

Authors Instructions

Ciencia y Cuidado Journal

1. Presentation and scope

The Journal Ciencia y Cuidado is a publication of scientific character created in 2004, published quarterly, that disseminates original and innovative papers product of research processes, as well as reflection and review in the Health Sciences area in the discipline of nursing and others related, with the purpose of introducing them to the scientific and research community of educational and health institutions. Its content is directed to professionals, researchers and students of the different health areas, at the local, regional, national, and international level.

2. Journal policies

2.1 Article Classifications

The Ciencia y Cuidado journal publishes the following manuscripts:

- **Scientific and Technological Research Paper.** Document that presents in detail, the original results of research projects.
- **Reflection Article.** Document that presents research results of a specific subject, from an analytical, interpretative, or critical perspective of the author, resorting to original sources.
- **Review Article.** Document in which results of published or unpublished research on a field in science or technology are analyzed, systematized and integrated in order to account the advances and development trends. It is characterized for presenting a meticulous bibliographical review of at least 50 references.

3. Editorial criteria for Presentation

Read carefully the criteria presented in the instructions for the preparation of articles for the journal Ciencia y Cuidado. Only articles that meet the established in this model will be submitted for review from the scientific Committee.

- 3.1 Format:** The body of the manuscript must to be redacted in Word processor (.doc or .docx), with numbered pages, general text must be in Times New Roman 11, A4 format, one side only, single spaced, top-bottom margins 3 cm, left-right margins 2.5 cm.

- 3.2 Length:** The minimum length of the article must be 10 pages and the maximum 15 pages, taking into account the Vancouver policies for the scientific publications in health, and the international policies that include keywords in Spanish, English and Portuguese, as well as a summary, and abstract that facilitate the inclusion of the articles in the national and international data bases. Consult the guidelines of the International Committee of Medical Journal Editors (ICMJE) that orientates the authors on the redaction of the manuscripts in <http://www.icmje.org/recommendations/browse/manuscript-preparation/>

- 3.3 Composition:** The usage of bold text should be avoided, only the titles of each aspect as it is the abstract, keywords, introduction, objectives, materials and methods, results, discussion, conclusions, and bibliographic references should go in bold capital words. The subtitles must have the first letter in capital and bold text. The use of quotation marks is limited to only direct citations.

- 3.4 Footnotes and citations:** These notes must go at the end of the enunciated page and will be used to clarify or deepen a concept or an information within the text. These must not be bibliographic references. Textual citations that require highlighting (more than 40 words) must be written on a separate paragraph. Textual citations of less than 40 words must be included in the text using quotation marks.

- 3.5 Abbreviation and/or acronyms:** The use of abbreviations and/or acronyms in the abstract must be avoided. When the text uses for the first time an abbreviation or acronym, this will go preceded by the phrase or word; then only the abbreviation or acronym can be used.

- 3.6 Measurement Units:** The measurements of length, height, weight and volume will be expressed in metric units (meter, kilogram, liter) or its decimal multiples. The temperature must be in degrees Celsius. Blood pressure must be measured in millimeters of mercury (mm Hg).

- 3.7 Tables and figures:** These elements are included in the article to amplify or clarify information, not to indicate the information already given.

A maximum of five tables or figures can be included, identified according to the order they are shown with Arabic numbers, and must have the specific title and source from which the table or figure was obtained.

Each table and figure must be cited within the text, included in the article and attached on a se-

parate document in Word format. The size of the figures is 8 cm Lx10 cm W. The tables must be shown in academic format and cannot be presented as photographs. The recommended font size to identify tables and figures (internal labels) is 8 pts and these are included in just one column (See Table 1).

Tabla 1. Título de la tabla

Categoría	Categoría	Categoría	Categoría
Variable	xxxx	xxxx	xxxx
Variable	xxxx	xxxx	xxxx
Variable	xxxx	xxxx	xxxx
Variable	xxxx	xxxx	xxxx
Variable	xxxx	xxxx	xxxx

Fuente: Autor

3.8 Bibliographic References

Bibliographic references indicate the original sources of the concepts, methods and techniques that the text refers to and come from research, studies and past experiences. References should be pertinent and updated, allowing not only the construction of a conceptual and theoretical framework but also the comparison and contrast of the results determining the contributions of new knowledge of the article; it is recommended that 80% of the bibliography corresponds to the last 5 years.

