

## Instructions to authors

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## EDITORIAL POLICY

Health magazine UNG's mission is to stimulate the production and dissemination of scientific knowledge in the various areas of health.

The magazine is published only in electronic format with quarterly periodicity. Accepts unpublished articles submitted exclusively to Health Magazine, in Portuguese, English and Spanish languages.

Health magazine UNG supports international standards of good practice in research developed by COPE (Committee on Publication Ethics), for publishers and authors. Available in: <https://publicationethics.org/about/guide>

All articles submitted for publication resulting from research on humans must produce a copy of approval by Research Ethics Committee, CNS Resolution n° 466/2012, including reports of experience and presentation of clinical cases.

The research that involved animals require the approval of the Ethics Committee on the use of Animals, according to the law n° 11,794/2008.

Responsibility for concepts and ideals, as well as the accuracy of the content conveyed by articles is exclusive of the authors. The journal rejects the practices that hurt the ethics in publication as plagiarism and in the case of their authors are immediately reported detection.

All authors should contribute substantially to the preparation of the manuscript. Revista Saúde UNG adopts the criteria for authorship proposed by the International Committee of Medical Journals Editors (ICMJE), recommending to those designated as author who meet the following four criteria for authorship: (1) Have substantial contributions in the design of the study, or on collection, analysis, or interpretation of the data of the study; (2) Have participated in the writing or critical review of the article; (3) Have approved the final version to be published; (4) Have the responsibility to investigate and resolve issues related to the integrity of any part of the work. Available in: <http://www.icmje.org/>

For manuscript submission, authors must declare in writing the contribution of each author in the Statement of Responsibility and Copyright Transfer (model).

The authors agree that by posting in the Revista Saúde UNG are aware of the model adopted by license-Creative Commons License CC BY (<http://creativecommons.org/licenses>). This license allows, after publication, the article be copied, distributed, edited, remixed and used for new productions, since assigned proper credit to the authors and to its publication in the Revista Saúde UNG.

Articles submitted must accompany a letter to the Editor (Cover letter) with the advances and main contributions of the manuscript for the health sector in the face of recent evidence already published on the subject.

Revista Saúde UNG has its own financing, has open access and does not charge fees for submission or publication of manuscripts.

## CATEGORIES OF MANUSCRIPTS

The manuscripts submitted for publication should be sent via the Portal of electronic journals of UnG (<http://revistas.ung.br/index.php/saude>), which required the registration of all authors on the website of the Revista Saúde-UNG and the information of the number of ORCID record. If the author does not have ORCID, he/she should register at <https://orcid.org/>

Papers should follow the standards for publication. It is the responsibility of the author (s) the originality of the material to be disclosed, so as to guarantee that it is not being submitted for publication in another organ.

The following article categories will be accepted:

### 1 ORIGINAL ARTICLES

Original articles are research papers with original data interpretation and/or methods. Original articles should include the sections introduction, objectives, method, results, discussion and conclusions; final considerations are also permitted. Its length is limited to 15 pages including illustrations and references. For original articles involving experimentation, or even application of questionnaires in humans is required to send the sound of approval of the Research Ethics Committee (REC), recognized by the National Commission of ethics in research (NACER), according to the 466/2012 resolution standards of the National Council of health.

**Tips for preparation:** the objectives must be clear and presented in an intransitive verb. The section methods depending on the study may or may not contain subsections type of study, sample, inclusion and exclusion criteria, data collection procedures, description of the instruments and equipment, processing of the data. The results and discussion sections **shall be always separated**. The thread is a step in which the researcher attempts to establish relationships between the various results of his/her research, with the results of studies already carried out on the subject and the implications of the study for the problem in your question. The conclusions should respond directly to the objectives of the study, not to repeat the figures presented on the results, to be drafted in a clear and short. The final considerations are thoughts and opinions of researchers and are relevant in only a few studies.

### 2 REVIEW ARTICLES

Are works of synthesis and critical assessment outlined on certain subject and should contain the same methodological steps of an original article (introduction, objectives, method, results, discussion and conclusions). Its length is limited to 15 pages.

**Tips for preparation:** the method proposed in a literature review must include the search strategy in the databases. On the platform of BIREME ([www.bireme.br](http://www.bireme.br)) it is possible to integrated and simultaneous search in different databases. The description of the criteria for inclusion is very important in reviews of literature, in this section the researcher defines the language, the search period and the fonts that are used in the literature review.

