

## **INSTRUCTIONS FOR CONTRIBUTORS**

*Ciência & Saúde Coletiva* publishes debates, analyses and research findings on specific themes considered to be of relevance to public health, as well as articles for discussion and analysis of the state of the art topics in the area and subareas, even if they are not directly related to the core theme under scrutiny. The journal is published monthly and sets out to tackle the challenges while seeking to consolidate and promote an ongoing update of trends of thought and practices in public health in a dialogue with the contemporary agenda of Science & Technology.

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### **Guidelines for the organization of thematic issues**

Within the diversity of magazines in the area, the hallmark of *Ciência & Saúde Coletiva* Journal is its thematic focus in line with ABRASCO's vocation to conduct in-depth study, as well as promote and disseminate academic debate and peer discussions on issues considered important and relevant and highlight the historical development of public health in Brazil.

The thematic editions are scheduled around four modes of submission:

- . By Term of Reference sent by teachers/researchers in the area of public health (spontaneously or suggested by the Editors-in-Chief) when they consider it relevant to examine a given subject in greater depth.
- . By Term of Reference sent by coordinators of unpublished and comprehensive research relevant to the area, on results presented in the form of articles within the guidelines described above. In these first two approaches, the Terms of Reference are evaluated on their scientific merit and relevance by the Associate Editors of the Journal.
- . By Public Call for papers announced in a page in the journal, and coordinated by Guest Editors. In this case, the Guest Editors accumulate the task of selecting the articles according to their scope to be judged on their merit by referees.
- . By Internal Organization of in-house Editors-in-chief, bringing together unsolicited articles under a relevant title within the criteria already described.

The Term of Reference shall contain: (1) title (even provisional) of the proposed thematic edition; (2) the name (or names) of the Guest Editor(s); (3) justification summarized in one or two paragraphs on the proposal from the point of view of the objectives, context, meaning and relevance for Public Health; (4) a list of the ten proposed articles already with the names of the invited authors; (5) the proposal with the text consisting of an opinion or interview with someone who has authority in the discussion of the subject; and (6) proposal of one or two synopses of books that address the theme.

By editorial decision, the maximum number of articles written by the same author in a thematic edition shall not exceed three, either as first author or co-author.

It is emphatically suggested to the organizers that they submit contributions by authors from various national institutions and from foreign contributors. As for any other form of presentation, these editions accept texts in Spanish, English and French.

### **Recommendations for the submission of articles**

It is recommended that articles submitted shall not only address issues of local interest, or be restricted to the descriptive plane. The discussions shall submit a broadened analysis that situates the specificity of the research or review findings in the scenario of the national and international literature on the subject, making clear the original nature of the contribution that the article affords.

C&SC journal adopts the “Rules for submission of proposed articles for publication in medical journals,” of the International Committee of Editors of Medical Journals, the Portuguese version of which is published in *Rev Port Clin Geral* 1997; 14:159-174. The document is available on various sites on the World Wide Web, such as by way of example, [www.icmje.org](http://www.icmje.org) or [www.apmcg.pt/document/71479/450062.pdf](http://www.apmcg.pt/document/71479/450062.pdf). Careful scrutiny of the text by the authors is recommended.

### **Sections of the publication**

**Editorial:** this is the responsibility of the editors-in-chief or guest editors and it shall contain no more than 4,000 characters with spaces.

**Thematic Articles:** these shall contain empirical, experimental and conceptual results of research and reviews on the topic in question. The research texts shall not exceed 40,000 characters with spaces.

**Free Themed Articles:** these shall be of interest to public health by free submission of authors through the journal page. They shall have the same characteristics as the thematic articles, namely up to 40,000 characters with spaces, with the results of research and present analyses and assessments of theoretical, methodological and conceptual trends of the area.

**Review Articles:** these shall consist of texts exclusively based on secondary sources, subjected to methods of theoretically time-honored thematic or unsolicited analysis, being no longer than 45,000 characters with spaces.

**Opinion:** texts that express a qualified position of one or several authors or interviews conducted with specialists on the subject under discussion in the journal; they shall not exceed 20,000 characters with spaces.

