

Revista de Medicina e Investigación

GUIDE FOR AUTHORS

REVISTA DE MEDICINA E INVESTIGACIÓN of the Universidad Autónoma del Estado de México contains sections with Original Articles, Review Articles, Scientific Letters, Art of Health, and Student Academic Space, with a variety of subjects submitted by different specialties, directed at the University community. All of these will be subjected to an external and anonymous review (peer review) procedure.

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1. Submission of manuscripts

Manuscripts should be submitted electronically through the Web <http://ees.elsevier.com/rmi/>, where the author will find all the information needed for sending. With this fast and simple method, the status of the article can be followed directly through the Web page during the entire review process. The manuscripts may be submitted in Spanish or in English.

Upon acceptance of an article, authors will be asked to complete a 'Journal Publishing Agreement' (for more information on this and copyright, see <http://www.elsevier.com/copyright>). As an author you (or your employer or institution) have certain rights to reuse your work. For more information see <http://www.elsevier.com/copyright>. Previously published works or works presented at the same time in other biomedical journals will not be accepted.

2. Types of manuscripts that may be published

2.1. Editorials

Without exception, editing will be the responsibility of the Editorial Committee on a current topic, which may or may not refer to an article that is published in the same volume number of REVISTA DE MEDICINA E INVESTIGACIÓN. They normally are between 800 and 1,000 words with a maximum of 15 bibliographical references. A single author is preferred.

2.2 Original Articles

Description of clinical studies, experiments, or techniques that contribute to broadening the understanding of surgery. The original articles must follow the format of Introduction, Materials and Methods, Results, and Discussion. The maximum length of the text will be 2,500 words and up to 6 images or tables will be allowed. The inclusion of a structured abstract is required, in Spanish and English, with a length no greater than 250 words. After the abstract, 3 to 8 keywords will be included. The maximum number of authors will be 8. In the case of manuscripts with more than 8 authors, the reason for this should be justified in the Cover Letter to the Editorial Board.

If the original article is a clinical trial, REVISTA DE MEDICINA E INVESTIGACIÓN recommends that all of the authors register in a freely accessible public electronic registry as recommended by the International Committee of Medical Journal Editors (ICMJE, <http://www.icmje.org/faq.pdf>). In this regard, all clinical trials are defined as a research project that prospectively assigns human subjects to a given intervention or group in order to study the cause and effect relationship between the intervention and a clinical result. The investigators who develop a randomised prospective trial must consult the latest version of the CONSORT criteria (Consolidated Standards of Reporting Trials) (<http://www.consort-statement.org/>) and include a flowchart of the type recommended by CONSORT detailing the distribution of subjects under study throughout the course of the study. Prospective and randomised studies must be clearly identified in the title and in the abstract of the article. Also, the registration number and the name in the registry must be included on the last line of the abstract. Studies may be registered in one of the following registries (or in other that comply with the ICMJE rules):

a) Clinical Trials: <http://www.clinicaltrials.gov/>

b) ISRCTN Register: <http://www.controlled-trials.com/isrctn/>

c) Netherlands Trial Register: <http://www.trialregister.nl/trialreg/index.asp>

d) UMIN Clinical Trials Registry: <http://www.umin.ac.jp/ctr>

2.3 Reviews

REVISTA DE MEDICINA E INVESTIGACIÓN will give special priority to review studies that focus on current subjects. The maximum length of the text will be 3,500 words and up to 6 images or tables will be allowed. The inclusion of an unstructured abstract is required, in Spanish and English, with a length no greater than 150 words. After the abstract, 3 to 8 keywords will be included.

If the authors perform a systematic review of the literature on a subject or a meta-analysis, they must adhere to the recommendations laid out by QUOROM (Quality of Reporting of Meta-analyses) (Moher D, Cook DJ, Eastwood S, Olkin I, Rennie D, Stroup DF, for the QUOROM Group. Improving the quality of reports of meta-analyses of randomised controlled trials: the QUOROM statement. *Lancet*. 1999;354:1896-900) (www.consort-statement.org/QUOROM.pdf).