### 3 ARTIGOS ESPECIAIS

#### 3 SPECIAL ARTICLES

Theoretical analysis and/or construction of concepts and/or theoretical constructs of the health area, and should contain introduction, justification of the study, conceptual synthesis and final considerations. Should be considered by the Editorial Committee and of particular relevance to the health area. Its length is limited to 15 pages.

**Tips for preparation:** In this type of article, the originality and the importance of the topic now are important factors. The researcher must present something really reflective and critical to the area.

### 4 CASE REPORT or EXPERIENCE

Refers to descriptions of experiences of care, teaching, research, and extension in the area of health to disclose unpublished and original aspects involved. Its length is limited to 15 pages and terms of use of image signed by the patient or guardian if they are presented pictures and authorization of clinical Research Ethics Committee (REP), recognized by the National Commission of ethics in research (NACER), According to the provisions of Resolution 466/2012 of the National Health Council.

**Tips for preparation:** reports of experience should also be built in a logical and scientific format. These sections are suggested: introduction, case presentation, results (intervention), discussion and conclusion.

## 5 LETTER to the EDITOR

Should preferably comment, discuss or criticize articles published in the Revista Saúde UNG, but can treat the subject extremely relevant to healthcare as trial of the editorial board of the journal. Do not have a specific format for writing, but must have a maximum of 600 words and up to five references.

### Check lists:

It is recommended that authors prior to submission of the manuscript check their articles according to the type of study:

CONSORT (Consolidated Standards of Reporting Trials) checklist and flow diagram for randomized controlled trials, available at <http://www.consort-statement.org/>

- STARD (Standards for Reporting of Diagnostic Accuracy) checklist and flow diagram for studies of diagnostic accuracy, available at: <http://www.stard-statement.org/>

- PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-analyses) checklist and flow diagram for systematic reviews, available at: <http://www.prisma-statement.org/>

- STROBE checklist for observational studies in epidemiology, available at: <http://www.strobe-statement.org/index.php?id=strobe-home>

- CARE checklist for case reports, available at: <https://www.care-statement.org/resources/checklist>

## EVALUATION PROCESS OF THE MANUSCRIPTS

Each manuscript submitted to the Revista Saúde-UNG is initially analyzed regarding compliance with the standards set out in the instructions to authors, being summarily returned in the event of non-attendance. All papers submitted to the Revista Saúde-UNG are reviewed by at least two "Ad Hoc Consultants" for the assessment of merit, scientific quality, usefulness and timeliness of your results. Reviewers agree to spell out and refuse to identify conflict of interest case evaluation. Anonymity is guaranteed throughout the trial process. If necessary, changes will be suggested to the authors and must be made within the time limit stipulated by the Revista Saúde for the article keep on publishing flow. The final decision of acceptance or rejection of a job it is up to the editor in Chief of the magazine. Statement of liability and copyright transfer, as well as the Declaration of conflict of interest are carried out on the site at the time of submission.

## PREPARATION OF THE MANUSCRIPT

General guidelines

1. The works can be written in full in Portuguese, English or Spanish.
2. Any word of foreign origin should be spelled in italics when written in Portuguese.
3. The texts should be formed as follows: Arial, size 10, 1.5 spacing, with margins: top: 2.5 cm, bottom: 2.5 cm, right: 2.5 cm, left: 2.5 cm, in the text editor MS Word.
4. Papers should be submitted in 2 Word files: Manuscript without identification of authors and authors ' identification page as supplementary material. The identification page file does not replace the complete filling of the authors ' data in the system. The submission in 2 files ensures and facilitates the process of blind evaluation by reviewers.
5. The files must be named as follows, for example:  
Identification page – *Title of the article*  
Manuscript - Article title

**a) Identification page:** Title of the article and subtitle; Name of the author (s), indicating in a footnote indicated by lowercase letters the university title (s), or occupied position (s), name of the department and institution to which the work is to be assigned, ORCID number and electronic address. The corresponding author must be bold and present full address for correspondence, e-mail address and

telephone for contact with DDD. If the article is based on thesis or dissertation, indicate the title, the name of the institution and the year of defense.

