected Results and Interventions according to the NOC and NIC taxonomies), Evaluation of the Results / Follow-up and Discussion / implications for clinical practice.

Evidenced Based Nursing (EBN). Summaries of evidence in a comment articles format will be published in this section. In these types of articles, the comments must be made by experts on the subject and must be focused on applicability of the results obtained in practice and an analysis of the methodological rigour with the study has been performed. These articles will be considered extremely useful for readers and have as an objective to translate the scientific evidence into the health care setting, and to bring the most relevant studies in a national and international context closer to the professionals, providing tools that will enable the validity and relevance of their results to be estimated, as well as to evaluate if these may be useful to adapt to their clinical practice.

A clear, simple and concise language should be used. The maximum length of the whole document (Abstract of the original article and comments) must be 6.400 characters with spaces.

Its structure will include the following sections: Title, Literature reference of the article commented on, Author for Correspondence, Translated and structured abstract (the structure and content will depend on the Journal in which it was published, but usually it will include: Objective, Method, Results, and Conclusions), Comments, Bibliography (no more than 4 literature references) and details of the person that has written the comments. Although are generally commissioned, the Editorial Team is open to publish comments on articles of interest, proposed by authors who wish to do so.

Letters to the Editor. This section will publish scientific and formally accepted observations on published works. It is also a space so that readers may send their comments on current topics, on any aspect associated with the health sciences that may be of interest for professionals. It is the ideal section for the exchange of ideas and opinions between readers, au-

thors and the Journal Editorial Team, in which we invite you to take part. It should also include the investigation results that, due to its reduced length, will not constitute an article for the Originals or Short Original sections. The maximum length will be 4.450 characters with spaces, and 1 Table or Figure will be allowed, and a maximum of 5 literature references.

ETHICAL AND LEGAL MATTERS

All manuscripts accepted for publication will become the permanent property of ENFERMERÍA CLÍNICA, and will not be able to be reproduced partially or wholly without its permission. In the event that his/her work is published, the author exclusively transfers to Elsevier España, the rights of reproduction, distribution, translation and public communication (by any medium or support including sound, audio-visual or electronic) of their work.

• Conflict of interests.

The authors must state any financial or personal relationship that could give rise to a conflict of interests in relation to the published article, using for this, the "Additional Information" section of the manuscript submission system. Furthermore, they should complete the document of Annex I to indicate the contribution of the authors in the preparation of the manuscript and transfer the intellectual property rights of the manuscript to Elsevier España. The archive can be downloaded on the Home page of: <http://ees.elsevier.com/enfclin>, within the Section "Document in accordance with the legal requirements and transfer of copyright".

• Originality

The contents of the articles submitted must be original and have not been previously published or submitted or subject to consideration in any other journal or scientific publication, either wholly or in any of its parts. The Journal will not consider any manuscripts for publication that are simultaneously submitted to other journals, or redundant or duplicate publications, that is, articles that substantially overlap another article already published, printed, or in electronic media. In this sense, the authors are obliged to provide information on any previous or duplicated publication or on the submitting of part of the work in another journal or circulation media. In any event, copies of that material must be submitted to help the Editorial Committee to make a decision on the manuscript. These restrictions do not apply to published abstracts of communications, presentations or conferences, presented at national or international scientific meetings, provided that the full contents have not been published. It also does not affect secondary publications in the same or any other language, if the authors have received the approval of the editors of both journals; the editor of the second publication must know the contents of the first version of the manuscript. It is suggested to include a footnote on the title page of the secondary version to inform that the article has already been partially or completely published, and the primary reference must also be provided.

• Protection of human subjects and animals.

To ensure the protection of human subjects and animals, in studies which have been conducted on humans, in the Methods section, it must mention that these have given their informed consent and that

their anonymity and confidentiality of the data have been respected, as well as that they have carried out in accordance with the current official regulations and with those of the World Medical Association and the Helsinki Declaration (<http://www.wma.net/s/ethicsunit/helsinki.htm>). In the case of experiments on animals it must state that the procedures described by the competent authorities were performed in accordance with the Publication Guidelines of *Enfermería Clínica*. It should also be mentioned that they have been approved by the Clinical Research Ethics Committee or Research Committee of the corresponding centre.

• Authorship

Only those persons who have intellectually contributed to the development of the work will appear in the list of authors. The author of an article should have participated significantly in the design and development of this, as well as to assume responsibility for the contents. In general, to appear as an author the following requirements should be met;

1. To have participated in the conception and design, the acquisition of data, analysis and interpretation of the data of the work that has resulted in the article in question.
2. To have participated in writing the text and its possible revisions.
3. To have approved the version that will finally be published.