2.4. Scientific Letters

The REVISTA DE MEDICINA E INVESTIGACIÓN Editorial Board will evaluate the clinical descriptions that contain information that, because of its relevance, may have clear instructional value for readers of the journal. Studies of cases of 4 or fewer patients may be included in which new aspects, relevant evaluations of the mechanisms of the disease, their diagnosis, or treatment are described. The maximum length will be 850 words and the text will not be structured into sections. Two images or tables will be accepted. The bibliography should be no longer than 10 references. Scientific articles will not be accompanied by an abstract. The maximum number of authors will be 5.

2.5. Art of Health

A space dedicated to a wide range of topics from the different specialities of the medical field that are associated with the state of the art.

2.6. Student Academic Space

A space dedicated to students in training, who are interested in publishing original or review articles in the Journal, with the characteristics established in Points: 2.2 and 2.3.

3. Manuscript preparation

The format of the manuscript must be presented in the following manner:

First page with the title

This page must contain the following information:

- Title, which must be concise but informative.
- Authors' first and last names, institution and city.
- Name, postal address, electronic mail, telephone and fax of the author who will receive correspondence.
- Support received for carrying out the study in the form of grants.
- Indicate if part of the manuscript's information was previously presented at a conference and specify its name, date and location.
- Include the number of words in the manuscript, excluding the first page with the title, the bibliography, images, and tables.
- The contribution of each one of the authors of the manuscript should be justified, specifying 2 or more of the following contributions by each author: Design of the study, Data acquisition and collection, Analysis and interpretation of the results, Writing of the article, Critical review, and approval of the final version.

This first page should not include the same file contained in the manuscript, but rather it should be sent in a separate file in the "Attach Files" section in the manuscript submission system under the category "1st page."

Abstract

This is one of the most important sections in the manuscript because through this section, the basic information about the study is obtained in the bibliographic indexes. In REVISTA DE MEDICINA E INVESTIGACIÓN, it must have a maximum length of 250 words and it must be structured into 4 parts: Introduction, which indicates the objectives of the study; Materials and Methods, which describes the patient series, the laboratory and other methods used, and the nature of the study (randomised, retrospective, experimental, etc.); Results, which will include the fundamental data with numerical values and their statistical significance; and Conclusions, where the main resolutions of the study are indicated succinctly.

In Reviews, the abstract does not have to be structured but should be equally informative on its content. The use of abbreviations will be avoided.

In all cases, the authors must also include the English version of the abstract.

Following the abstract, the authors must specify and identify 3 to 8 keywords that will help identifying the article when it is indexed in the databases. Terminology from "Medical Subject Headings" (MeSH

Terms) from Index Medicus must be used, which can be consulted and downloaded at <http://www.nlm.nih.gov/mesh/>, as well as its translation to Spanish. If adequate terms are not found in MeSH due to recent introduction, the terms in common use can be used.

Introduction

It will be concise and directly related to the work. It should contain the purpose of the work and summarise the logical basis for carrying it out. Only the most relevant references should be made and no aspect of the subject being addressed or data or conclusions about the work being published will be reviewed.

Materials and Methods

The first paragraph of the Materials and Methods section must indicate the type of design (experimental, clinical, retrospective, prospective, observational, clinical trial, controlled or not, etc.) and the study's setting (multisite or not, type of centre, etc.).

The methods and procedures used will be identified in sufficient detail in order to allow the other investigators to reproduce the study. In the clinical trials, the method for randomisation will be identified. Also, the method used to calculate the sample size must be indicated, specifying the primary variable of the study and the estimations made for its calculation. In the statistical analysis, the methodology used must be explained.

