

Instructions to authors

MÉDICAS UIS, Journal of Medical Students at Universidad Industrial of Santander, is a scientific publication which conditions are in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, created in 1987 by the International Committee of Medical Journal Editors and updated in December, 2014.

MÉDICAS UIS purpose is to disseminate investigative or academic papers which contribute to extend knowledge of biomedical area, as well as scientific formation and updating of the readers. The journal counts with three issues per year, being a number with a quarterly publication.

EDITORIAL PROCESS

Once manuscripts are received, they are valued by the First Assessment Committee of MÉDICAS UIS, which is attached to the Department of Editorial Possibilities. In this evaluation, it is set if the text meets the minimum requirements for publication, outlined in: classification, components and interest to the community. With this observation, it is determined whether the text should be sent back to the author or if it joins the second assessment with the possibility of being published.

Any document that is a candidate for publication in MÉDICAS UIS is admitted to the Editorial Department. At this time, the reception date is established and an Editor is assigned, who will be responsible for ensuring the design, literary and scientific quality of the manuscript. After its admission a second review is conducted checking that there are its minimal publishing components, including editorial sections such as letterhead and subspecialty. In case of being accepted, the manuscript is reviewed by the Editorial Department Chief, who formalizes the admission to the Editorial Process in MÉDICAS UIS. Within this, multiple review rounds and verifications by the Internal Editors committee and the External Peer Review committee, which consists of pairs revisers (at least two per article) made up by scientists with MSc or PhD degree in the area, who ensure the highest literary quality and scientific accuracy.

The number and duration of necessary review rounds is set according to the complexity, type, quality and length of the text. Once they are performed, we proceed to the drafting of the Editorial Assessment, a document in which are recorded all corrections, opinions and suggestions collected during the mentioned reviews. The author has a time limit of two or three weeks to respond to the Editorial

Assessment, depending on its nature, its reception must be confirmed one week before the document is sent. Upon receipt of this reply, the Managing Editor proceeds to review the information changed or added by the author, noting that this has been in line with the request and therefore has the criteria for publication. In that moment, the acceptance date is established. MÉDICAS UIS reserves the right to publish based on its stated scientific and literary standards, therefore, the fact that a manuscript starts the editorial process does not imply its subsequent publication.

After the document has been accepted for publication, we proceed to the process of Layout, which is based upon the design parameters of MÉDICAS UIS, it receives the name of Diagramation. After completing this step, new review rounds or Lasers are performed in order to detect new errors of form or style in the text. Then, the diagrammed manuscript is sent to the authors, process called Galleys. They have maximum of 48 hours to make the final corrections of important details in article, in case of not receiving an answer, Managing Editor of MÉDICAS UIS, will automatically accept its final publication. Then, the final article goes to the Marketing Department of MÉDICAS UIS and the Publishing Department of Universidad Industrial de Santander, who guarantee its print and online publication.

MÉDICAS UIS distributes only unpublished works, and publication rights must be assigned exclusively to MÉDICAS UIS. If the article has been presented in an academic event or divulged in other means of publication, the author must inform the Department of Editorial Possibilities.

MÉDICAS UIS reserves the right to make changes in the text in order to improve the language

and information presented when it is absolutely necessary. MÉDICAS UIS assumes no responsibility for the views expressed by the authors.

Manuscripts can be sent to the following e-mail posibilidadesmedicasuis@gmail.com. This address is protected from spam thefts and requires JavaScript in order to visualize it. The electronic format must be sent using Microsoft Word®, MS Word o Word perfect as word processor. Articles are received and analyzed without any monetary cost, no payment is required in any point of the Editorial Process.

AUTHORSHIP LETTER

The article must be accompanied by a letter signed by the authors, which must express clearly that the submitted manuscript has been read and approved by each and every one of them to be sent to MÉDICAS UIS. Also, the authorship Letter must clarify that the rights of publication of the article will be transferred exclusively to MÉDICAS UIS, and it must describe that the article has not been previously published or submitted simultaneously to another journal, and its authorization for the release of it in our electronic version of MEDICAS UIS, protected their copyright.

TYPES OF ARTICLES

Original Article or Scientific and Technological Research Article: this document presents in detail the original results of completed research projects. The structure generally used contains five important parts: introduction, methodology, results, discussion and conclusions. Complementary sections must include: ethical considerations, limitations of the study and financing.

Review Article: these are systematic reviews of the scientific literature. They are detailed, selective and critical studies, that aim at analyzing and integrating essential information from primary research studies on a specific health problem, in order to account for the advances and trends development. It is characterized by a careful review of the literature with at least 50 references. It differs from a meta-analysis in that the author presents a reasonable synthesis with a statistical analysis of the results found in studies.