Double citation must be avoided (citation of citation).

The bibliographic citations within the text must be done following the Vancouver system, using the first last name of the author, followed by the number of reference in parentheses; for example: "According to Nightingale (2)...". In case of two authors, use the first last name of each author separated by "and", followed by the reference number in parentheses; for example: "According to Rodriguez and Garcia (5)". For three or more authors, use the first last name of the first author followed by "et al" and by the number of reference in parentheses; for example: "Martinez et al. (7) manifest that...". As a general rule, the last names of each author must be presented with a hyphen between them.

Bibliographic references are cited with consecutive Arabic numbers in parentheses, do not include the year, according to the order shown in the text and these are included at the end of the article, according to the Vancouver system. In the case of sequential citation, the numbers are separated by hyphens; for example: (1-4). When citations are interleaved, the comma is used; for example: (1,3,7).

A minimum of three English references must be included.

The following are examples of the Vancouver system for the presentation of bibliographic references according to the guidelines of the *CIENCIA Y CUIDADO* journal:

3.8.1 Articles in Journals

- *Standard Journal:*

Guerrero-Montoya LR, León-Salazar AR. Estilo de vida y salud: un problema socioeducativo, antecedentes. *Educere* 2010; 14(49):287-295.

- *More than six authors*

Culqui DR, Munayco CV, Grijalva CG, Cayla JA, Horna-Campos O, et al. Factores asociados al abandono de tratamiento antituberculoso convencional en Perú. *Revista Archivos de Bronconeumología* 2012; 48 (5):150-5.

3.8.2 Books and other monographs

- *Individual authors*

Kerguelen-Botero C. Calidad en salud en Colombia: Los principios. Ministerio de la Protección Social. Bogotá D.C.: Editorial Scripto Ltda.; 2008.

- *Book Chapter*

Almeida CM. Novos modelos de reforma sanitária: bases conceituais e experiências de mudança. En: Costa NR, Ribeiro JM. Política de saúde e inovação institucional. Rio de Janeiro: Editora Fiocru; 1996. p. 69-98.

- *Thesis Dissertation*

Becerra-Muñoz MP. Barreras de acceso al programa ampliado de inmunizaciones, de la población infantil asistente a las casas vecinales de Tibabita y horizontes de la localidad de Usaquén, Bogotá D.C., año 2008. [Tesis Doctoral]. Bogotá: Universidad Nacional de Colombia; 2011.

- *Legal documents and/or laws*

República de Colombia. Congreso de Colombia. Ley 266 de 1996, enero 25, por la cual se reglamenta la profesión de enfermería en Colombia y se dictan otras disposiciones. Diario Oficial No. 42.710. Bogotá: El Ministerio; 1996.

- *Memorias de eventos*

Memorias Simposio Gestión en Enfermería. VII Conferencia Iberoamericana de Educación en Enfermería. Necesidades, tendencias y desafíos. Medellín: Universidad de Antioquia; 2003, Oct 6-8.

3.8.3 Electronic material

- *Journal article*

Moreno-Mora R, Pérez-Díaz C. Retardo en el neurodesarrollo en niños de La Habana Vieja. Rev. Cubana Med Gen Integr [Internet]. 2008 [consultado 29 de abril de 2015]; 24(3). Disponible en: http://scielo.sld.cu/scielo.php?pid=S0864-21252008000300012&script=sci_arttext

- *Monographs (books, thesis and similar) on the internet*

Morejón-Romero JS. Análisis, diseño e implementación del sistema SYSBABY para control de

niño sano (vacunación). Impacto frente al diagnóstico de cáncer y su afrontamiento. [Tesis en Internet]. Ecuador: Universidad Católica de Santiago de Guayaquil; 2013 [consultado 30 de noviembre de 2014]. Disponible en: <http://repositorio.ucsg.edu.ec/bitstream/123456789/1348/1/T-UCSG-PRE-INGCIS-88.pdf>