**Synopses:** critical analysis of books related to the thematic field of public health, published in the previous two years, the text of which shall not exceed 10,000 characters including spaces. The authors of the synopsis shall include the full reference details of the book at the beginning

of the text. References cited throughout the text shall abide by the same rules as the articles. At the time of submission of the synopsis the authors shall insert a high resolution reproduction of the book cover in jpeg format as an attachment in the system.

**Letters:** with testimonials and suggestions about what is published in previous issues of the journal (no more than 4,000 characters with spaces).

**Note:** The maximum character limit takes into account spaces and extends from the word “introduction” to the last bibliographic reference. The abstract and illustrations (figures and tables) are considered separately.

### **Presentation of manuscripts**

#### ***No charges e submission charegs***

1. The originals may be written in Portuguese, Spanish, French and English. Texts in Portuguese and Spanish shall feature the title, abstract and key words in the original language and in English. Texts in French and English shall have the title, abstract and key words in the original language and in Portuguese. Footnotes or notes at the end of the article shall not be accepted.

2. The texts shall be double-spaced, in Times New Roman with a font size of 12, with 2.5 cm margins, in MS Word format (in .doc file format) and sent by electronic mail only (<http://mc04.manuscriptcentral.com/csc-scielo>) in accordance with the guidelines of the site.

3. Published articles shall be the property of C&SC journal, the full or partial reproduction thereof being prohibited in any medium, whether printed or electronic, without the prior permission of the editors-in-chief of the Journal. The secondary publication shall indicate the source of the original publication.

4. The articles submitted to C&SC shall not be offered simultaneously to other magazines.

5. Ethical issues relating to research publications involving human beings are the sole responsibility of the authors and shall be in accordance with the principles contained in the Declaration of Helsinki of the World Medical Association (1964, as revised in 1975, 1983, 1989, 1989, 1996 and 2000).

6. The articles shall be submitted with authorization to reproduce previously published material, use illustrations that may identify people and to transfer copyright and other documents.

7. The concepts and opinions expressed in the articles, as well as the accuracy and validity of the quotations shall be the exclusive responsibility of the authors.

8. The texts are generally (but not necessarily) divided into sections with the title headings Introduction, Methods, Results and Discussion, with the inclusion of subheadings within some sections sometimes being required. The titles and subtitles of the sections shall not be

organized with progressive numbering, but with graphical features (upper case, decrease in margin, etc.).

9. The title shall have no more than 120 characters with spaces and an abstract with a maximum of 1400 characters including spaces (extending from the word “abstract” to the last keyword), which shall specify the scope, objectives, methodology, theoretical approach and the results of the research or investigation. Immediately below the abstract the authors shall indicate no more than five (5) key words. We draw attention to the importance of clarity and objectivity in writing the abstract, which shall certainly elicit the reader’s interest in the article, and the key words that will assist in the multiple indexing of the article. Keywords in the original language and in English must be mandatorily included in the DeCS/MeSH.

(<http://www.ncbi.nlm.nih.gov/mesh/> and <http://decs.bvs.br/>).

### **Authorship**

1. The people designated as authors shall have participated in the drafting of the articles such that they can publicly assume responsibility for their content. Qualification as an author shall assume: a) the conception and design or analysis and interpretation of data; b) drafting the article or revising it critically; and c) approval of the version to be published. The individual contributions of each author shall be specified at the end of the text (e.g. LMF worked on the design and final text and CMG worked on the research and methodology).

2. The article shall have up to eight authors in the header. The others will be included in the end of the article.

### **Nomenclature**

1. The rules for public health/community health nomenclature, as well as abbreviations and conventions adopted in the specialized disciplines, shall be rigidly adhered to. Abbreviations shall be avoided in the title and abstract.

2. The full designation to which an abbreviation refers shall precede its first appearance in the text unless it is a standard unit of measurement.

