



## **INSTRUCTIONS TO AUTHORS**

### **Revista Ciência & Saúde Coletiva**

*Ciência & Saúde Coletiva* publishes debates, analyses and research findings on specific themes considered to be of relevance to Collective 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 Collective Health in a dialogue with the contemporary agenda of Science & Technology.

### **Recommendations for submitting articles**

The articles will be evaluated through peer review, in accordance with international guidelines for the field of science.

*Open Access Policy - Ciência & Saúde Coletiva is published under the Open Access model and is therefore free for anybody to read and download, and to copy and disseminate for educational purposes. Our editorial policy follows the Open Science modus operandi of research communication.*

The Revista Ciência & Saúde Coletiva accepts articles in preprints of nationally and internationally recognized databases.

When accessing the ScholarOne system, avoid using your internet browser's automatic translator.

When submitting your article, you should be aware of what a preprint is and how you should introduce yourself to this first stage of Open Science. The preprint makes articles and other scientific communications available immediately or in parallel with their evaluation and validation by the journals. This procedure accelerates the communication of research results, guarantees intellectual authorship, and allows authors to receive comments that improve their work before submitting it to any journal. While the article may remain only in the preprint repository (if authors do not want to submit it to a journal), the journals continue to exercise the fundamental functions of validating, preserving, and disseminating research. Therefore:

1. Preprints from the following servers will be accepted: SciELO Preprints, arXiv, bioRxiv e medRxiv or other trusted server. The acceptance of preprints from other

servers will be analyzed by the journal's editors. If approved, it will receive a DOI that guarantees its immediate international dissemination.

2. Concomitantly, should you wish so, you can submit it to Revista Ciência & Saúde Coletiva. Both processes are compatible.
3. You could choose to submit the article only to Revista Ciência & Saúde Coletiva. Submission to the preprint repository is not mandatory.

As of January 20, 2021, a non-refundable Publication Cost Contribution (PCC) fee of **BRL 100.00** (One hundred Brazilian Reais) for **national articles** and **US\$ 25.00** (twenty five dollars) for **international articles** is charged. The PCC fees cover all or part of the costs of publishing research in open access under the CC BY 4.0 license. **There are no submission, publication, or processing fees.** The PCC policy, including the breakdown of estimated costs (infrastructure, labor, and contingency reserves), accepted currencies, and exemption conditions (when applicable), are available on the Journal's website (link to policy). If the paper goes for evaluation and receives the opinion of "Minor Revision" or "Major Revision", authors should not pay the fee again when submitting the revised version with the revision version with the requested corrections. Only self-funded public call papers are exempted from PCC fee.

**PCC fee payment:** Please access the Journal's site (Policy/PCC page): <https://cienciaesaudecoletiva.com.br/pagamento-da-taxa>).

- All manuscripts undergo an initial editorial screening process and may be rejected before peer review.
- Approved articles will be published with the identification of the editor or editors-in-chief responsible for the process.

## **Types of accepted documents**

### **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. Thematic articles are selected as follows: by public call for papers, invitation, or by collection of previously approved articles. **In the public call for papers modality, manuscripts must be submitted only to the email address specific to that thematic issue (manuscripts posted on the Journal's submission platform will not be accepted).**

**Free Themed Articles:** these shall be of interest to Collective Health by free submission of authors through the continuous flow of the Journal's page. They shall have the same characteristics as the thematic articles, namely up to 40,000 characters with spaces,

with research results and analyses and assessments of theoretical, methodological and conceptual trends of the field.

**Review Articles:** these shall consist of texts exclusively based on secondary sources, subjected to methods of theoretically time-honored thematic 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 experts 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 Collective Health, published in the previous two years, the text of which shall not exceed 10,000 characters including spaces. The authors must assign a title to the review in the running head field when submitting the submission and 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. Abstracts are not required.

**Letters:** with testimonials and suggestions about what is published in the Journal's previous issues (no more than 4,000 characters with spaces). Abstracts are not required.

**Note:** In thematic articles, free topics, reviews, and opinions, the maximum character limit considers spaces and includes the word "introduction" up to the last bibliographic reference. Abstracts should not exceed 1400 characters with spaces (which includes the word "resumo", "abstract", and "resumen" up to the last "palavras-chave", "keywords", and "palabras clave").