- *Legal documents and/or laws on the internet*

República de Colombia. Ministerio de Salud. Resolución No. 008430 de 1993, octubre 4, por la cual se establecen las normas científicas, técnicas y administrativas para la investigación en salud. [Internet]. Santa Fe de Bogotá: El Ministerio; 1993 [consultado 29 de octubre de 2013]. Disponible en: http://www.unisabana.edu.co/fileadmin/Documentos/Investigacion/comite_de_etica/Res_8430_1993_-_Salud.pdf

4. Structure according to article type

4.1 Research

- **Title:** It must clearly indicate the research work or article done. The title must be in Spanish, English and Portuguese

- **Author(s):** After the title indicate complete names and last names on the footer of the page, with an asterisk to indicate undergraduate and postgraduate education level (if available), occupation, current position, current work institution, city and email address of each author.

- **Abstract:** It must not exceed 250 words and must contain, on a clear and structured form, the objective, materials and methods, results and conclusions of the research. It must be presented in Spanish, English, and Portuguese. It must not include any references or abbreviations. The information given in this abstract must not be repeated in materials and methods.

- **Keywords:** Two to four keywords must be included to facilitate the classification of the article, the keywords must have not been used in the title. The keywords must be in Spanish, English, and Portuguese. Consult the descriptors in *Ciencias de la Salud* (DeCS), in the website <http://decs.bvs.br/E/homepagee.htm> of the health virtual library from the project BIREME, of the World Health Organization and the Pan American Health Organization.

- **Introduction:** It establishes the relevant aspects of the issue and the justification that underpins the development of the research. Indicate the specific purpose or research objective. It must have bibliographic references and must not include any benefits.
- **Materials and methods:** This section discloses the type of study, the selection of study subjects, used procedures, instrument, type of statistical analysis of the data and ethical aspects –those referring to the processes done to get institutional authorization, the usage of the instrument and the recollection of the information.
- **Results:** The results are presented keeping a logical sequence of the text, tables, figures, by highlighting the more relevant results. If tables or figures are included, it is recommended not to repeat in the text the data given by these.
- **Discussion:** It is recommended not to repeat data shown in the results. The discussion must highlight the new and important aspects of the study, supported bibliographically, as well as the conclusions that are derived from the analysis and contributions made by the author. It is important to compare and contrast the results with other studies.
- **Conclusions:** Must relate to the raised objectives and be extracted from the analysis and discussion made by the author(s). General statements that are not supported by data should not be made. Only 5 conclusions maximum are allowed.
- **Bibliographic references and/or Bibliography:** Must be related at the end of the article according to the Vancouver policies, it must contain a thorough bibliographical review of at least 30 references.
- **Abstract:** The abstract must contain a maximum of 200 words, and must contain: introduction, methodology (consulted databases, number of articles, used keywords, in which language), results and conclusions. It must not include abbreviations, acronyms, or bibliographical references.
- **Keywords:** Two to four keywords must be included to facilitate the classification of the article, the keywords must have not been used in the title. The keywords must be in Spanish, English, and Portuguese. Consult the descriptors in *Ciencias de la Salud* (DeCS), in the website <http://decs.bvs.br/E/homepagee.htm> of the health virtual library from the project BIREME, of the World Health Organization and the Pan American Health Organization.
- **Introduction:** Introduces a broad view of what the article addresses.
- **Methodology:** Explains the method used for the research, review and analysis of the consulted documents, the period in which it was reviewed, the selection criteria, keywords used in the research, the consulted databases, number of articles reviewed, in which languages, etc.
- **Analysis:** Includes the progress of the article supported by bibliographic references and the contributions of the author(s), with the correspondent subtitling.
- **Conclusions:** General ideas are proposed relating to the developed article and must be 5 maximum.
- **Bibliographic references and/or Bibliography:** Must be related at the end of the article according to the Vancouver policies, it must contain a thorough bibliographical review of at least 30 references.

