

GUIDELINES FOR AUTHORS EDITORIAL STANDARDS

The *Revista de la Facultad de Ciencias Médicas* (RFCM) from the National University of Cordoba adheres to the international norms and ethics code established by the International Committee of Medical Journal Editors (ICJME). These recommendations are available at: <http://www.icmje.org/recommendations/>

Criteria and requirements for accepting submissions

General Criteria:

- Manuscripts must be written conforming to proper standards of style, grammar and spelling, using a text processor, with double spacing, 2 cm upper and lower margins, 1.5 cm left margins, 3 cm upper margins, and Arial 12 font, using Microsoft Word for Windows 98 or compatible software, on A4 size paper.
- The content of the manuscript must not be organized using numbered titles and subtitles. Instead, font size should be used to distinguish the titles and subtitles from the body text.
- The manuscript must be submitted in digital format through the Open Journal System platform used by the journal, registering the name of the author or authors and following all the steps required by the system.
- Submissions that do not meet these criteria will be sent back to their author or authors. For this purpose, it is necessary that applicants fill the **submission confirmation list** first.
- Manuscripts can be submitted in Spanish, Portuguese or English.
- The Editorial Committee will ensure that the author or authors remain anonymous during the evaluation process, and that the identity of the evaluators remains confidential, enabling them to act with freedom during evaluation.
- The Editorial Committee reserves the right to reject manuscripts and to suggest changes in structure or content, which will be notified to the author or authors. Changes or additions will not be accepted after submission.
- If a manuscript is not accepted for publication, its author or authors will be duly notified by email.

2) Recommendations of the International Committee of Medical Journal Editors (ICJME) for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals

A. TITLE PAGE

I. Article title: The title provides a distilled description of the complete article. Size: 150 characters including spaces. The short title must be written in two languages: Spanish and English. Font: Arial 12 in lower case and bold.

II. Short Title: in Spanish and English. Size: 40 characters including spaces. The short title must be written in two languages: Spanish and English. Font: Arial 12 in lower case and bold.

III. Author Information: All authors must be mentioned in both the manuscript and the Open Journal System software following these guidelines:

- The authors' names must be included following priority order.
- All authors' full names must be included.
- Font: Arial 12, in lower case.
- Each author's highest academic degrees should be listed.
- The name of the department(s) and institution(s) or organizations where the authors work must be specified.
- A contact email address should be provided.
- Contact information (including name, lastname, PO box, phone number and email address of the reference author) must be included.
- Authors who have an Open Researcher and Contributor Identification (ORCID) must include it.

- We recommend that all authors be registered in ORCID as it will help identifying them internationally. For further information visit: www.orcid.org

IV. Disclaimers: Indicate the liability of the institution or institutions where the author or authors work and funding sources.

V. Source (s) of support: These include grants, equipment, drugs, and/or other support that facilitated conduct of the work described in the article or the writing of the article itself.

VI. Word count: The maximum number of words that the manuscripts can have in the body text (i.e. excluding words from the title, abstract, acknowledgments, tables, figure legends and references), which varies depending on the type of the article. [See table 2.](#)

VII. Number of figures, pictures and tables: The maximum number of figures, pictures and/or tables that the article can contain, which varies from a type of article to another. [See Table 2.](#)

- **Figures and/or pictures:** They must be attached as .JPG or .PNG files in the OJS software. The placement of the tables in the body text must be indicated. [See Table 1.](#)
- **Tables:** They must be attached as Excel files. The placement of the tables in the body text must be indicated. [See Table 1.](#)

VIII. Authors must send a publication request letter including:

- Contact information of the reference author/s: address, Fax number or telephone number and e-mail.
- Relevance and classification of the article.
- Publication Exclusivity: The authors must declare that the piece of work has not been published totally or partially, nor sent to a different journal or media for publication or evaluation.
- The authors must declare that there are not conflicts of interest affecting other authors, institutions, laboratories, professionals, etc.

IX. Key Concepts

Depending on the type of the article, the authors may be required to include a section named Key Concepts (see Table 2), which should summarize in short sentences:

- A. What is known about the topic of the article.
- B. What is the contribution of the work.