The Journal *Enfermería Clínica* declines any responsibility on possible conflicts arising from the authorship of works published in the Journal.

• Informed Consent

The authors must mention, in the "Methods" section that the procedures used on patients and controls were performed after having obtained the signed informed consent form.

SUBMISSION OF MANUSCRIPTS

To make the submission of manuscripts easier and more dynamic in the editorial process, three different spaces can be accessed from the "Elsevier Editorial System, EES" from the Journal web page (<http://ees.elsevier.com/enfclin/>), one for the authors, another for the reviewers and another for the Editorial Team. Its use will, without doubt, improve communication and will make the work of the evaluators and all the Editorial Team easier. The authors will be able to make a daily follow-up the status of their manuscripts. In all cases, the section of the journal desired for the manuscript to be published should be indicated.

It is recommended not to use headings, page footnotes, or underlining, which make the layout difficult in the event that the manuscripts are published. The manuscripts will be separated into the following files, which will be entered into the system in the following order:

First page: The following details should be indicated in the order given here: a) title of the article (in Spanish and in English); b) first name and the two surnames joined by a hyphen of each author (in order to identify you in the international data bases); c) institutional affiliation (full name of the department, and the centre where the work

and its full address); d) name, professional affiliation, including e-mail address, and telephone of the author responsible for correspondence; e) total or partial funding of the study, if there is any; f) acknowledgements (this section must be used to acknowledge the help of individuals or institutions who may have contributed to the development of the work, but could not be considered as authors. The study subjects should appear first in this section, since without their cooperation the study would not have been possible).

At the end of this first page it will include the total number of characters with spaces of the abstract (in Spanish and in English), and of the body of the manuscript, (Introduction, Method, Results, and Discussion). It will also indicate the number of characters with spaces of the paragraphs, "What is known" and "What it contributes".

What is known / What it contributes. Include the paragraphs on "What is known" and "What it contributes".

Text of the manuscript. It will include, in the following order: a) Abstract and key words, both in Spanish and in English; b) text or body of the manuscript, with the different sections depending on what it is about; c) literature references; d) Tables, if there are any.

Figures. They must be included in a separate file.

STRUCTURE OF THE MANUSCRIPTS

Title: It must briefly and concisely indicate the contents of the manuscript and it has to provide the maximum information with the minimum number of words (it recommended not to exceed 15). It must not include acronyms. A short title should be included with a maximum of 80 characters with spaces.

Abstract and Keywords: For Original and Short Original works, it has to be structured into the following sections: Objective, Method, Results (most important 3-4) and Conclusion (1-2, arising from the results). It should contain sufficient information for the reader to have a clear idea of the contents of the manuscript. It should not contain information that cannot be found later in the manuscript.

On the same page it will give between 3 and 6 keywords, directly related to the topic presented in the manuscript. MeSH terms (Medical Subject Headings) should be used or the Health Sciences Descriptors (Decs) so that they can be classified in the international data bases.

A Spanish and English version of the abstract and keywords must be submitted.

Text or body of the manuscript: It is advisable to divide the work clearly into sections, depending on the section to which it may be submitted:

Originals and Short Originals: Introduction, Method, Results, and Discussion.

• **Introduction,** In this the problem set out to be resolved must be mentioned, the theoretical framework on which it is based, if relevant, previous publications, the current situation and the importance or implications that the solution has for the study subjects and/or the health system, and it must end with statement of the objectives and/or hypothesis. It will be as brief as possible, and its basic rule is to provide the basic information necessary for the reader to be able to

understand the text that follows later. All of this supported with the most current and important literature references.

• **Method:** An exhaustive description must be provided on how the study has been performed, with sufficient information so that other researchers can replicate it; that is, that they can perform it without consulting the authors.

Its content will be determined by the objectives of the study. It will contain several sub-sections that do not need to be specified in the text:

– **Design:** The type of study performed must be mentioned, justifying, if necessary, the reasons for its choice.

– **Population and Study Setting:** Indicate the place and the date of performing the study. Specify the characteristics of the studied population and the inclusion and exclusion criteria. If all the population has not been studied, it must indicate how the sample size was calculated and the value of the parameters used, as well as the sampling technique.

– **Variables:** Define all the variables that have been collected, determined by the objectives established, particularly the variables of the most important results. If it is an experimental study, it must mention the intervention made (also of the control group, if relevant and the follow-up time).

– **Data collection:** Explain how the data have been collected and who did it, as well as the tools used for this purpose, indicating if they are validated and the corresponding literature reference.

