

Please **read all instructions** before you start preparing your paper and before starting the process of submission. Only articles that rigorously meet the specified requirements will be sent to peer-review. Submissions can only be made by Internet. In the pages 5 and 6 of this document you will find **instructions for submission**, which must also be carefully followed.

## RULES FOR PUBLISHING

Scientia Medica follows the general principles of the **Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals**: <http://www.icmje.org/recommendations/>

### Editorial policies

Authors are invited to read the **Policies** section, found in "ABOUT the Journal", for information about focus and scope, section policies, peer-review process, conflict of interest statement and all the editorial policies of Scientia Medica: <http://revistaseletronicas.pucrs.br/ojs/index.php/scientiamedica/about/editorialPolicies>

### Originality, ineditism and updating

- When submitting a document, the authors must assure that it has not been published previously and that it is not being analyzed by other journal.
- Verbatim copies of published texts are not acceptable, except in very occasional citations (please see rules for citations in the page 5 of this document).
- Scientia Medica uses a software for identifying similarity: a paper with copied texts will be identified and will be returned to authors.
- The data collection must have been completed no more than 02 (two) years before January of the current year, and the literature search must be updated the semester preceding the submission date.

### Research and Publication Ethics

Original articles and case reports must state in the Methods section that the ethical standards for human experimentation were followed, and the study protocol was approved by an Institutional Research Ethics Board. For studies conducted in Brazil, the number of the approval document must be informed. The CAAE number is not sufficient.

If necessary, state that informed consent was obtained from all human adult participants and/or from parents or legal guardians of minors.

In case of experimental study with animals, inform that the maintenance and care of experimental animals complies with the guidelines of country or institution's authority or agency for the human use of animals in research.

At the time of submission, the authors assume responsibility for not use falsified or copied data.

### Authorship

- To be named as authors, researchers must have made a substantial contribution to the study and be able to take responsibility for at least the part of the work they contributed.
- The submitted document must have been carefully read by all authors, who agree that the manuscript represents their work.
- **NEW: The corresponding author must be the same who makes the submission.**
- **NEW: The e-mail of the corresponding author must be his/her institutional e-mail.**
- At least one of the authors must have at least a specialist degree. Articles written by undergraduate students are not accepted.
- About Copyright, please see the Copyright Notice: <http://revistaseletronicas.pucrs.br/scientiamedica/ojs/index.php/scientiamedica/about/submissions#copyrightNotice>

## PREPARATION OF THE PAPER

### Language

Articles can be written in Portuguese, English or Spanish. The style must be clear and concise.

### Documents to be submitted

At least two files must be transferred: a COVER PAGE and the MAIN DOCUMENT. Instructions for preparation and formatting of the documents are shown below.

### COVER PAGE

Download the template available from:

<http://ebooks.pucrs.br/edipucrs/periodicos/ScientiaMedica/coverpage.docx>

Fill it as directed and upload the document at the time of submission, as a supplementary document.

**Warning: filling this cover page does not exempt the author who makes the submission from completely fill the metadata on the webpage. It is especially important to mention in metadata the full names of all the authors and their VALID e-mails.**

**Note:** The cover page is separated from the article, and will not be available to reviewers, because Scientia Medica uses the double-blind system of peer-review:

<http://revistaseletronicas.pucrs.br/ojs/index.php/scientiamedica/about/editorialPolicies#peerReviewProcess>

## MAIN DOCUMENT

### Organization of the article and other publishing rules

The order of appearance of sections in all manuscripts should be as follows: ABSTRACT, KEY WORDS, MAIN TEXT, REFERENCES, TABLES, FIGURES. Instructions for preparation of each one are provided below, in "TEXTUAL ELEMENTS". Headings should not be numbered.