### **Illustrations and Scales**

1. The illustrative material of C&SC journal includes tables (demonstrative elements such as numbers, measures, percentages, etc.), charts (demonstrative elements with textual information), graphs (schematic demonstration of a fact and its variations), figures (schematic demonstration of information by means of maps, diagrams, flowcharts, as well as by means of drawings or photographs). It shall be borne in mind that the magazine is printed in one color only, namely black, and if the illustrative material is colored, it will be converted to grayscale.

2. The number of illustrative materials shall not exceed five per article, with exceptions relating to articles of systematization of specific areas of a thematic field. In this case the authors shall negotiate with the editors-in-chief.

3. All illustrative material shall be numbered consecutively in Arabic numerals, with their respective captions and sources, and each one shall be attributed a brief title. All illustrations shall be cited in the text.

4. Tables and charts should be produced in Word or Excel formats and submitted with titles and sources. Note: The IBGE link (<http://biblioteca.ibge.gov.br/visualizacao/livros/liv23907pdf>) contains the guidelines for the development of tables. Tables should be set in rows and columns, without extra spaces and without "page breaks". Each data must be entered in a separate cell. Important note: Tables and charts should bear a brief information. Tables and charts should not be more than 15 cm wide x 18 cm high and should not exceed two pages (A4 size, single-spaced and font size 9).

5. Graphs and figures can be produced in Excel, Word or PPT. Authors must submit the file in the original program, separated from the text, in an editable format (which allows the "copy and paste" feature) and in PDF or JPEG formats, GRAY SHADES. Graphs generated in image programs should be submitted in JPEG, GRAY TONES, with a minimum resolution of 200 dpi and maximum size of 20cm height x 15cm width. The original image must be of good quality, since there is no point in increasing resolution if the original figure is compromised. Graphs and figures should also be submitted with titles and sources. Figures and graphs must fit at most one page (A4 size, 15cm wide x 20cm high, font size 9).

6. Picture files such as maps or photos should be saved in (or exported to) the JPEG, TIF or PDF formats. In any case, the material must be generated and saved at the highest resolution (300 DPI or more) and the largest possible size (within the 21cm height x 15cm width). Any text in the figure must be formatted in Times New Roman, font size 9. Fonts and captions should also be submitted in an editable format that allows the "copy / paste" feature. This type of figure should also be submitted with titles and sources.

7. Authors who insert scales in their works must explicitly state in the letter of submission of their articles, whether they are in the public domain or if they have been granted permission to use them.

### **Messages of Thanks**

1. When these are included, they shall be placed before the bibliographical references.
2. The authors shall be responsible for obtaining written permission of the persons named in the messages of thanks, since readers may infer that such persons agree with the data and conclusions reached.
3. The messages of thanks for technical support shall be in a separate paragraph from other types of contribution.

### **References**

1. References shall be numbered consecutively in accordance with the order in which they appear in the text. In the event that the references are from more than two authors, only the first author's name shall be cited in the text followed by et al.

2. References shall be identified by superscript Arabic numerals, as per the examples below: Example 1: "Another indicator analyzed was the maturity of the PSF"<sup>11</sup> ... Example 2: "As Maria Adelia de Souza<sup>4</sup> warns, the city..." References only cited in tables and figures shall be numbered from the last reference number cited in the text.

3. References shall be listed at the end of the article in numerical order following the general norms of the Uniform requirements for manuscripts submitted to biomedical journals ([http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)).

4. Journal names **should be** abbreviated according to the style used in the Index Medicus (<https://www.ncbi.nlm.nih.gov/nlmcatalog/journals>)

5. The names of individuals, cities and countries shall be cited in the original language of publication. Examples of how to cite references

#### **Articles in journals**

1. Standard article (**include all authors without using expression *et al.***)

Pelegrini MLM, Castro JD, Drachler ML. Equity in the allocation of resources for health: the experience in Rio Grande do Sul, Brazil. *Cien Saude Colet* 2005; 10(2):275-286.

Maximiano AA, Fernandes RO, Nunes FP, Assis MP, Matos RV, Barbosa CGS, Oliveira-Filho EC. Use of veterinary drugs, pesticides and related chemicals in water environments: demands, regulatory considerations and risks to human and environmental health. *Cien Saude Colet* 2005; 10(2):483-491.