**b) Manuscript:** Must start with the title of work in Portuguese, English and Spanish, followed by abstracts in the same languages, subject descriptors and textual elements. This file should contain the numbered pages at the bottom. The manuscript should not contain the names of the authors or any reference to them.

**Title**

Should be concise, informative, contain a maximum of 15 words capitalized and centered, including title and subtitle, separated by a colon.

**Abstract**

Must be written in 3 (three) languages (Portuguese, English and Spanish). Should contain up to 150 words, with simple spacing between lines, presented in a structured way indicating in bold the items objective, method, results and conclusions. Give preference to the use of the verb in the active voice and in the third person singular. Should be concise and not contain quotes, abbreviations and symbols. When written in a foreign language must necessarily present summary and subject descriptors in Portuguese.

**Model for development of a structured abstract**

Items in bold and two points. Content of each item without bold. Up to 150 words.

**ABSTRACT**

**Introduction:** xxxxxxxx xxxxxxxx xxxxxxxx xxxxxxxxxxxxxxxxxxxxxx xxxxxxxx xxxxxxxx xxxxxx xxxxxxxx xxxxx xxxxxxxx  
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**Subject descriptors**

Must be given three to six descriptors that identify the subject of the work, following the language of abstracts: Portuguese (descriptors), English (Descriptors) and Spanish (Descriptors), taken from the vocabulary DeCS (describers in science of health: <http://decs.bvs.br/>, prepared by BIREME ([www.bireme.br](http://www.bireme.br)) and/or Medical Subject Headings (MeSH) (<http://www.nlm.nih.gov/mesh/>), prepared by NLM (National Library of Medicine).

**Model for presentation of descriptors**

**DESCRIPTORS:** Communication; Means of communication; Non-Verbal communication.

**Sections (items) of the text**

- The items in the text must not be numbered and obey the following hierarchy:
- Main Item – capital letters in bold
  - Subitem – only the initial capitalized and in bold
  - Subsequent Subitem – uppercase letters in italics and bold
  - This Subitem – only the initial capitalized and in italicized and bold

**Quotes**

The Numeric system must be used in the identification of the authors mentioned, according to the order in which they are cited in the text. The numbers that identify the authors should be indicated superscripts and without parentheses. If they are in sequence, should be the first and the last, separated by a hyphen, e.g.:

1-4; When interleaved, the numbers should be separated by comma, e.g. 2,6,8.

#### **Appendices and annexes – Should be avoided.**

#### **Acknowledgments and financing**

Are contributions from people who provided intellectual collaboration to work as scientific advice, critical review of the research, data collection among others, but that does not meet the requirements to participate in authorship, be included in the “Acknowledgments”, at the end of the work, as long as there is express permission of nominees. Should also be mentioned, fostering agencies and other institutions who have given support, technical assistance and other aid.

#### **Erratum**

After the publication of the article, if the authors identify the need for erratum, they should immediately send it to the journal secretariat by e-mail.

Publishers undertake to publish corrections and retractions when necessary.

#### **Tables and figures**

They must be a maximum of 5, among tables, charts, graphs and figures.

Tables and charts should not repeat the data already described in the text. They should have a short title, with location and year of data collection. They must be numbered consecutively with Arabic numerals in the order in which they are inserted in the text and presented in the body of the text. For drafting, you must use MS-Word in black and white. The explanatory notes should be placed in the footer of tables and charts.

**Tips for Elaboration:** the formatting of tables and charts must follow the IBGE norms according to the examples.

#### **Presentation model of tables**

**Table 2-**Number and percentage of patients according to the score

The Glasgow Coma scale-Are Jump-2008/2009.

Escore da ECG	n	%
Score 3	17	43,6
Score 4	1	2,6
Score 5	4	10,3
Score 6	15	38,5
Score 7	0	0,0
Score 8	2	5,1
Total	39	100

Source: Puggina ACG. Analysis of vital answers and muscle tone in the face of the music stimulus or message on coma patient, persistent vegetative state or sedated [thesis]. São Paulo (SP); School of nursing, University of São Paulo, 2011.