Numbers from one to nine should be spelled out, except when followed by unit of measure or when composing a series. Units of measure should follow the International System of Measurements. Foreign terms and names of microorganisms and animal and plant species should be in italics. Abbreviations can be used if the term appears at least five times in the text. At first use of the term in the text, spell it out and introduce the abbreviation parenthetically. Do not use abbreviations in the abstract. In the mention of commercial brands, the name of the manufacturer and its location (city, country), should be given parenthetically.

### FORMAT OF THE MAIN DOCUMENT

Manuscripts must be typed in Word (Microsoft Office), on page A4 size and margins of 2.5 cm. The size of each document must not exceed 2 MB.

Preferably use the "Style" from Word. Apply the "Normal" style throughout the document. To set it, click with the right mouse button on "¶ Normal" and with the left button in "Modify". Choose the following settings:

- Font: Times New Roman 12.
- Paragraph: justified alignment, indentation of first line by 1.25 cm, with no space before or after, double spacing between lines.
- Do not use spaces or tabs to create first line indent; use only the configuration of the paragraph.

### FORMAT OF REFERENCES AND TABLES

References should be numbered using the list of numbered markers of Word, or a reference manager. See details at pages 3 to 5 of this document.

Tables are best viewed with left alignment, with no first-line indent and single space between lines. Select each table and apply these settings. Guidance on the preparation of tables are on page 3 of this document, under "Tables".

## TEXTUAL ELEMENTS

### Abstract

The Abstract should be limited to 350 words. All information presented in the Abstract must appear in the article. Abstracts are structured according to the table below.

### Key words

Key words are terms used in the indexing of an article so that it may be located by subject, by way of electronic search engines. Submission of correct descriptive words is fundamental for a publication to be easily found by other researchers. Scientia Medica uses the health sciences descriptors MeSH - Medical Subject Headings of the U.S. National Library of Medicine, developed with the purpose of permitting the use of common terminology for searching, providing a consistent and unique environment for the retrieval of information. They can be found on the following website: <https://www.nlm.nih.gov/mesh/>

### Text

It should be divided into subtitles, according to the article type (see table below).

In Original Articles, Scientia Medica does not accept combined Results and Discussion; they should be always two different sections. Conclusions should not be a separate item, constituting the last paragraph of the Discussion. Rather, in review articles, conclusions may be the last subtitle, which can alternatively be called "Discussion" or "Final Comments". Subtitles should not be numbered.

### Subtitles according the article's type

	ABSTRACT	MAIN TEXT
<b>ORIGINAL ARTICLE</b>	<ul style="list-style-type: none"> <li>• AIMS</li> <li>• METHODS</li> <li>• RESULTS</li> <li>• CONCLUSIONS</li> </ul>	<ul style="list-style-type: none"> <li>• INTRODUCTION</li> <li>• METHODS</li> <li>• RESULTS</li> <li>• DISCUSSION</li> </ul>
<b>CASE REPORT</b>	<ul style="list-style-type: none"> <li>• AIMS</li> <li>• CASE DESCRIPTION</li> <li>• CONCLUSIONS</li> </ul>	<ul style="list-style-type: none"> <li>• AIMS</li> <li>• CASE DESCRIPTION</li> <li>• DISCUSSION</li> </ul>
<b>REVIEW ARTICLE</b>	<ul style="list-style-type: none"> <li>• AIMS</li> <li>• METHODS</li> <li>• RESULTS</li> <li>• CONCLUSIONS</li> </ul>	<ul style="list-style-type: none"> <li>• INTRODUCTION</li> <li>• METHODS</li> <li>• RESULTS OF SELECTION</li> <li>• CONTENT OF THE REVIEW               <ul style="list-style-type: none"> <li>◦ SUBTITLES</li> </ul> </li> <li>• DISCUSSION <b>or</b> CONCLUSIONS <b>or</b> FINAL COMMENTS</li> </ul>

**For a definition of the different types of journal articles, please go to Section Policies:** <http://revistaseletronicas.pucrs.br/scientiamedica/ojs/index.php/scientiamedica/about/editorialPolicies#sectionPolicies>

**For more details on Review Articles please go to:**

<http://ebooks.pucrs.br/edipucrs/periodicos/ScientiaMedica/review.pdf>

**Note that Scientia Medica is not accepting review articles other than by invitation.**

#### **Acknowledgments, financial support and conflicts of interest disclosure**

Acknowledgments must be short and objective and should only include individuals or institutions that contributed to the study. They should be placed on the cover page, as well as information on financial support and presence of conflicts of interest. Later they will be placed as notes at the end of the article.