Topic Review: this document is the result of a critical review of the literature on a particular topic.

Case Report: this is a presentation of clinical cases of medical interest, accompanied by a review of the literature, based on the exposure of the epidemiologically usual and what it was found in the case. Minimum 20 references are included in the text.

Clinical Cases: these are academic exercises of interpretation of clinical history and laboratory test results, aimed at exposing difficult cases, unusual or with an atypical presentation, suggesting a diagnostic and therapeutic challenge.

Letters to the Editor: these are comments of general interest to the health field or about articles published in MÉDICAS UIS. Similarly, trials of medical legislation, its implications, social and economic impact, perspectives and constructive conclusions that make way for discussion and questioning of a position on policy issues regarding health.

Current Biomedical: This type of article shows the latest advances in the biomedical sciences, institutional policies or editorial standards and current education policy in biomedicine.

ABOUT THE ARTICLE

GENERAL

- Unpublished.
- .Doc or. Docx Format.
- Single column - justified.
- Space 1.5.
- Sheet size letter, legal or A4.
- Font type: Calibri, Arial or Times New Roman.
- Standard size.
- Black ink.
- Signed authorship letter.
- Centered title.
- Specialty of interest.

TITLE

- Appealing.
- Short and sunccinct.
- Easy to read.
- Should include important information.
- Up to 15 words, excluding definite and indefinite articles. Up to 25 words for Original and Review articles.

AUTHORS

- Full names.
- Use hyphen between the names if you want both to appear in the bibliography.

- List them in ascending order according to the involvement in the conduct of the article or the ranking of the research group.
- List by asterisks (*) to be correlated in the credits.
- Authors with the same academic and institutional affiliation are marked with the same number of asterisks.

CREDITS

- Include at least: academic title(s), current affiliation, sponsor institution, city and country. Separated by dots.
- Students and residents must indicate program level, semester or year of training (Roman numeral), School and/or Faculty.
- Medical graduates will be noted with the initials MD (Medical Doctor), as well as abbreviations of other academic titles.
- According to publication prescripts acronyms won't be used for the description of academic titles such as MD, MSc and PhD. Instead of it, it will be described as: Medical Doctor, Magister and Doctor in.

*Médico. Intensivista. Magister en Epidemiología Clínica. Doctor en Epidemiología. Unidad de Cuidados Intensivos Clínica San José. Manizales. Caldas. Colombia.

*Estudiante V nivel de Medicina. Escuela de Medicina. Facultad de Salud. Universidad Industrial de Santander. Bucaramanga. Santander. Colombia.

CORRESPONDENCE

- Contact information of the responsible group or author.
- Include at least the surname of the recipient and a complete written correspondence address, as stated by the National Postal Service, including neighborhood, city, country and if possible, zip code. Telephone, fax and e-mail are optional.
- If phone or fax numbers are added, you must add the international dialing code.
- The mail reference or e-mail must correspond to the work office of the group (if any) or the address of the corresponding author.
- Please write down only a postal address, e-mail and phone number.

Correspondencia: Dr. Mauricio Morales D. Calle 32 # 12 - 130, Edificio Santander. Manizales. Caldas. Colombia. Correo electrónico: mdmsantander@gmail.com

ABSTRACT

- It must reflect the main ideas and findings of the text.
- Usually a single paragraph.

- It must not contain acronyms, abbreviations, citations or references to tables or figures.

Please note some details that are often overlooked:

- It must be written in the past tense.
- For Original Articles, it must be structured according to the sections in the whole text (Introduction, Objective, Materials and Methods, Results and Conclusions).
- Up to 250 words for Original and Review articles.

KEYWORDS

- Must be searched and registered in search engine, and the principal way in which the article can be found and read.
- Minimum limit of 3 words or terms, which must be directly related to the text.
- Avoid using overly general terms.
- They are to be found in the Medical Subject Headings (MeSH) database of the U.S. National Library of Medicine.

SUMMARY, TITLE & KEYWORDS IN A SECOND LANGUAGE

- Scientific texts must submit the title, abstract and keywords in at least two languages. Therefore, they should be almost verbatim transcripts, without adding or omitting information.
- By default, if the document is in Spanish, the second language is English.
- If the document is written in English, by default, the second language is Spanish.
- If the document is written in a language other than English or Spanish, the second language may be any of these two.

BODY TEXT

- It should have at least these sections:
- Introduction (may include objectives and epidemiology).
- Materials and methods (Search methodology in Review articles)
- Ethical consideration and declaration of interest.
- Results and discussion.
- Conclusions.
- Acknowledgements (optional).
- References
- Annexes.