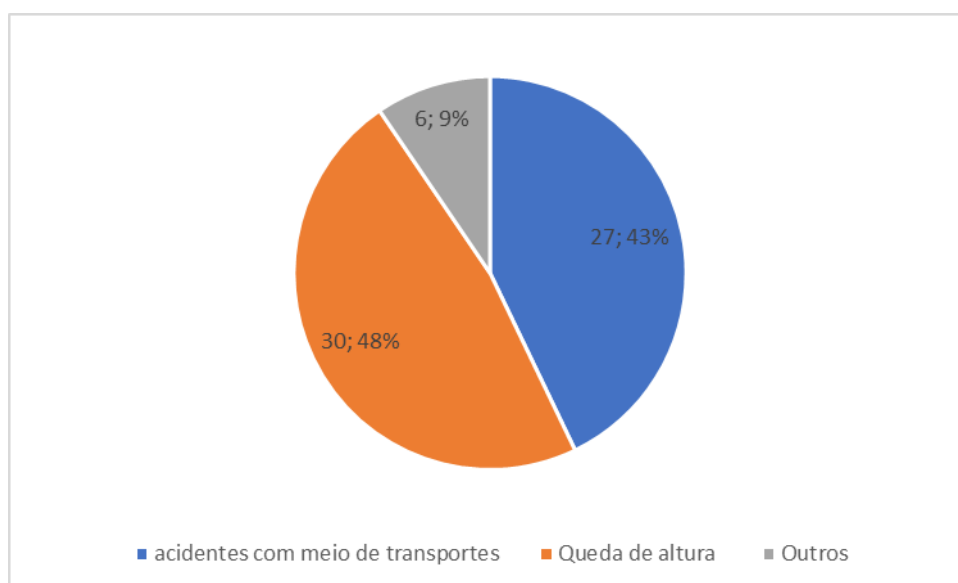
## Frame Presentation Model

Database Bibliographic	Internet Address	Comments
CAPES Journals	<a href="http://periódicos.capes.gov.br">http://periódicos.capes.gov.br</a>	Service that gathers 90 national and international databases. Only the institutions that maintain graduate programs (mostly PhD) make access.
Public Domain Portal	<a href="http://dominiopublico.gov.br">http://dominiopublico.gov.br</a>	Features a complete set of data in the public domain or which were ceded by the authors.
SciELO Brazil	<a href="http://sicelo.br">http://sicelo.br</a>	Provides full text of Brazilian journals

**Table 1** – Main public databases

The figures (drawings, photographs and graphics) reproduced images from articles, books or even the internet must be accompanied by a declaration of transfer of copyright. These can be colored or black and white. To use the Excel program for the frames and Corel Draw 10.0 for the photographs and drawings. The digital files of photos and drawings should be submitted in **JPG** or **TIFF**, with minimum resolution of 300 dpi as supplementary material. Must have caption explaining the content of the image. **All figures must be presented in order to allow reduction of up to 40%**. The figures must include a scale, preferably, graphics (bar). The graphics need to have their axes and named the title should be presented below in figure with location and year of data collection. In the preparation of charts in Excel, the author must use shades of green, black or gray. **Tips for preparation:** the graphics formatting must follow the standards of IBGE as the example.

### Chart Presentation template



**Figure 2-** Distribution of trauma patients according to the cause of the accident-São Paulo-2008/2009.

Note: Other: (3) fall of roof over a head; (2) gunshot wound; (1) truck part fall on a head.

Source: Puggina ACG. Analysis of the vital responses, and facial muscle tone in the face of the music stimulus or message in patients in a coma, vegetative state or sedated [thesis]. São Paulo (SP): School of nursing, University of São Paulo, 2011

## REFERENCES

**Vancouver Style** is used. The style of uniform requirements for originals submitted to biomedical journals, known as the Vancouver Style, has been prepared by the International Committee of Medical Journal Editors-ICMJE (<http://www.icmje.org/>) and is based, in large part, on the ANSI standard, adapted by the U.S. National Library of Medicine (NLM). The following data were removed and adapted, in your most original document which can be accessed through the address: [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)