B) STRUCTURED ABSTRACT

Depending on the type of work, structured abstracts might be requested (see Table 2). These must show the content of the article precisely, providing the context, objectives, basic procedures (participants recruitment, settings, measures, methods), main results and main conclusions. The abstract must be written in both Spanish and English. The structure that abstracts must follow in the RFCM is that of the body text, listing the main points of each section. Thus, the structure of the abstract will be:

- Introduction
- Methods
- Results
- Main Conclusion
- Key Words: According to the DeCs Health Science Descriptors: <http://decs.bvs.br/E/homepagee.htm> or Medical Subject Headings (Mesh): <https://meshb.nlm.nih.gov/search>. Between 3 and 10 words are used as key words; they must be written in lower case, separated by a dot and a space.

C) INTRODUCTION

In the introduction, the writers should present the nature of the problem, its importance, the substantiation of their study, the context, the objective(s) of their research and their hypothesis.

D) METHODS

This segment must:

- Clarify how and why the research was conducted.

- Describe the characteristics of the individuals that were recruited: healthy individuals, patients, control groups, etc.
- Characterize the population, eligibility and exclusion requirements (the researchers should attempt to present representative populations).
- Describe the methods applied to determine sex or gender, using the correct terms to refer to these characterizations: gender (social/cultural identity); sex (biological aspect).
- Explain the system applied to determine (in case it was determined) the ethnicities and/or races of the participants and justify the relevance of such distinction for the research.

Technical Information:

- Establish the primary and/or secondary objectives.
- Identify and provide references for the established methods, the published ones but unfamiliar, the modified ones, the new ones, the statistical ones, etc.
- Indicate the reasons why those methods were applied and evaluate their limitations.
- Identify the equipments (including name and address of the manufacturer between brackets).
- List the procedures used in order that others can reproduce them and obtain similar results.
- Specify the names of drugs and chemical products (generic names, dose and routes of administration).
- Make correct use of scientific names and gene names.

Statistical analysis:

- Describe in detail the statistical methods used so that others can test them and evaluate their relevance for the study.
- Where appropriate, quantify the results and present them with the correct indicators.
- It is highly recommended to avoid relying only in statistical hypothesis.
- Define the statistical terminology, abbreviations and symbols used.
- When using statistical software, the name and version used should be included.
- Distinguish prespecified from exploratory analyses, including subgroup analyses.

Ethics committee:

- The Methods section should include a statement indicating that the research was approved or exempted from the need for review by an institutional or national ethics committee.
- If no formal ethics committee is available, a statement indicating that the research was conducted according to the principles of the Declaration of Helsinki should be included: <https://www.wma.net/es/policias-post/declaracion-de-helsinki-de-la-amm-principios-eticos-para-las-investigaciones-medicas-en-seres-humanos/>

E) RESULTS

Present your results in a logical sequence, listing the main or the most important findings first.

In addition, the following should be considered:

- Include only pictures and tables that are relevant to the article's objective.
- Do not re-state data that has already been presented in tables and figures in the body text; authors should only summarize the most important observations.
- Data contained in tables should not be duplicated in figures, nor conversely.
- Include data about the primary and secondary results listed in the methods section.
- Provide quantitative results not only as derivatives (for example, percentages), but also as the specific numbers using which the derivatives were calculated, and specify the statistical significance attached to them.
- Avoid nontechnical uses of technical terms in statistics, such as “random”, “normal,” “significant,” “correlations,” and “sample.”

F) DISCUSSION

It is useful to begin the discussion by briefly summarizing the main findings, and exploring possible explanations for these findings.

It is important to:

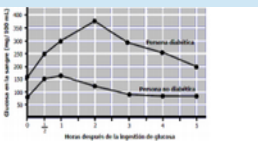

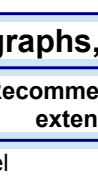
- Include the conclusions at the end (avoid drawing conclusions that are not supported by the results).
- Emphasize the new and important aspects of your study and put your findings in the context of the totality of the relevant evidence.
- State the limitations of the study.

- Explore the implications of your findings for future research and for clinical practice or policy.
- Discuss the influence or association of variables.
- Do not repeat in detail data or other information given in other parts of the manuscript.
- Link the conclusions with the goals of the study.
- Avoid unqualified statements and conclusions not adequately supported by the data.