### **Notes on the Editorial Policy**

The Revista Ciência & Saúde Coletiva reaffirms its mission of **publishing original articles, which bring novelty and provide advancement in Collective Health** knowledge. Any text that falls within this scope is and will always be welcome, within the criteria described below:

1. The article should not only deal with local interest issues or be situated on the descriptive plane.
2. In their introduction, authors must make clear the unprecedented nature of the contribution of their article. It is also highly recommended that authors explain in detail in the letter to the editor why his article is a novelty and how it contributes to the advancement of knowledge.
3. The data discussions should present an analysis that simultaneously values the specificity of the research or review findings and sets these findings in dialogue with national and international literature.
4. The qualitative article must present explicitly analyses and interpretations anchored in some theory or theoretical reflection that promotes dialogue between

the Social and Human Sciences and Collective Health. The text should also value national and international knowledge.

5. As for quantitative articles, the Journal prioritizes the population-based and those deriving from random sampling. Works not fitting the editorial line are those with small or only descriptive convenience samples or analyses without theoretical basis and superficial discussions and interpretations.
6. Reviews should summarize the current state of the art and interpret the available evidence, producing a synthesis that contributes to the advancement of knowledge. Thus, our guidance is to publish only reviews of high relevance, scope, originality, and theoretical and methodological consistency, bringing new knowledge to Collective Health.
7. The final version of the approved article will be published with the name of the editor or editors-in-chief responsible for the manuscript evaluation process.

Important note - Given the exponential increase in the Journal's demand, all articles undergo an initial screening by the Editors-in-Chief. Their decision on whether to accept it or not is based on the priorities mentioned and the merit of the manuscript regarding originality, pertinence of statistical or qualitative analysis, adequacy of methods, and rich interpretation of the discussion. Only a small proportion of the originals are currently forwarded to reviewers and receive a detailed opinion considering these criteria.

### **Authorship**

Authorship presupposes substantial participation in the work, necessarily including: a) The conception and design or analysis and interpretation of data; b) Drafting the article or revising its intellectual content critically; and c) Approval of the final version to be published.

The standard maximum number of authors per paper is eight. If this is exceeded, the exceeding authors' names will be included in the acknowledgments, unless exceptions previously authorized by the Editors-in-chief.

No submitted file may contain any identifying information about the authors, except for the Title Page file.

### **Presentation of manuscripts**

1. The originals may be written in Portuguese, Spanish, French and English. Articles shall feature the title and abstracts in Portuguese, English, Spanish. Texts in Portuguese shall have the title, abstract, and keywords in the original language, English, and Spanish. Texts in Spanish shall have the title, abstract, and keywords in the original language, Portuguese, and English. Texts in English shall have the title, abstract, and keywords in the original language, Portuguese, and Spanish. Texts in French shall have the title, abstract, and

keywords in the original language, Portuguese, and English. **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 (preferably .docx format) and sent by electronic mail only (<http://mc04.manuscriptcentral.com/csc-scielo>) in accordance with the site's guidelines.

3. The authors retain copyright to their articles published in the Revista Ciência & Saúde Coletiva and license the content under the Creative Commons Attribution – CC BY 4.0 license. This license allows for full or partial reproduction, distribution, printing, reuse, remixing, and creation of derivative works, without prior authorization, provided that proper attribution is given to the authorship and original publication in the Revista Ciência & Saúde Coletiva.

4. The articles submitted to the Revista Ciência & Saúde Coletiva shall not be offered simultaneously to other journals.

5. Ethical issues relating to human research publications 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 to 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, Abstract, Introduction, Methods, Results, and Discussion**, with the inclusion of subheadings within some sections, when necessary. The titles and subtitles of the sections shall not be organized with progressive numbering, but with graphical features such as upper case, decreased margin, and other.

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, results, and conclusion**. Immediately below the abstract the authors shall indicate no more than five (5) keywords. 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. The keywords will assist in the multiple indexing of the article. The keywords in Portuguese, English, and Spanish must be mandatorily included in DeCS/MeSH (<http://www.ncbi.nlm.nih.gov/mesh/> and <http://decs.bvs.br/>).