#### **Tables**

Tables and its legends should be presented in Word (Microsoft Office), and placed after the list of references, on separate pages.

All tables must be numbered in the order in which they appear in the article. The title is placed above the table, preceded by the word, "Table", followed by the sequential number in which the table appears in the text, in Arabic numerals (e.g.: Table 1, Table 2, etc.). Tables should include information regarding statistical approach.

Legends should be concise and self-explanatory, in order to allow understanding of the tables without reference to the text. Explanations must be displayed as footnotes, and not in the title, and identified with symbols in the following order: \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡. Do not underline or draw lines inside tables and do not use spaces to separate columns. Do not use spaces on either side of the symbol ±.

Unlike the text, tables should be formatted without first-line indent and with single line spacing. On page 2 of this document, in "FORMAT OF REFERENCES AND TABLES", there are more instructions on how to format tables.

#### **Illustrations**

Illustrations (or figures) comprise graphs, drawings, flow charts, photographs, organization charts, etc. An original illustration is preferred, but in case it was previously published, even if your own work, the original source must be credited and permission from the copyright holder (publisher, journal or author) to reproduce the illustration must be supplied. The letter of permission should be submitted at the time the revised manuscript is submitted.

All illustrations must be numbered in the order in which they appear in the article. Figures should be placed after the tables, in the end of the document, and the legend should appear below the illustration, preceded by the word, "Figure," followed by the sequential number in which the illustration appears in the text, in Arabic numerals, including the respective title (e.g.: Figure 1, Figure 2, etc.). When produced in a text file (for example, using Word graphs or flowcharts), figures should be sent in their original format, so that they may be edited.

Photographs and some complex images must be uploaded as supplementary documents, in form of image file (preferably JPG), with a minimum resolution of 300 dpi for better visualization, without exceed 2 MB. The legends for these figures should be placed in the main text after the References and the Tables, with their numbers, and additionally must be uploaded in the metadata of the supplementary document, according the instructions which will appear in the moment of submission. Legends should be brief, but must contain all the information to make the illustration comprehensible without taking recourse to the text.

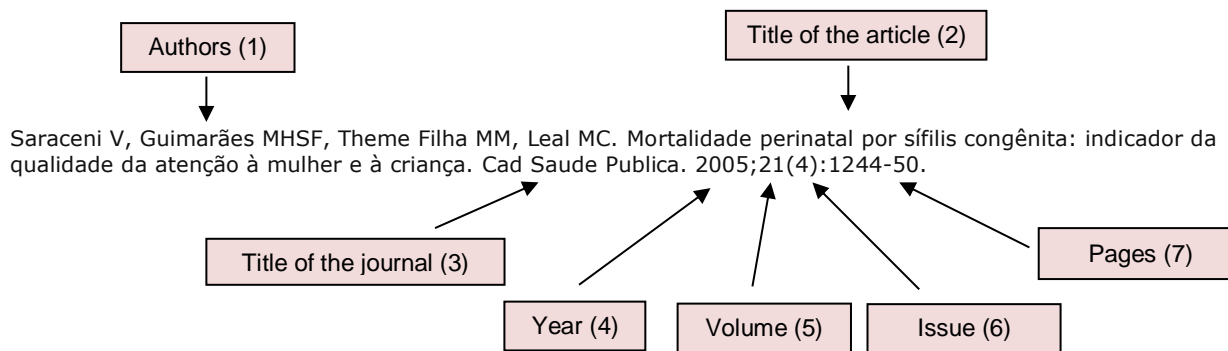
#### **References**

All references cited in the text and they alone, must appear in the reference list. The list numbering follows the order of appearance in the text. Each number must be placed after the corresponding paragraph, between square brackets and before punctuation. **This rule changed in 2015. For examples, please see the articles published in Scientia Medica from volume 25 (2015).** More than one number are separated by commas. If there are more than two consecutive numbers, put only the first and the last, separated by a hyphen; if there are only two consecutive numbers, separate with a comma.