2. Institution as author

The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust* 1996; 164(5):282-284

3. Without indication of authorship

Cancer in South Africa [editorial]. *S Afr Med J* 1994; 84(2):15.

4. Issue with supplement Duarte

MFS. Physical maturation: a literature review with special attention to Brazilian children. *Cad Saude Publica* 1993; 9 (Suppl. 1):71-84.

5. Indication of the type of text, if necessary

Enzensberger W, Fischer PA. Metronome in Parkinson's disease [carta]. *Lancet* 1996; 347(9011):1337.

### **Books and other monographs**

#### 6. Individual as author

Cecchetto FR. Violence, culture and power. Rio de Janeiro: FGV; 2004. Minayo MCS. The challenge of knowledge: qualitative health research. 8th ed. Sao Paulo, Rio de Janeiro: Hucitec, Abrasco; 2004.

#### 7. Organizer or compiler as author

Bosi MLM, Mercado FJ, compilers. Qualitative research in health services. Petropolis: Vozes; 2004.

#### 8. Institution as author

Brazilian Institute of Environment and Renewable Natural Resources (IBAMA). Control of aquatic plants by means of pesticides and related chemicals. Brasilia: DILIQ/IBAMA; 2001.

#### 9. Book chapter

Sarcinelli PN. The exposure of children and adolescents to pesticides. In: Peres F, Moreira JC, organizers. It is either medicine or poison. Pesticides, health and environment. Rio de Janeiro: Fiocruz; 2003. p. 43-58.

#### 10. Abstract in Annals of Congresses

Kimura J, Shibasaki H, organizers. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology, 1995 Oct 15-19, Kyoto, Japan. Amsterdam: Elsevier; 1996.

#### 11. Complete works published in scientific events

Coates V, Correa MM. Characteristics of 462 pregnant adolescents in São Paulo. In: Annals of the V Brazilian Congress of adolescence, 1993; Belo Horizonte. p. 581-582.

#### 12. Dissertation and thesis

Carvalho GCM. The federal public funding of the Unified Health System 1988-2001 [thesis]. London: School of Public Health; 2002.

Gomes WA. Adolescence, pubertal development and sexuality: information level of adolescents and teachers of municipal schools in Feira de Santana - BA [dissertation]. Feira de Santana (BA): State University of Feira de Santana; 2001.

### **Other published works**

#### 13. Newspaper article

New assisted reproductive techniques enable motherhood after 40 years of age. *Jornal do Brasil*, 2004 Jan 31; p. 12

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

#### 14. Audiovisual material

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

#### 15. Legal documents

Brazil. Law No. 8.080 of September 19, 1990. Deals with the conditions for promotion, protection and recovery of health, the organization and functioning of relevant services and other matters. *Diário Oficial da União* 1990; 19 Sept.

#### **Forthcoming or unpublished material**

Leshner AI. Molecular mechanisms of cocaine addiction. *N Engl J Med* Forthcoming 1996.  
Cronenberg S, Santos DVV, Ramos LFF, Oliveira ACM, Maestrini HA, Calixto N. Trabeculectomy with mitomycin C in patients with refractory congenital glaucoma. *Arq Bras Oftalmol*. Forthcoming 2004.

#### **Electronic material**

#### 16. Article in electronic format

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

Lucena AR, Velasco e Cruz AA, Cavalcante R. Estudo epidemiológico do tracoma em comunidade da Chapada do Araripe – PE – Brasil. *Arq Bras Oftalmol* [periódico na Internet]. 2004 Mar-Abr [acessado 2004 Jul 12];67(2): [cerca de 4 p.]. Disponível em: <http://www.abonet.com.br/abo/672/197-200.pdf>

#### 17. Monograph in electronic format

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

#### 18. Computer program

Hemodynamics III: the ups and downs of hemodynamics [computer program]. Version 2.2. Orlando (FL): Computerized Educational Systems; 1993.