10. Only one author should have an ORCID (Open Researcher and Contributor ID) registration when submitting articles to the Journal platform. However, when the article is approved to be published in SciELO, **all authors** must have an ORCID registration. To

register with ORCID go to the website (<https://orcid.org/>). To enter the ORCID in ScholarOne (submission platform), go to the website (<https://mc04.manuscriptcentral.com/csc-scielo>) and update your registration.

11. Authors must inform any artificial intelligence use in their manuscripts, stating at the end of the methodology section in which stage of the article it was employed.

12. Approved manuscripts must be accompanied by a declaration of availability of the data used and generated in the research underlying the texts. The template will be sent along with the requested declaration templates.

### **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.
2. The maximum number of authors per paper is eight. If this is exceeded, the exceeding authors' names will be included in the acknowledgments. Some papers may have more authors in the case of research groups or in exceptional cases with the authorization of the editors. Exceptions will be discussed by the Editorial Board.
3. No file containing any identification of the manuscript's authors should appear, except in the "Title page" file.

### **Nomenclature**

1. The rules for Public Health/Collective Health nomenclature, as well as abbreviations and conventions adopted in the specialized disciplines, shall be strictly 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.

### **Article format and submission**

Submissions must be made exclusively through the ScholarOne system: <http://mc04.manuscriptcentral.com/csc-scielo>

Using the browser's automatic translator during the process is not recommended. Articles cannot be submitted simultaneously to other journals.

### **Digital material**

Includes tables, charts, graphs, figures, maps, and photographs.

- Maximum of five illustrations per article, except for authorized exceptions.
- They must be numbered consecutively, with title, caption, and source.
- Tables and charts: submitted in editable Word or Excel format.
- Graphs and figures: submitted in editable format and also in PDF or JPEG.
- Minimum resolution of 200 dpi (preferably 300 dpi).
- Color illustrations are published only in the online version.

Authors using scales should indicate in the submission letter whether they are in the public domain or if they have permission to use them.

### **Illustrations and Scales**

1. The illustrative material of the Revista Ciência & Saúde Coletiva 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, drawings, or photographs). If the Journal is printed, it will adopt black and gray scales for differentiation.
2. The number of illustrative materials **shall not exceed five per article (limited to two (2) pages each)**, 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 must be numbered consecutively in Arabic numerals, with their respective captions and sources, and each must be given a brief title. All illustrations must be cited in the text.
4. The 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/liv2390.pdf>) 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 or colored. Graphs generated in image programs should be submitted in JPEG, GRAY TONES or colored, with a minimum resolution of 200 dpi and maximum size of 20cm height x 15cm width. The color illustrations will only be published in the online version. When

the magazine is printed, all illustrations will be in GRAYSCALE without exception. 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. Figure 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.

### **Citations and References**

The Revista Ciência & Saúde Coletiva adopts the "Guidelines for Submitting Articles for Publication in Medical Journals", Vancouver, from the International Committee of Medical Journal Editors, the Portuguese version of which is published in Rev Port Clin Geral 1997; 14:159-174. The document is available on several websites on the World Wide Web, such as [www.icmje.org](http://www.icmje.org) or [www.apmcg.pt/document/71479/450062.pdf](http://www.apmcg.pt/document/71479/450062.pdf). The accuracy and source of the references are the sole responsibility of the authors.

### **References**

1. References shall be numbered consecutively in accordance with the order in which they appear in the text. If the references are from more than two authors, only the first author's name shall be cited in the text followed by *et al.* Example: Minayo et al.<sup>3</sup>
2. References shall be identified by superscript Arabic numerals, as per the examples below:  
Example 1: "*Outro indicador analisado foi o de maturidade do PSF*"<sup>11</sup> (p.38).  
Example 2: "*Como alerta Maria Adélia de Souza*<sup>4</sup>, a cidade..."

References only cited in tables and figures shall be numbered from the last reference number cited in the text.

- 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)).
- The names of journals shall be abbreviated according to the style used in the Index Medicus (<http://www.nlm.nih.gov/>).
- 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 adopting the expression *et al.*).** If "et al." is used, it should be included if the article has more than 25 authors.