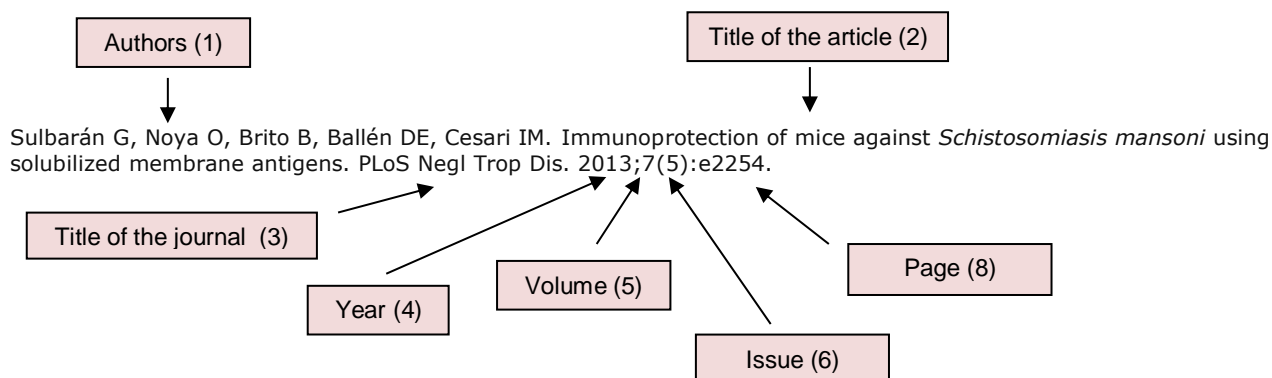
The list of references should be prepared according to the Vancouver style. Examples of the most used types of references are provided below. We ask that authors do not put the DOI, which will be placed by the editorial team after.

Rules and examples may be found on the following website: <http://www.ncbi.nlm.nih.gov/books/NBK7256/>

### Article in a print or electronic journal with pagination



### Article in an electronic journal with special pagination



#### (1) Authors names

- Cite all names, independently of their number.
- Last name followed by the initials of the first and middle name, without comma.
- Each author separated by a comma and with a point after the last author.

#### (2) Title of the article

- Only the first letter capitalized (except names).
- With a point at the end.

#### (3) Title of the journal

- Abbreviated according to Medline rules.
- Without points in the middle.
- With a point and space after the title.

#### (4) Year of publication

- Scientia Medica does not use to show the month of publication.
- Semicolon after the year.
- No spaces between year, volume, issue and pagination.

#### (5) Volume

- Followed by issue number between brackets.
- If no issue number, colon after the volume number.

#### (6) Issue

- Issue number in brackets.
- Colon after the right bracket before pages.

#### (7) Page in a print issue

- First and last pages separated by a hyphen and ending by point.
- Do not repeat the page numbers that are already on the number of the first page. Example: instead of writing 281-287, write 281-7.

#### (8) Page in an online issue

- Inform the page number reported in the publication, preceded by the letter "e".