These parts usually must be stated as a subtitle or section of the article.

Annexes are not included within the body, but in the final section of the article. Still they should be cited.

TO BE NOTED

- The arguments must be presented in a clear and coherent way.
- Take special care of keeping the timeline of the study or the events.
- References are listed in order as they appear in the text.
- Acronyms and abbreviations will be accepted, if and only if, they are used at least three times within the text. Otherwise, you must write the full names.
- Avoid excessive use of parentheses and single-sentence paragraphs.
- Always keep in mind that the article is read by people from different countries, avoid local terms.
- Do not use punctuation at the end of titles or subtitles.

ANNEXES**ILLUSTRATIONS**

- They should be in the body text or the Annex section. Also, they must be sent as separate files in .JPG, .JPEG or .BMP formats (graphics may also be presented in Excel or Power Point).
- Avoid displaying images with low resolution or bad quality.
- It is considered appropriate to add some short caption explaining the intent or what you aim to display with such material.

TABLES

- They must be submitted as Word, PowerPoint or Excel files, and must be modifiable.
- Any table presented as image or .PDF format will be rejected.
- They may be included in the Annex section or sent as a separate document.

BIBLIOGRAPHIC REFERENCES

- The numbers must correspond to those cited in the text.
- When writing, you must follow the MÉDICAS UIS Guide for Submission of References, which is in accordance to the Vancouver Protocol for publishing scientific texts.
- There is no references limit.
- The minimum limit depends on the article (review articles minimum 50 and clinical cases 20)
- They must be included in the article keeping a chronological order.
- Avoid using old references (more than 5 years

before the publication of the article), especially if they refer to procedures or treatments.

MÉDICAS UIS GUIDE FOR SUBMISSION OF REFERENCES**ARTICLES IN JOURNALS*****Standard journal article***

Vega K, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *AA Intern Med.* 1996;124(11):980-3.

More than six authors

Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood leukaemia in Europe after Chernobyl: 5 year follow-up. *Br J Cancer.* 1996;73:1006-12.

Organization as author

The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust.* 1996;164:282-4.

No author given

Cancer in South Africa [editorial]. *S Afr Med J.* 1994;84:15.

Article not in English

Ellingsen AE, Wilhelmsen I. Sykdomsangst blant medisiner- og jusstudenter. *Tidsskr Nor Laegeforen.* 2002;122(8):785-7. Norwegian.

Optional translation of article title (MEDLINE/PubMed practice):

Ellingsen AE, Wilhelmsen I. [Disease anxiety among medical students and law students]. *Tidsskr Nor Laegeforen.* 2002 Mar 20;122(8):785-7. Norwegian.

Volume with supplement

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect.* 1994;102 Suppl 1:275-82.

Issue with supplement

Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. *Semin Oncol.* 1996;23 (1 Suppl 2):89-97.

Volume with part

Ozben T, Nacitarhan S, Tuncer N. Plasma and urine sialic acid in non-insulin dependent diabetes mellitus. *Ann Clin Biochem.* 1995;32(Pt3):303-6.

Issue with part

Poole GH, Mills SM. One hundred consecutive cases of flap lacerations on the leg in ageing patients. *N Z Med J.* 1994;107(986 Pt 1):377-8.

Issue with no volume

Turan I, Wredmark T, Fellander-Tsai L. Arthroscopic ankle arthrodesis in rheumatoid arthritis. *Clin Orthop.* 1995;(320):110-4.

No volume or issue

Browell DA, Lennard TW. Immunology status of the cancer patient and the effects of blood transfusion on antitumor responses. *Curr Opin Gen Surg.* 1993;325-33.

Pagination in Roman numerals

Fisher GA, Sikic BI. Drug resistance in clinical oncology and hematology. Introduction. *Hematol Oncol Clin North Am.* 1995 Apr;9(2):xi-xii.

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Enzensberger W, Fischer PA. Metronome in Parkinson's disease [letter]. *Lancet* 1996; 347:1337.

Clement J, De Bock R. Hematological complications of hantavirus nephropathy (HVN) [abstract]. *Kidney Int.* 1992;42:1285.

Article containing retraction

Garey CE, Schwarzman AL, Rise ML, Seyfried TN. Ceruloplasmin gene defect associated with epilepsy in EL mice [retraction of Garey CE, Schwarzman AL, Rise ML, Seyfried TN. In: *Nat Genet* 1994;6:426-31]. *Nat Genet.* 1995;11:104.