4.2 Review

- **Title:** Must be concise and clearly indicate the subject of the article. It must include the English and Spanish title.
- **Author(s):** Indicate full names on the footer of the page, to indicate undergraduate and postgraduate education level (if available), occupation, current position, current work institution, city and email address of each author.

4.3 Reflection

- **Title:** Must indicate, clearly, the subject of the article. The title must be in Spanish and English (maximum of 12 words).
- **Author (s):** Indicate full names on the footer of the page, to indicate undergraduate and postgraduate education level (if available), occupation, current position, current work institution, city and email address of each author.

- **Abstract:** Reflection articles introduce a thesis or an assertion about the subject (usually expressed in two or four lines) and subsequently introduce a progress synthesis in each of the thematic units (subtopics) that compose the development. It must be presented in Spanish, English and Portuguese.
 - **Keywords:** Three to five words must be included to facilitate the classification of the article, the keywords must have not been used in the title. The keywords must be in Spanish, English, and Portuguese. Consult the descriptors in *Ciencias de la Salud* (DeCS), in the website <http://decs.bvs.br/E/homepagee.htm> of the health virtual library from the project BIREME, of the World Health Organization and the Pan American Health Organization.
 - **Introduction:** The information that makes part of the introduction is the following:

General topic: there is a general discussion about the topic of reflection, which can resort to definitions, exemplifications or appreciations of the topic, without exposing or deepening the academic judgement that will be developed in the article.

Alternate positions: social and theoretical conceptions that exist regarding the topic are expressed. Even the presentation of these, a lot of times are alternated with the last point.

Position to defend or article objective: the subjective reading that is intended to be developed in the article is enunciated, or the objective(s) that pretends to be developed is outlined in the document of reflection.
 - **Development (Reflection):** Unified and coherent presentation of the ideas and arguments made as a result of a research and analysis process, which, at the same time, are organized in thematic units, this is, in subtitles. In this sense, the *reflection* is written following the introduction and is developed according to the *subtitle* outline: *opinions and arguments*, meaning, in each subtitle the information is expressed in a logical, demonstrative or persuasive order that revolves around a fundamental topic in which reflections and arguments are elaborated to support or refute it.
 - **Conclusions:** The conclusions are deduced, logically, from the previous reflection, for this reason assessments of the possible implications and contributions of the opinions exposed in the framework of the topic addressed are made. Possible additional lines of research are analyzed and the limitations and scope of the position taken are discussed.
 - **References:** Must be related at the end of the article according to the Vancouver policies, it must contain a thorough bibliographical review of at least 20 references.
- ## 5. Article submission
- The main author must submit the material to the Editorial Committee of the *CIENCIA Y CUIDADO* journal through the OJS platform in the following link: <http://revistas.ufps.edu.co/index.php/cienciaycuidado/user/register>. For the effect, you must register as a user and send the article(s), attaching:
- **Letter of presentations** signed by all the authors, agreeing to the policies for authors, the participation of each author in the research is specified, indicating originality, conflict of interest and transfer of rights to the journal (Annex A).
 - **Personal Data Format:** must be completed and signed by all authors (Annex B)
 - **Conflict of Interest Format for Authors** for each author (Annex C).
 - **Tables and figures:** must be sent separately as .jpg files with a maximum resolution of 580 pixels wide, and explicit captions. The statistic graphs must be sent through Excel format. The tables must be sent in the format they were designed in (for example word, excel, etc.). If figures, photographs, graphs, drawings, diagrams or any other visual materials are used, different to the tables that are typed in the text, these must go attached to the original ones, duly marked, as well as the digital files indicating the software used for its elaboration. In case of using a figure taken from a different author, and therefore, protected by production rights, all the data for the respective credit must be attached, along with a written authorization of the author or editor of the original publication.

Before submitting, the author must check that the document meets with all the policies of publication of this journal. The writer will keep a copy of all the submitted material, to prevent inconveniences in case of damages or loss of the material. Once all the documents are sent through the OJS platform, an email must be sent to revistacienciaycuidado@ufps.edu.co to inform about the matter.