When the experiments are presented in humans, the procedures that were followed must be in compliance with the ethical norms of the Committee responsible for human experimentation (institutional or regional) and with the principles of the 1975 Declaration of Helsinki, revised in 1983 and available at <http://www.wma.net/e/policy/b3.htm>. A photocopy of the corresponding Ethics Committee shall be provided. When reporting experiments on animals, authors should indicate whether institutional and national standards for the care and use of laboratory animals were followed. Further guidance on animal research ethics is available from the International Association of Veterinary Editors' Consensus Author Guidelines on Animal Ethics and Welfare (<http://www.veteditors.org/consensus-author-guidelines-on-animal-ethics-and-welfare-for-editors>).

Results

Observations made with the Materials and Methods used will be conveyed, not interpreted. These data will be presented in a logical sequence and may be expressed in detail in the text or in the form of tables and images, but not repetitively in the text and in the tables or images.

Discussion

The author or authors will attempt to offer their own opinions on the subject without repeating in detail the data provided in the Introduction or Results. The following are highlighted here: *a)* the significance and practical application of the results; *b)* considerations of the possible inconsistencies in the methodology and the reasons why the results may be valid; *c)* the relationship between similar publications and comparison among the areas of agreement and disagreement; and *d)* the indications and directives for future investigations, explaining new hypotheses when they are justified, clearly labelling them as such. Emphasis should be placed on the new and important aspects of the study and the conclusions that are reached.

Acknowledgements

One or more acknowledgements can be made to persons whose intellectual contributions to the article do not justify including them as authors.

Bibliographical references

References should follow Vancouver numbered style. These will be presented in Arabic numerals in the order in which they appear in the text with the corresponding correlating number. Numbering will always be in superscript in the article, whether or not it is accompanied by the name of the authors; when the authors are mentioned in the text, if the work was made by 2, both are mentioned, and if there are various authors, the first author will be cited followed by "et al.". The names of the journals should be abbreviated according to the study used in the Index Medicus, available at: <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>.

Whenever possible, the inclusion of bibliographical references in textbooks and conference proceedings will be avoided. The use of imprecise phrases as bibliographical references and phrases such as "unpublished observations" or "personal communication" will be avoided, but they may be cited in parentheses within the text. The bibliographical references must be confirmed by comparison with the original documents, always indicating the first and last page of the citation.

The format for bibliographical references must follow the rules adopted by the International Committee of Medical Journal Editors (<http://www.icmje.org>).

Tables

Each table will be presented at the end of the manuscript, after the bibliography, on a sheet that will include: *a)* number of the table according to its order of appearance in the text, also in Arabic numerals, but not sequential with the numbering for the images; *b)* corresponding label (title). They will try to be clear and without corrections. The symbols and abbreviations will always have an explanatory footnote. If symbols have to be used, they will use lower-case letters in superscript in alphabetical order.

Images

Photographs, data graphs and diagrams are considered to be images. Each one will be in a separate archive, preferably in JPG or TIFF format.

The figures will be published in colour or in black and white, as may be sent by the authors.

The Journal's Editing Committee will reserve the right to refuse, after informing the authors, the images that do not meet the necessary quality in order to obtain a good reproduction.

The graphs and diagrams will be made ensuring that their format is 9 × 12 cm or a multiple. The same rules as the photographs will be taken into account. Photographs, diagrams and graphs will be numbered consecutively together with the images.

The image's footer will be included on a separate page at the end of the manuscript after the bibliography or after the tables, if there are any, with the Arabic numeral that corresponds to the image. When symbols, arrows, numbers or letters are used to identify one or several parts of the images, the identity of each of them should be clearly identified in the footer. In histological reproductions, the level of magnification and the type of staining will be specified.

If photographs or patient data are reproduced, these should not be able to identify the subject. In all cases, the authors must have obtained written informed consent from the patient that authorizes publication, reproduction and dissemination on paper and electronically on the internet at REVISTA DE MEDICINA E INVESTIGACIÓN.

Also, the authors are responsible for obtaining the necessary permission for reproducing in REVISTA DE MEDICINA E INVESTIGACIÓN

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4. Introduction letter

The authors must send an introduction letter to the Editing Committee of the journal that indicates the manuscript's characteristics and its potential relevance. This letter should not include the same file contained in the manuscript, but rather it should be sent in a separate file in the "Attach Files" section in the manuscript submission system under the category "Introduction Letter."