– **Data Analysis:** Mention the statistics program used for the analysis and the analysis performed. Indicate the strategy used for the literature review, that is, data bases reviewed, the descriptors or keywords employed in the search and the years reviewed.

– **Ethical Aspects:** It must be specified, in the case of research studies, whether it has been approved by the corresponding Ethics Committee, and whether it complies with the requirement established in national and international guidelines for clinical trials and similar studies as applicable.

• **Results:** It must only include the most important results, according to the objectives and the statistical analysis mentioned in the Method section. The results must respond exactly to the objectives that have been established and must make clear whether or not they certify the working hypothesis. There should not be any objective in the introduction that is not given a response in the results and any objective not mentioned in the introduction should not have a response in the results. Assessments or comments on the results obtained should also not be included in this section.

In general, it should start with a description of the study subjects, to specifically know the number studied and their characteristics. If, subjects have been lost during the study, or it has not been able to contact, with the total of the sample selected, it must also indicate both the number and the reason.

After the description of the subjects, a descriptive analysis of the most important variables will be presented, according to the measurement scale, and the most suitable manner to describe them will

be chosen, attempting to provide the best information about each one (thus, frequencies and percentages will be used for the nominal qualitative variables, and for the quantitative ones, mean and standard deviation when they follow a normal distribution, etc.). The corresponding confidence intervals will also be indicated.

If there is more than one study group, each one must be characterised, and later indicate the comparisons between these groups in terms of statistical significance and magnitude of the difference and, above all, in terms of clinical relevance.

Statistical tests that have not been described in the Method section must not be employed, and their results must be accompanied by a statistical value, degrees of freedom and statistical significance (*P* value), and the confidence interval (where appropriate). To indicate the *P* value, it is advisable not to use more than 3 decimals (*P*=.002); thus, a value of *P*=.000001 may be expressed as *P*<.001.

Tables and/or Figures can be used to complement the information, not to duplicate it. The Tables and Figures must be sufficiently clear to be able to interpret them with the need to refer to the text. If abbreviations or initials are used, they must be explained in the Table or Figure footnotes.

• **Discussion:** In this section, the authors must express their opinions on study topic and the results obtained, avoiding repetition of the information that has been given in the Results or in the Introduction. Comparison should be made with the results obtained in other studies, with the corresponding literature references. Mention should be made of the possible limitations of the study that could determine the interpretation of the results. The conclusions and the appropriate recommendations will be reflected, as well as suggestions for future studies on the topic and the implications that it has for the practice.

The Discussion, as in the Conclusions, must arise directly from the results, and comments or statements that are not associated with the results obtained in the study must be avoided. It should also take into account, that although statistically significant differences are found in the hypothesis contrasts, these differences may not be relevant in clinical practice and, therefore, there should be caution when interpreting them.

• **Bibliography:** The adapting of the literature references to the **Vancouver Style** and their accuracy **are the responsibility of the authors**, therefore it is advised to make an exhaustive review of these and check them with the original documents, so that they do not contain errors that could hinder locating them by interested readers.

The literature reference must be consecutively numbered using Arabic numbers in superscript according to their appearance in the text for the first time. When they coincide with a punctuation sign, the citation will always precede that sign.

Examples on how to write literature reference can be consulted on the page: http://www.nlm.nih.gov/bsd/uniform_requirements.html.

As an example some of the citations most used are presented:

Journal Article:

Ubierno MC, Regoyos S, Vico M, Reyes R. El soporte de enfermería y la claudicación del cuidador informal. *Enferm Clin.* 2005;15(4):199-205.

Córcoles P, Ruiz T, Gomariz S, Herreros L, Pita L, Ruiz-Risueño I, et al. Mejoría de la calidad de vida y efectos adversos en pacientes con enfermedad arterial obstructiva crónica tratados con alprostadil-alfaciclodextrina por vía venosa periférica. *Enferm Clin.* 2005;15(4):206-12.

Book:

Tideiksaar R. Caídas en ancianos: prevención y tratamiento. 1st ed. Barcelona: Masson; 2004.

Article on internet:

Tizón E, Vázquez R. Enfermería en cuidados paliativos: hospitalización durante los últimos días de vida. *Enfermería Global* [internet series]. 2004 Nov [accessed 16 Jan 2005]; (5): [approx. 70 p.]. Available at: <http://www.um.es/eglobal/5/05b01.html>

Web page:

Sociedad Española de Informática de la Salud. Madrid [accessed 16 Jan 2005; updated 12 Jan 2005]. Available at: <http://www.seis.es/index.htm>

The names of the Journals must be abbreviated in accordance with the style used in Index Medicus: for this you can consult the "List of Journals Indexed" which is included every year in the January edition of Index Medicus. They can also be consulted on the following page: <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals>

The collective Catalogue of published journals of Spanish health sciences libraries may also be consulted, called c17 (<http://www.c17.net>).