The main author will be responsible for direct communication with the journal (elaboration and delivery of corrections, diligence of formats, delivery of information and reception of the printed material when this is physically available).

Only articles submitted through the OJS platform and with all the required documents attached will be accepted. Documents sent on a different form will not be accepted.

It is important to clarify that receiving a document does not imply the obligation for the Editorial Committee of the *CIENCIA Y CUIDADO* journal for its approval and publication, nor any compromise with respect to its publication date.

The authors are directly responsible of the information and supporting material used in each article. The journal will not take responsibility for legal matters that may arise regarding an article. The journal reserves the right of partial or total reproduction and of making the modifications that are considered necessary for the publication of the article.

6. Eligibility Criteria for the Articles

The material put into consideration for the Editorial Committee must meet the following criteria:

6.1 Clarity and precision in writing: the redaction of the document must provide coherence to the content and clarity to the reader.

6.2 Originality: the document must be original, that is to say: directly elaborated by its author, with no imitation from other documents.

All manuscripts submitted for evaluation must be original and unedited, and must meet the necessary conditions of coherence, cohesion, clarity, concreteness, relevance and centrality that make them communicable.

6.3 Objectivity and validity: the statements must be based on data and information.

6.4 Importance and contribution to knowledge: the document presents interesting contributions to the state of the art of the object of study.

7. Editorial process and peer review

7.1 Article reception

Once the article is received, the Editorial Committee verifies the compliance of the established requirements by the journal in the instructions for authors, and once this process is completed, the result will be announced to the authors, which could be:

- **Rejected:** the thematic is not relevant with the guidelines of the *CIENCIA Y CUIDADO* journal, it is not an original work (verification of coincidences with Turnitin).
- **Accepted subject to adjustments:** the work accepted subject to adjustment in the first evaluation, will be returned for the following reasons: for presenting the text or its complementary documents incorrectly or incomplete (according to the established in the editorial policies). If the author does not respond to the corrections on the stipulated time, the article will be *Declined*. Once the author corrects the suggestions and indications, the article will be accepted and can begin the process of peer review.
- **Accepted to start peer-review:** The Editorial Committee of the journal will carry out the analysis and selection of the articles that meet the established policies and are accepted to initiate the process. Once this check process is initiated by the Editorial Committee, the author will be informed, indicating that the article must complete all the stages of the process and cannot be withdrawn.

7.2 Peer review

The selected articles are sent to two external specialized academic peers whom will evaluate its scientific and academic quality, observing and/or making necessary suggestions for the publication of the article, according to the parameters of the journal. The reviewers do not know the identity of the author and vice versa, known as -double blind

review-. The deadline for the emission of concepts given to the peer evaluators will be of fifteen (15) days and the estimated date of concept reception will be notified to each peer evaluator. To guarantee the confidentiality of data, as well as the absence of conflict of interest, this must be expressed through a letter from the reviewer.

The result of the evaluation may be:

- Publishable without modifications
- Publishable with modifications by policies of the journal
- Published with modifications by policies of the journal and general structure of the article
- To improve the article and submit it in the next edition
- Non-publishable.

In case of a controversy in the results of the evaluation by the peer reviewers, the material will be sent to a third reviewer.

7.3 *Decision by the Editorial Committee*

The *CIENCIA Y CUIDADO* journal will take a prudential time to submit the recommendations of the reviewers to the lead author of each article, whom must elaborate corrections and resend the document in the stipulated time. The article will be reviewed to verify the suggested adjustments.

Subsequently, the material will proceed to correction, where all the required changes will be done in order to improve the material. It is relevant to clarify, that said changes will be on the structure not on the content, always respecting the style of the author. The resultant material will be sent to the author to authorize its publication.

8. **Ethic for authors**

The journal *Ciencia y Cuidado* defines the following criteria relating to the ethics for the publication of scientific articles:

8.1 *General Criteria*

- The document must have enough details and references that allow a response or debate of the study.