Article retracted

Liou GI, Wang M, Matragoon S. Precocious IRBP gene expression during mouse development [retracted in *Invest Ophthalmol Vis Sci.* 1994;35:3127]. *Invest Ophthalmol Vis Sci.* 1994;35:1083-8.

Article with published erratum

Hamlin JA, Kahn AM. Herniography in symptomatic patients following inguinal hernia repair [published erratum appears in *West J Med* 1995;162:278]. *West J Med.* 1995;162:28-31.

BOOKS AND MONOGRAPHS**Personal author(s)**

Ringsven MK, Bond D. *Gerontology and leadership*

skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

Editor(s), compiler(s) as author

Norman IJ, Redfern SJ, editors. *Mental health care for elderly people.* New York: Churchill Livingstone; 1996.

Organization(s) as author

Institute of Medicine (US). *Future of the medicine.* Washington: The Institute; 1992.

Chapter in a book

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. *Hypertension: pathophysiology, diagnosis, and management.* 2nd ed. New York: Raven Press; 1995. p. 465-78.

Conference proceedings

Harnden P, Joffe JK, Jones WG, editors. *Germ cell tumors V. Proceedings of the 5th Germ Cell Tumor Conference; 2001 Sep 13-15; Leeds, UK.* New York: Springer; 2002.

Conference paper

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.

SCIENTIFIC OR TECHNICAL REPORT**Issued by funding/sponsoring agency:**

Smith P, Golladay K. *Payment for durable medical equipment billed during skilled nursing facility stays. Final report.* Dallas (TX): Dept. of Health and Human Services (US), Office of Evaluation and Inspections; 1994 Oct. Report No.: HHSIGOE169200860.

Issued by performing agency:

Field MJ, Tranquada RE, Feasley JC, editors. *Health services research: work force and educational issues.* Washington: National Academy Press; 1995. Contract No.: AHCPR282942008. Sponsored by the Agency for Health Care Policy and Research.

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Kaplan SJ. *Post-hospital home health care: the elderly's access and utilization [dissertation].* St. Louis (MO): Washington Univ.; 1995.

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Larsen CE, Trip R, Johnson CR, inventors; Novoste Corporation, assignee. Methods for procedures related to the electrophysiology of the heart. US patent 5,559,067. 1995 Jun 25.

OTHER PUBLISHED MATERIAL**Newspaper article**

Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. The Washington Post 1996 Jun 21;Sect.A:3 (col.5).

Audiovisual material

HIV+/AIDS: the facts and the future [videocassette]. St. Louis (MO): Mosby-Year Book; 1995.

Legal material**Public law:**

Preventive Health Amendments of 1993, Pub. L. No. 103-183, 107 Stat. 2226 (Dec. 14, 1993).

Unenacted bill:

Medical Records Confidentiality Act of 1995, S. 1360, 10th Cong., 1st Sess. (1995).

Code of Federal Regulation:

Informed Consent, 42 C.F.R. Sect. 441.257 (1995).

Hearing:

Increased Drug Abuse: the Impact on the Nation's Emergency Rooms: Hearings Before the Subcomm. On Human Resources and Intergovernmental Relations of the House Comm. On Government Operations, 103rd Cong., 1st Sess. (May 26, 1993).

Map

North Carolina. Tuberculosis rates per 100,000 population, 1990 [demographic map]. Raleigh: North Carolina Dept. of Environment, Health, and Natural Resources, Div. of Epidemiology; 1991.

Dictionary and similar references

Stedman's medical dictionary. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p. 119-20.

Classical Material

The Winter's Tale: act 5, scene 1, lines 13-16. The complete works of William Shakespeare. London: Rex; 1973.

Unpublished Material**In press or Forthcoming:**

Leshner AI. Molecular mechanisms of cocaine addiction. N Engl J Med. In press 1996.

ELECTRONIC MATERIAL**Journal article on the Internet**

Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24screens]. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>

Monograph on the Internet

CDI, clinical dermatology illustrated [monograph on CD-ROM]. Reeves JRT, Maibach H. CMEA Multimedia Group, producers. 2nd ed. Version 2.0. San Diego: CMEA; 1995.

OTHER SOURCES OF INFORMATION

International Committee of Medical Journal Editors: www.icmje.org

World Association of Medical Editors (WAME): www.WAME.org

Council of Science Editors (CSE): www.councilscienceeditors.org

European Association of Science Editors (EASE): www.ease.org.uk

Society for Scholarly Publishing (SSP): www.ssp.net

Cochrane Collaboration: www.cochrane.org

Mulford Library, Medical College of Ohio: www.mco.edu/lib/instr/libinsta.html