If a journal is not included in the Index Medicus or in c17, its full name has to be written.

The use of footnotes or final notes is not recommended for the definitive numbering of the literature references, since they make the layout difficult in the event that the manuscripts are published.

• **Tables and Figures:** The **Tables** will be presented at the end of the manuscript, one on each page, with the title in their upper part and numbered with Arabic numerals, in the order that they appear in the text. The **Figures** must be submitted in a separate file, also with a title and numbered in order of appearance. The **Figures** and **Tables** must not repeat the results that have been mentioned in the text and must be clear; they should not have to refer to the text to be able to understand their content, thus, the title must be explanatory and must be accompanied by the necessary clarification footnotes.

EDITORIAL PROCESS

The Editorial Team (ET) will acknowledge the receipt of manuscripts submitted to the Journal and will inform on its acceptance. All manuscripts, as well as the commissioned works requested, will be reviewed anonymously by expert and independent individuals (peer review); original works, short originals and systematic reviews will be reviewed by two people, and the rest by one and the ET. The ET will evaluate the comments of the reviewer and will reserve the right to reject the works that are judged as inappropriate, as well as to

propose modifications when necessary. Whenever the ET suggests making modifications to manuscripts, the authors should submit, along with a new version of the manuscript, a letter in which it explains the changes made in detail, and, if none of them are included, the reasons why they have not been made.

The author will receive print proofs of the work for its review before publication, which must be returned corrected within a period of 72 hours to the secretary of the Journal. If these proofs are not received within the set time, the ET will not be responsible for any error or omission that could be published.

Practical information at submission

Manuscript type	Abstract (English and Spanish)	Main text	Tables and Figures	Authors	References
Originals quantitative methodology	Structured: minimum 1,350 characters with spaces, maximum 1,650 characters with spaces. What is known, What it contributes 3,400 characters with spaces	Sections: <i>Introduction, Method, Results, Discussion.</i> Length: 16,750 characters with spaces	Maximum 6	Maximum 6	Maximum 30
Originals qualitative methodology	Structured: minimum 1,350 characters with spaces, maximum 1,650 characters with spaces. What is known, What it contributes, 3,400 characters with spaces	Sections: <i>Introduction, Method, Results, and Discussion, Conclusions.</i> Length: 16,750-25,750 characters with spaces	Maximum 6	Maximum 6	Maximum 40
Short Originals	Structured: minimum 1,350 characters with spaces, maximum 1,650 characters with spaces. What is known, What it contributes, 3,400 characters with spaces	Sections: <i>Introduction, Method, Results, Discussion.</i> Length: 9,400 characters with spaces	Maximum 2	Maximum 6	Maximum 10
Care.	Length: 1.650 characters with spaces	Length: 9,400 characters with spaces	Maximum 2	Maximum 3	Maximum 10
EBE	It includes the abstract of the commented original article (or its translation to Spanish) in the case of articles from international journals)	Length: 6,400 characters with spaces	Maximum 1	Maximum 1	Maximum 5
Letters to the Editor	Not included	Length: 4,450 characters with spaces	Maximum 1	Maximum 3	Maximum 5

CHECK LIST

Before submitting the manuscript for publication, carry out the checks that are specified below, as to avoid possible errors:

- A full declaration on all the previous presentations and reports that could be considered as a partial publication of the work, as well as disclosing the results in symposia and/or conferences. It is recommended to specifically mention any published work of this type and include the corresponding reference.
- It includes the name, address, telephone number and e-mail of the author for correspondence.
- It includes a declaration that the manuscript has been read and approved by all the authors.
- The title is concise and representative of the proposed contents.
- The study follows the ethical research guidelines and has been approved by the corresponding Ethics Committee.
- All the abbreviations have been written in full after their first use.
- Keywords have been identified according to the Decs descriptors or Mesh.
- The introduction places the study within the context of other published works.
- The methodology is exhaustively described in the Original articles.
- The limitations of the study are indicated.
- The conclusions respond to the objectives established.
- The bibliography is adapted to the Vancouver format.
- The citations in the text are include in the list of literature references.
- The titles of the Tables and Figures are self-explanatory.
- The data in the Tables and Figures are correctly presented in rows and columns.
- The Figures are originals, of professional quality, and not copies.