## SOME GUIDELINES

- Only the first letter of the last name is capitalized, first initial and sequential names in capital letters, followed by point if only one author or by a comma when there are two or more authors, ending by point.
- When the document has a up to six authors, cite all authors, separated by a comma; When the document has more than six authors, cite all the first six authors followed by the Latin phrase "et al".
- Only the first letter of the title of the journal article or book must be in uppercase;
- Titles of journals should be abbreviated by the list of abbreviations of the journals index Medicus (Medline database), which can be consulted at: <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=journals>. There is a point after the title to separate it from the year. Examples: N Engl J Med, Neurology.
- For abbreviation of national journal titles and Latin Americans, see the website: <http://portal.revistas.bsv.br>. Remove the abbreviation, with exception of the last point to separate the year. Examples: Femina. Rev Bras Reumatol, Rev Bras Hipertens.
- When the article pages consulted submit matching numbers, eliminate the digits equal. Ex: p. 320-329; use 320-9.
- We call number (volume) the identification of the sequence of the volume, and the number is in parentheses. Ex.: 347 (4).
- Journal with continuous pagination on a volume: month and number can be omitted (optional). E.g. Halpern SD, Ubel PA, Caplan al. Solid-organ transplantation in HIV-infected patients. N Engl J Med. 2002; 347:284-7.
- In the list of references, the references should be numbered consecutively, according to the order in which they are mentioned for the first time in the text.
- The references used for the preparation of manuscripts should, preferably, be publications of the last five (5) years.
- As article has Digital Object Identifier (DOI) or database 's unique identifier (PUBMED PMID), becomes optional submission of these data at the end of the reference.

## PERIODICALS

### Author (Physical Person) – up to six authors

Author (s) of the article. Title of the article. Journal title abbreviated. Date of publication; volume (number): Home-end of the article.
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**EXAMPLE:** Halpern SD, Ubel PA, Caplan al. Solid-organ transplantation in HIV-infected patients. N Engl J Med. 2002 Jul 25; 347 (4): 284-7.

Or

Halpern SD, Ubel PA, Caplan al. Solid-organ transplantation in HIV-infected patients. N Engl J Med. 2002 Jul 25; 347 (4): 284-7. PubMed PMID: 12140307.

### Author (Physical Person) – more than six authors

The first six authors of the article, put the words "et al". Title of the article. Journal title abbreviated. Date of publication; volume (number): Home-end of the article.

**EXAMPLE:** Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of Interstitial excitatory amino acid concentrations after cortical contusion injury. Brain Res. 2002; 935 (1-2): 40-6.

#### Organization as author

Organization (s). Title of the article. Journal title abbreviated. Year of publication; volume (number): Home-end of the article.

**EXAMPLE:** Halpern SD, Ubel PA, Caplan al. Solid-organ transplantation in HIV-infected patients. N Engl J Med. 2002 Jul 25; 347 (4): 284-7.

#### Absence of authorship

Title of the article. Journal title abbreviated. Year of publication; volume (number): Home-end of the article.

**EXAMPLE:** 21st century heart solution may have a sting in the tail. BMJ. 2002; 325 (7357): 184.

#### Dissertations, theses and completion of course Work

Author. Job title [document type]. City of publication: Publisher; Year of defense work.

**EXAMPLE:** Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002

**EXAMPLE:** TANNOURI, A.J.R.; SILVEIRA, P.G. STROKE prevention campaign: carotid extracerebral disease in the population of the greater Florianópolis [monography]. Florianópolis: Federal University of Santa Catarina. Course of medicine. Department of internal medicine, 2005.

#### Newspaper article

Author of the article. Title of the article. Name of the newspaper. Date; Section: page (column).

**EXEMPLE:** Tynan T. Medical improvements lower homicide rate: study sees drop in assault rate. The Washington Post. 2002 Aug 12; Sect. A:2 (col. 4)

#### Similar Dictionaries and Reference Materials

Author (if any). Title of the work. Edit (if any). Publication City: publisher; Year of publication. Searched term (if any); Page number (if any).

**EXEMPLE:** Dorland's illustrated medical dictionary. 29th ed. Philadelphia: W.B. Saunders; 2000. Filamin; p. 675.

#### Multimedia (cd rom, dvd, etc.)

Author (s). Title [Material type]. City of publication: producer; Year.

**EXEMPLE:** Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.



### Journal article in electronic format (HTML)

Author of the article. Article title. Title of the short journal [periodical on the Internet]. Date of Publication [Access date with the phrase "access in"; Volume (number): [Approximate number of pages]. Address of the site with the phrase "available in:".

**EXAMPLE:** Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [periódico na Internet]. 2002 Jun [acesso em 2002 Aug 12]; 102(6):[aproximadamente 3 p.]. Disponível em: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

### Part of an Internet database

Author (s) of the database (if any). Title [Database on the Internet]. City: Institution. Record date (s) [Date of last update with the expression "updated on" (if any); Access date with the phrase "access in"]. Title of the part of the database; [Approximate number of pages]. Address of the site with the phrase "available in:". Explanatory note (if any).