It should include the title of the work and the section to which publication is being requested. Also, the following information will be included:

a) Originality of the material

A declaration that the content of the article is original and that it has not been published previously nor has it been submitted for consideration to any other publication, in whole or in part.

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The authors must be aware of the fact that failure to reveal that the material submitted for publication has already been completely or partially published constitutes a serious violation of scientific ethics.

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b) Conflict of interest

A declaration on funding or any other aspects that may lead to a conflict of interest. When the authors send the manuscript for publication, they are responsible for revealing all of the economic and personal interest that may bias their work. In order to avoid ambiguity, the authors must explicitly state whether there are any conflicts of interest or not, providing additional details in a letter that accompanies the manuscript.

c) Authorship

A declaration that all of the authors have read and approved the manuscript and that the authorship requirements have been met. Every person who appears as an author of an article must have participated in a meaningful manner in the design and development of the article in order to assume responsibility for the content and, in addition, must be in agreement with the final version of the article.

Therefore, in general, in order to appear as an author, the following requirements must be met: has contributed substantially to the conception and design, or the acquisition of data, or the analysis and

interpretation of the date; has written the rough draft of the article or has critically edited its intellectual content; and has approved the final version that is to be published.

REVISTA DE MEDICINA E INVESTIGACIÓN does not assume any responsibility over the possible conflicts that arise from the authorship of the works published in the journal.

d) Informed consent

A declaration that informed consent has been obtained from the patients. In the event the article reproduces photographs or patient data (including the names, initials or hospital identification numbers) these should not identify the subject. In all cases, the authors must have obtained written informed consent from the patient (or from the parent or guardian in the case of minors) that authorises its publication, reproduction, and dissemination on paper and in freely available electronic format in REVISTA DE MEDICINA E INVESTIGACIÓN. In the same manner, it must declare that the protocols established by the respective health centers have been followed for accessing clinical history data for the purpose of carrying out this type of publication for the purpose of investigation/ dissemination to the scientific community.

5. References

References should follow Vancouver numbered style. These will be presented in the order in which they appear in the text with the corresponding correlating number in superscript. They must go before the punctuation signs, if applicable.

5.1 Journal articles

Last name and first initials separated by commas. All of the authors will be cited if there are 3, with only a comma placed between them, and a period after the last author; if there are 4 or more, only indicate the first 3 and add the expression "et al.". Then the title of the work is included in the original language and period at the end, abbreviation of the name of the journal, also followed by a period, year of publication followed by a period and comma, volume number after which two periods will be placed, and the first and last pages, separated by a hyphen. The names of the journals should be abbreviated according the study used in the Index Medicus.

Example:

Noguera A, Malo O, Sauleda J, et al. Inflamación sistémica durante las agudizaciones de la enfermedad pulmonar obstructiva crónica. Arch Bronconeumol. 2002;3:172-176.

5.2 Books

Last name and first initials of all authors (period), title and subtitle (period), edition, if it is not the first (period), city (colon), publisher (semi-colon), year (period).

Example:

Mvoelkel NF, MacNee W. Chronic obstructive lung diseases. Hamilton: BC Decker Inc; 2002.

5.3 Book chapter

Last name and first initials of all the chapter authors (period), chapter title (period, followed by "In:"), Editors, authors or compilers of the book (period), book title (period), edition, if it is not the first (period), city (colon), publisher (semi-colon), year (period), pages (period).

Example:

Weibel ER. The structural basis of lung function. In: West JB, (editor). Respiratory physiology: people and ideas. New York: Oxford University Press; 1996. p. 3-46.

5.4 Internet site (page)

The date accessed should be given followed the URL address.

Example:

Last accessed 15 December 2012. Available from: <http://www.apa.org/monitor/octoo/workplace.html>

6. Rejection reasons

The Editorial Board will assess their comments and reserve the right to reject these works that are judged to be inadequate, as well as propose changes when it is considered necessary.