- False or unintended imprecise statements are considered an anti-ethic behavior.
- To guarantee that the materials submitted to the journal are unedited and original. Also, if work from other people was used, this will appear cited and referenced.
- Privacy rights must be respected.

8.2 *Authors*

- Authorship is limited to those who have made significant contributions to the article. The person that submits the text will be the responsible to make sure that all the authors are shown in the document and that all the authors have approved the final version submitted to the journal.
- To add or delete an author, an explanation of the change must be sent along with the confirmation of all the authors that agree with the addition or suppression.
- The authors have the responsibility of recognizing and declaring any conflict of interests that may distort their work.
- Once the review process is initiated by the Editorial Committee, the article must complete all the stages of the editorial process.
- If the article presented is part of a funded research, this funding will be noted in the appropriate sections.

8.3 *Duplicate Publication*

- Not having published or pretend to publish the same research results in more than one journal is considered a violation of editorial ethics.
- Adequately recognize the work done by other people and cite such work

8.4 *Policies for research work with people*

All the scientific articles that contemplate research work with people must meet the following active international laws and specific ethic requisites:

- The scientific technical and administrative policies, for the research in health contemplated in Decree 008430 of 1993 of the Ministry of Health.

- The authors must obtain the respective approval from an Ethic Committee, which must be mentioned explicitly in the article (attach this support). If it is the case, also comply, with the policies for the assumption, handling, destination, confidentiality of origin of samples and informed consent for the publication of the obtained data. Where possible, the participants must stay as anonymous; if not, the authors must have a written authorization by the Ethic Committee.

8.5 *Fraud and bad practices*

Fraud in all its forms constitutes a non-ethic conduct in the academic and editorial areas and it is unacceptable. Scientific fraud is considered for any of the following:

- Partial or total elaboration of results by the author.
- Falsification, manipulation or modification of data, research materials, images, equipment or processes, for the convenience of the author.
- Omit or hide purposefully a fact or data.
- Impropriety, omission or copy of bibliographic references without consulting them.

8.6 *Plagiarism*

Is considered:

- An author presents as its own ideas, data or results created by others.
- Copying text as is without quotation marks and with no citation or source.
- Insufficient acknowledgment and paraphrases.

8.7 *Self-plagiarism*

Repeating part of a published text in a new article. In this case, the author must consider if the study is relevant, take the main sections and cite them without exceeding their use in the new article.

8.8 *Fictitious authorship*

In the list of authors only those who intellectually contributed in the development of the work must be shown. The recollection of data or having had participated in a technique are not cri-

teria enough to be an author. To be an author you must meet the following requisites:

- Participate in the conception and completion of the work that has resulted as the article in question
- Participate in the writing of the text and in the possible reviews of it.
- Have approved the final version to be published
- Duplicate publication. The author must inform the Editor the existence of previous reports or similar works that could be considered as duplicate publications of the postulated article.

8.9 *Fragmented publication.*

To divide a large study in various articles, one must take into account the level of contribution of each one of these, separately or as a whole.

It is considered an unacceptable practice that the fragments of a divided study share the same hypothesis, sample and methods.

Avoid inappropriately fractioning the data of a single study in two or more works.

8.10 *Overwritten publication*

Articles that are published with the same conclusions as a previous article and has only added more data or cases.

The *CIENCIA Y CUIDADO* journal uses the Turnitin software to detect any cases of overlay text and similarity in the presented texts.

All the authors must submit original and unedited texts, in Spanish, English or Portuguese, belonging to the described topics in the scope of the journal, stating those characteristics at the moment of submitting their work for consideration of the Editorial Committee.

9. *Ethic for reviewers*

The reviewers must carry out their work according to the following ethical policies:

- (1) Any reviewer that does not feel qualified must notify these circumstances to the journal before starting the review process.
- (2) The materials received for review must be

treated as confidential documents. These will not be shared with no other person, without the consent and previous authorization of the journal.

(3) The reviewers will argue all their decisions and assertions for edition to take better decisions and for

authors to understand how to improve the article.

(4) Declare their conflicts of interest or inabilities.

(5) Write a methodical and meticulous review.