**EXAMPLE:** MeSH Browser [Internet database]. BETHESDA (MD): National Library of Medicine (US); 2002-[Access on 2003 Jun 10]. Meta-analysis; Unique ID: D015201; [approximately 3 p.]. Available at: <http://www.nlm.nih.gov/mesh/MBrowser.html>. File updated weekly.

### BOOKS AND OTHER MONOGRAPHS

#### Personal author

Author (s) of the book. Title of the book. Edition (Publisher). City of publication: Publisher; Year of publication.

**EXAMPLE:** Murray PR, Rosenthal KS, Pfaller MA, Kobayashi GS. Medical microbiology. 4th ed. St. Louis: Mosby; 2002.

#### Editors, compilers, as the authors

Author (s) of the book, the corresponding indication. Title of the book. Edition (Publisher). City: Publisher; Year of publication.

**EXAMPLE:** Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. Operative obstetrics. 2nd ed. New York: McGraw-Hill; 2002.

#### Authors and Editors

Author (s) of the book. Title of the book. Edition (Publisher). Name (s) of the editor (s) with the corresponding indication. City of publication: Publisher; Year of publication.

**EXAMPLE:** Breedlove GK, Schorfheide AM. Adolescent pregnancy. 2nd ed. Wiecezorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

#### Organization as author

Organization (s). Title of the book. City of publication: Publisher; Year of publication.

**EXAMPLE:** Breedlove GK, Schorfheide AM. Adolescent pregnancy. 2nd ed. Wiecezorek RR, editor. White Plains (NY): March of Dimes Education Services; 2001.

## Chapter of book

Author (s) of the chapter. Title of the chapter. "In": name (s) of author (s) or editor (s). Title of the book. Edition (Publisher). City of publication: Publisher; Year of publication. Home-end of chapter.

**EXAMPLE:** Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-113.

## Annals of Congress

Author (s) of the work. Title of the work presented. "In": editor (s) responsible for the event (if any). Event title: Proceedings or Annals of the ... Title of the event; date of the event; location of the event. City of publication: Publisher; Year of publication. Home-end of the work.

**EXAMPLE:** 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.

## PERMISSION AND COPYRIGHT

Obtaining permission for the use of previously used illustrations is the author's responsibility. A letter of permission from the copyright holder must be sent along with the manuscript prior to the beginning of the publishing.

The documents listed below should be attached at the time of submission of the manuscript. It is mandatory to register all authors in the portal of Revista Saúde – UNG.

Documents that must be attached	Observations
Letter of Instruction (Cover Letter)	
Declaration of Responsibility and Authorization for publication (attached model)	Signed by all authors
Title page -	
Manuscript -	
Approval opinion of the Ethics in Research Committee (ERC)	According to the norms of resolution 466/2012 of the National Health Council

## Statement of responsibilities and transfer of copyrights

**Manuscript title:**

**Date:**

The authors listed below authorize the publication of the aforementioned manuscript after it has been approved in the editorial process of the Revista Saúde UNG and agree that the copyright to it will become the exclusive property of the Revista Saúde UNG, which Creative Commons – CC BY (<http://creativecommons.org/licenses>) license.

The authors declare that there are no conflicts of interest and that they agree with the guidelines contained in the "Instructions to authors" on the site of Revista Saúde UNG. The authors followed the authorship criteria and assumed responsibility for the manuscript content. They also declare that all ethical procedures have been observed and that this is an unprecedented work and is sent exclusively to the Revista Saúde UNG.

Full name, contribution of each author to the elaboration of the manuscript and signature of the author (s).

1st Author

Name: \_\_\_\_\_

Contribution: \_\_\_\_\_

Signature: \_\_\_\_\_

2nd Author

Name: \_\_\_\_\_

Contribution: \_\_\_\_\_

Signature: \_\_\_\_\_

3rd Author

Name: \_\_\_\_\_

Contribution: \_\_\_\_\_

Signature: \_\_\_\_\_

4th Author

Name: \_\_\_\_\_

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Signature: \_\_\_\_\_

5th Author

Name: \_\_\_\_\_

Contribution: \_\_\_\_\_

Signature: \_\_\_\_\_