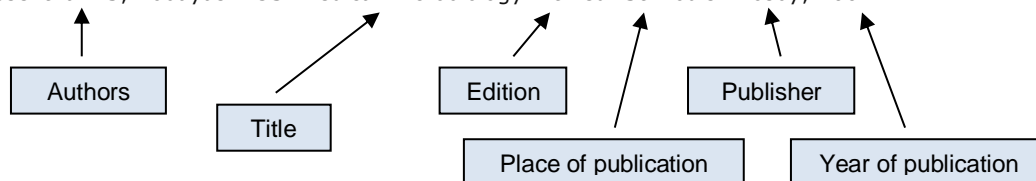
#### (9) DOI (Digital Object Identifier)

- If the cited journal has an electronic edition and has a DOI, the editorial team will put the DOI number after the complete reference.

## Books and monographies

### - Personal author(s)

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



Indication of the edition (the first should not be indicated) must always be in the language of the book – If in Portuguese: 2ª, 3ª. If in English: 2nd, 3rd, 4th.

### - Editor(s) or compiler(s)

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

### - Book chapter

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.

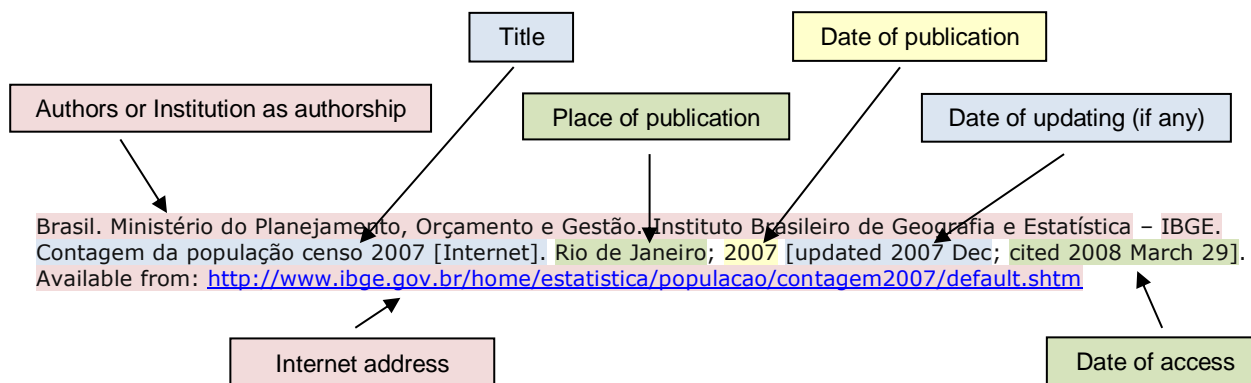
### - Master's thesis (dissertation)

Silva MM. O sono da criança e a amamentação [dissertation]. [Porto Alegre]: Pontifícia Universidade Católica do Rio Grande do Sul; 2008. 134 p.

### - PhD thesis

Padoin, AV. Influência da zona doadora na concentração de células-tronco derivadas do tecido adiposo em mulheres [PhD thesis]. [Porto Alegre]: Pontifícia Universidade Católica do Rio Grande do Sul; 2008. 53 p.

## Page on the Internet



For other types of references, please see <http://www.ncbi.nlm.nih.gov/books/NBK7256/>

## RULES FOR LITERAL CITATIONS

Both in original and in review articles, citations should be avoided, even if accompanied by the reference of the original author. It is not acceptable that a text is written based on citations. In exceptional cases, where it is really necessary to copy the words of another author, use the following rules: after mentioning the name of the author, followed by the corresponding reference number, a citation of up to three lines can be placed between quotation marks. Largest source excerpts need to be highlighted with a two points smaller font and an indented paragraph (3 cm at the left).

## INSTRUCTIONS FOR SUBMISSION

To begin the submission process, go to Online Submissions through the link below.

<http://revistaseletronicas.pucrs.br/ojs/index.php/scientiamedica/about/submissions>

The initial presentation by default of the website of Scientia Medica is in English. To submit an article in Portuguese is important to select the corresponding menu in the Portuguese language, so that items of submission function correctly. If the article is in English, the submission may follow the initial interface.