Pelegrini MLM, Castro JD, Drachler ML. Equidade na alocação de recursos para a saúde: a experiência no Rio Grande do Sul, Brasil. *Cien Saude Colet* 2005; 10(2):275- 286.

Maximiano AA, Fernandes RO, Nunes FP, Assis MP, Matos RV, Barbosa CGS, Oliveira- Filho EC. Utilização de drogas veterinárias, agrotóxicos e afins em ambientes hídricos: demandas, regulamentação e considerações sobre riscos à saúde humana e ambiental. *Cien Saude Colet* 2005; 10(2):483-491.

Andrade FMD, Machado ÍE, Freitas MIF, Souza MFM, Malta DC. Patterns of abuse of elderly people in Brazil: analysis of notifications. *Cad Saude Publica* 2023; 39(1):e00075722.

- 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. Maturação física: uma revisão de literatura, com especial atenção à criança brasileira. *Cad Saude Publica* 1993; 9(Supl.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. *Violência, cultura e poder*. Rio de Janeiro: FGV; 2004.

Minayo MCS. Pesquisa qualitativa. *Ciê n Saúde Colet* 2025; 29(6):e19792023.

### **7. Organizer or compiler as author**

Bosi MLM, Mercado FJ, organizadores. *Pesquisa qualitativa de serviços de saúde*. Petrópolis: Vozes; 2004.

### **8. Institution as author**

Instituto Brasileiro do Meio Ambiente e dos Recursos Naturais Renováveis (IBAMA). *Controle de plantas aquáticas por meio de agrotóxicos e afins*. Brasília: DILIQ/IBAMA; 2001.

### **9. Book chapter**

Sarcinelli PN. A exposição de crianças e adolescentes a agrotóxicos. In: Peres F, Moreira JC, organizadores. *É veneno ou é remédio*. Agrotóxicos, saúde e ambiente. Rio de Janeiro: Fiocruz; 2003. p. 43-58.

### **10. Abstracts in Annals of Congresses**

Kimura J, Shibasaki H, organizadores. 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. Características de 462 adolescentes grávidas em São Paulo. In: *Anais do V Congresso Brasileiro de adolescência*; 1993; Belo Horizonte. p. 581-582.

### **12. Dissertation and thesis**

Carvalho GCM. *O financiamento público federal do Sistema Único de Saúde 1988-2001* [tese]. São Paulo: Faculdade de Saúde Pública; 2002.

Gomes WA. *Adolescência, desenvolvimento puberal e sexualidade: nível de informação de adolescentes e professores das escolas municipais de Feira de*

Santana – BA [dissertação]. Feira de Santana (BA): Universidade Estadual de Feira de Santana; 2001.

### **Other published works**

#### **13. Newspaper article**

Novas técnicas de reprodução assistida possibilitam a maternidade após os 40 anos. *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**

Brasil. Lei nº 8.080 de 19 de setembro de 1990. Dispõe sobre as condições para a promoção, proteção e recuperação da saúde, a organização e o funcionamento dos serviços correspondentes e dá outras providências. *Diário Oficial da União* 1990; 19 set.

#### **16. Forthcoming or unpublished material**

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

Cronemberg S, Santos DVV, Ramos LFF, Oliveira ACM, Maestrini HA, Calixto N. Trabeculectomia com mitomicina C em pacientes com glaucoma congênito refratário. *Arq Bras Oftalmol*. No prelo 2004.

### **Electronic material**

#### **17. 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>

## **18. Monograph in electronic format**

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

## **19. Computer program**

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

## **Supplementary documents**

**The following should be attached to the submission system, when applicable:**

- Authorizations for the use of previously published material;
- Authorizations for the use of images that identify individuals;
- Copyright transfer agreement;
- Data availability declaration;
- Other documents requested by the publishers.

## **Acknowledgments**

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. Acknowledgments for the technical support shall be in a separate paragraph from other types of contribution.

## **Financing declaration**

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## **Contact**

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**Site:** <https://cienciaesaudecoletiva.com.br/>

**Submission System:** <http://mc04.manuscriptcentral.com/csc-scielo>