G) REFERENCES

Whenever possible, direct references to original research sources should be provided.

- References must follow the recommendations established by the NML's International Committee of Medical Journal Editors (ICJME): www.nlm.nih.gov/bsd/uniform_requirements.html
- The titles of journals should be shortened using the MEDLINE style: www.ncbi.nlm.nih.gov/nlmcatalog/journals
- Tables are useful for including results and reducing the size of the text. Table titles must be short, clear, and include information that can be understood without reading the text. In addition, give each column a short or an abbreviated heading. Authors should place explanatory matter in footnotes, not in the heading. Explain all nonstandard abbreviations in footnotes.
- Literature references must be numbered following the order in which they appeared in the text.
- References to tables, figures, pictures or other graphical sources must be identified in consecutive order according to the place they have in the text.
- References to papers accepted but not yet published should be designated as "in press".
- Recommendations for presenting figures, graphs and pictures: see Table 1: [see table N° 1:](#)

Table N° 1: Format for presenting graphs, figures and images					
Type of figure	Description	Example	Recommended file extension	Color	Resolution
Graphs	A figure consisting only of curves and text that does not contain areas with hue or shading.		Excel Tif Images must be inserted and sent as separate files	Monochrome 1-bit or RGB	900-1200 dpi
Photomicrographs	A photograph of continuous hue, which does not contain text.		Tif	RGB or grayscale	300 dpi or more
Multiformat	Microphotographs + graphs + text		Tif or Excel	RGB or grayscale	500 to 900 dpi

- Titles go on the legends, not in the picture. In photomicrographs, explain the internal scale and identify the method of staining.
- Symbols, arrows, or letters used in photomicrographs should contrast with the background.
- Figures should be numbered consecutively according to the order in which they have been cited in the text.
- If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce it.
- In the manuscript, legends for illustrations should be on a separate page, with Arabic numerals corresponding to the illustrations.
- Measurements of length, height, weight, and volume should be reported in metric units (meter, kilogram, or liter) or their decimal multiples. Temperatures should be in degrees Celsius. Blood pressures should be in millimeters of mercury, unless other units are specifically required by the journal. When necessary, authors should provide laboratory information in both local and International System of Units (SI). Editors may request that authors add alternative or non-SI units, since SI units are not universally used.
- Use only standard abbreviations. Avoid abbreviations in the title of the manuscript.
- Do not use conference abstracts as references: they can be cited in the text, between parentheses.
- Avoid citing a "personal communication" unless it provides essential information and it includes a written permission from the source.

ARTICLE CATEGORIES

The RFCM classifies articles based on the following sections:

- 1) Editorial:** Only studies commissioned by the editors. Requirements: [see table 2.](#)
- 2) Editorial Comments:** Articles commenting on works that have been published in the journal in the same volume or previous volumes. This section may also include articles that deal with topics that lie within the interest of the Journal and are currently being discussed or are controversial. The goal of these articles is to put the commented works in the context of the state-of-the-art and to discuss their limitations and contributions, as well as to identify “grey areas” or areas in which further research is necessary. Requirements: [see table 2.](#)
- 3) Original Articles and Special Articles:**
 - a) Original Articles:** Empirical research in the format: Introduction, Methods, Results and Discussion. Requirements: [see table 2.](#)
 - b) Special Articles:** Empirical research in the format: Introduction, Methods, Results and Discussion. Special articles can also deal with:
 - i. Descriptions of clinical trials:** Research projects that assign human subjects to intervention or comparison groups in order to study cause and effect relationships between clinical interventions and health-related outcomes.
 - ii. Randomized controlled trials:** Groups are formed randomly. It is mandatory to register the trial in a public clinical trial register that is acceptable for the ICMJE prior to submission. The content of the clinical trials must meet the recommendations of the CONSORT1 statement, respecting all of its sections and its flow chart.
 - iii. Non-randomized trials:** Subjects are not assigned to comparison or intervention groups randomly. It is recommended to follow the guidelines of the TREND2 statement.
 - iv. Descriptions of diagnostic tests:** It is recommended to follow the STARD3 (Standards for Reporting Diagnostic Accuracy) guidelines.
 - v. Descriptions of meta-analyses:** When writing meta-analyses of randomized controlled trials, it is recommended to follow the guidelines of the QUOROM4 statement; when writing meta-analyses of observational studies, follow the MOOSE5 guidelines.
 - vi. Cohort studies, case studies, control studies and cross-sectional studies:** The authors are advised to follow the guidelines of the STROBE6 statement.
- 4) Brief originals:** Brief originals are the same as originals, but are reduced in length. Requirements: [see table 2.](#)
- 5) Literature reviews:** Comprehensive analyses evaluating the literature on a given topic. Requirements: [see table 2.](#)
- 6) Clinical cases:** Attractive, clear and accessible accounts of clinical cases, which introduce novel observations. [see table 2](#)
- 7) Clinical-Pathological Conferences:** Works dealing with a clinical session in which a clinical case is introduced by a doctor, who has studied the patient, and discussed by another doctor, who has not met the patient and does not know what his or her diagnosis was, and will put forward a differential diagnosis and will choose one or several diagnoses, ranking them by degree of preference. Also, the comments and questions of other doctors that witnessed the presentation of the case and its discussion will be registered. At the end, the doctors who discussed the case will list the relevant findings. The discussion of the clinical case, which should always be closed, must unfold under the supervision of a moderator, and should feature histopathological data or data from imaging techniques whenever necessary. Requirements: [see table 2.](#)
- 8) Humanism and Medicine:** Works from the social sciences or works taking a humanistic approach that deal with medical issues. Requirements: [see table 2.](#)
- 9) Medical Education:** Works covering issues related to graduate and postgraduate education in medical science. Their format is identical to the format of reviews. Requirements: [see table 2.](#)
- 10) Communication Briefs:** These present preliminary results whose interest warrants quick diffusion. Requirements: [see table 2.](#)
- 11) Letters to the Editor:** Contributions to articles that have already been published in the RFCM. Requirements: [see table 2.](#)
- 12) Images in Biology and Medicine:** The objective of these articles is illustrating cases using photographs, image-based diagnoses, microphotographs, etc. Requirements: [see table 2.](#)
- 13) Technical Notes and Briefs:** Descriptions of new clinical, laboratory, imaging, vascular access, etc. procedures. Requirements: [see table 2](#)
- 14) Diagnostic problems:** Proposes a diagnosis based on prior exposition, with a single question and a concise answer. Requirements: [see table 2](#)

15) Other sections: includes: evidence-based medicine, controversies, statistical data, forums, etc. These are published sporadically and each instance has characteristics defined by the editor that are peculiar to it. [See table 2](#)



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Table N°2 Requirements and Presentation Format by Article Category

Article Class	Definition	Cover Long and short title (In Spanish and English)	Structure											
			Structured Abstract (Spanish and English)	Introduction	Methods	Results	Discussion	Conclusion	Other	Number of words	Total Number of Tables, Figures and Images	Number of Citations	Key Words	
Editorial	Topics proposed by the editors.	✓	✗	✗	✗	✗	✗	✗	✗	Expository-argumentative text form, presenting issues of editorial interest.	Up to 1500	✗	Up to 30	✓
Editorial comments	Articles commenting on works that have been published in the journal in the same volume or previous volumes.	✓	✗	✗	✗	✗	✗	✗	✗	Same as editorial. Include a section named "key concepts" that summarizes using short phrases A) What is known about the topic of the article B) What are the contributions made by the article. This section should be included at the beginning of the manuscript.	Up to 1500	✗	Up to 30	✓
Original Articles and Special Articles	They present empirical research in the format: Introduction, Methods, Results and Discussion. See page 5 for a definition of special articles. See page 5 for a definition of special articles.	✓	✓ Between 50 and 250 words	✓	✓	✓	✓	✓	✓	Include a section named "key concepts" that summarizes using short phrases A) What is known about the topic of the article B) What are the contributions made by the article. This section should be included at the beginning of the manuscript.	Up to 3000	Up to 6	Up to 30	✓
Brief Originals	Same as originals	✓	✓ Between 50 and 250 words	✓	✓	✓	✓	✓	✓	Include a section named "key concepts" that summarizes using short phrases A) What is known about the topic of the article B) What are the contributions made by the article. This section should be included at the beginning of the manuscript.	Up to 1500	Up to 3	Up to 15	✓