To begin the submission, you must register yourself as an author at the journal's webpage, where a user name and a password will be chosen. Enter your data in the appropriated fields and check "Author" at the bottom of the registration form, besides "Reader", which is checked by default. Once registered, you can enter the system at any time, with your login and password (in ACCESS, on the top of the webpage).

Automatically after complete the initial registration process, or when a person previously registered enter with login and password, the system refers to the "User Home", which lists the functions that the person can take in the journal. Clicking in the role of author, appears a list with the active submissions, and a new submission may be initiated.

The author does not need to complete the steps of submission at once. It is possible to return at any time to the submissions listed as "incomplete" in the list of active submissions. It is essential to follow the instructions that will appear in the five steps of the submission.

### CHOICE OF SECTION

Starting the submission, the author chooses the section in which the article should be inserted. In addition to the instructions already given in these Guidelines for Authors, specific information about each type of article are in the "**Section Policies**" of Scientia Medica:

<http://revistaseletronicas.puocrs.br/scientiamedica/ojs/index.php/scientiamedica/about/editorialPolicies#sectionPolicies>

### SUBMISSION PREPARATION CHECKLIST

The author who is doing the submission will have to check several items in which all authors take responsibility to meet the standards and guidelines of Scientia Medica. Items should be read carefully and if any of them are not being observed, the author should stop submission and take appropriate action so that the conditions are met.

- The contribution is **original and unpublished** and is not being evaluated for publication by another journal. The work contains no falsified or copied data.
- In addition to the original article, a **cover sheet** is being sent as Supplementary Document, with all information requested. The template for the cover page is found within the document Instructions for Authors, in the form of a link giving access to a file in Word.
- All the authors** of the article are informed about and accept the editorial policies of the Journal, **have read the manuscript** that is being submitted and **are in accordance with its contents**. Names and e-mails of **all the authors are entered in the metadata** of this electronic page, in addition to the cover sheet.
- Approval by a Research Ethics Committee** is explicit (only for original studies in humans or animals, including case reports).
- The authors consulted the Guidelines for Authors in all its details and the submitted documents **strictly follow all rules** for publication in Scientia Medica.

### COPYRIGHT NOTICE

The authors declare to accept copyright policy practiced by the journal. Submission of originals to Scientia Medica implies the transfer by authors of the right for printed and digital publication. Authors retain copyright and grant the journal the right for first publication. If authors wish to include the same data into another publication, they must cite Scientia Medica as the site of original publication. As this is an open access journal, articles are allowed for free use in scientific, educational, non-commercial applications, with citation of the source. Content of Scientia Medica is licensed under a Creative Commons Attribution 4.0 International license (CC BY 4.0): <https://creativecommons.org/licenses/by/4.0/deed.en>

### INCLUSION OF METADATA

**Metadata must be carefully filled. Please follow these instructions.**

The names of **ALL** authors of the article must be added to the submission site, in the authorship order and the same they appear on the cover page, as well as their **e-mail, home institutions** (called "affiliation"), **titles and functions**. Titles that should appear in the publication will be entered in the "Bio statement" field. **It is very important that the person making the submission put valid e-mail addresses for all authors, in the specified field.** The corresponding author must inform the institutional e-mail.

When finished filling the data in English, click the menu "Enter the information in additional languages" (**not the same menu of initial language interface**), located at the top center of the metadata page, and choose "Português" to include the title, abstract and key words in Portuguese. If the authors are not Brazilian or Portuguese, this step can be skipped.

Identify the language in which the main text is drafted. If the article is written in English, mark "en"; if it is in Portuguese, set "pt", in Spanish "es". Identification of the language is important for article indexing in databases.

### TRANSFER OF MANUSCRIPT

Browse the main document on your computer and transfer it.

### TRANSFER OF SUPPLEMENTARY FILES

A cover page, completed according to the instructions provided in these Guidelines for Authors, should be transferred at this time.

If there are image files, as explained on page 3 of this document, these should also be transferred as supplementary documents. The system allows the inclusion of multiple documents.