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			Structured Abstract (Spanish and English)	Introduction	Methods	Results	Discussion	Conclusion	Other	Number of words	Total Number of Tables, Figures and Images	Number of Citations	Key Words	
Literature Reviews	Comprehensive analyses evaluating the literature on a given topic	✓	✓ Between 50 and 250 words. Includes objectives, data sources, study selection, data extraction, data analysis and conclusions.	✓	✓	✓	✓	✓	✓		Up to 4000	Up to 6 en total	Up to 50	✓
Clinical Cases	Attractive, clear and accessible accounts of clinical cases, which must introduce novel observations.	✓	✓ Between 50 and 250 words.	✓	✓	✓	✓	✓	✓	Include a section named "key concepts" that summarizes using short phrases A) What is known about the topic of the article B) What are the contributions made by the article. This section should be included at the beginning of the manuscript.	Up to 1500	Up to 6 en total	Up to 15	✓
Clinical-Pathological Conferences	Presentation and discussion of a clinical case by professionals. For more information see item 57 on page 5.	✓	✓ Entre 50 y 250 palabras Incluye: objetivo, fuentes de datos, selección de los estudios, extracción de datos, síntesis de Datos y conclusiones.	✓	✓	✓	✓	✓	✓	Include a section named "key concepts" that summarizes using short phrases A) What is known about the topic of the article B) What are the contributions made by the article. This section should be included at the beginning of the manuscript.	Up to 5000	Up to 8	Up to 50	✓

Table N°2 Requirements and Presentation Format by Article Category

Article Class	Definition	Cover Long and short title (In Spanish and English)	Structure											
			Structured Abstract (Spanish and English)	Introduction	Methods	Results	Discussion	Conclusion	Other	Number of words	Total Number of Tables, Figures and Images	Number of Citations	Key Words	
Humanism and medicine	Medical issues dealt with from the perspective of humanities and social sciences.	✓	✓ Between 50 and 250 words. Includes objectives, data sources, study selection, data extraction, data analysis and conclusions.	✓	✓	✓	✓	✓	✓	Include a section named "key concepts" that summarizes using short phrases A) What is known about the topic of the article B) What are the contributions made by the article. This section should be included at the beginning of the manuscript.	Up to 3000	Up to 6	Up to 50	✓
Medical Education	Articles dealing with topics related to graduate and postgraduate education in the health sciences.	✓	✓	✓	✓	✓	✓	✓	✓	Include a section named "key concepts" that summarizes using short phrases.	Up to 3000	Up to 6	Up to 50	✓
Communication Briefs	Works presenting preliminary results of original research.	✓								The article will not be divided in the usual sections, but it must stick to the habitual sequence	Up to 1500	Up to 2	Up to 15	✗
Letters to the editor	Contributions to articles that have already been published in the RFCM.	✗	✗	✗	✗	✗	✗	✗	✗		Up to 200	Up to 2	Up to 5	✓

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Article Class	Definition	Cover Long and short title (In Spanish and English)	Structure										
			Structured Abstract (Spanish and English)	Introduction	Methods	Results	Discussion	Conclusion	Other	Number of words	Total Number of Tables, Figures and Images	Number of Citations	Key Words
Images in Biology and Medicine	Depictions of cases	✓	X	X	X	X	X	X	Provide references for what was highlighted in the images. Images of people: the identities of the individuals depicted must not be made public, unless they have provided their consent.	Up to 500	Up to 4, registering scale	Up to 4	✓
Technical Notes and Briefs	Descriptions of novel procedures for clinical, laboratory or imaging practice, vascular access, etc.	✓	✓	✓	X	X	✓ Discussion or description	✓	X	Up to 1500	Up to dos	Up to 20	✓
Diagnostic Problems	Proposes a diagnosis based on prior exposition, with a single question and a concise answer	✓	X	X	X	X	X	X	X	Up to 1000	Up to 1	Up to 15	✓
Other Sections	Evidence-based medicine, controversies, statistical data, forums, etc. These are published sporadically and each instance has characteristics defined by the editor that are peculiar to it.												
Table references	X : Must not contain this item						✓ : Must contain this item						

Important:

Please, follow the links provided in some of the titles in this table. They contain additional information that the authors must be aware of.