

## **PUBLICATION STANDARDS**

### **GENERAL INFORMATION**

The articles sent for publication must be original or derived from dissertations and thesis, and exclusively intended for publication in *Revista Gaúcha de Enfermagem* (Nursing Journal of *Rio Grande do Sul*). Their reproduction will be allowed in other publications, as long as it provides an authorization by the Editorial Board, in which case the original publication must be mentioned.

The text can be submitted in Spanish, Portuguese or English.

The Journal may publish articles written by other specialists, as long as the subject is of interest for the Nursing area.

All papers must be submitted online on the website: <http://www.ufrgs.br/revistagauchadeenfermagem>.

The full name of the author(s) (not suppressing, abbreviating, and capitalizing the last surname), his/her (their) title(s), place of activity, mailing and electronic addresses must be informed only in the metadata. If the article derived from a dissertation or a thesis, mention the full graduate program.

Acknowledgements for funding, technical assistance and other collaborations for the accomplishment of the work must not be mentioned at submission. After the article is accepted, guidelines will be sent to the author as to the insertion of this section.

The views expressed in articles published are those of the authors themselves, and do not represent the views or opinions of the Editorial Committee. The Journal takes no liability for grammar mistakes and, therefore, it claims the right to decide possible alterations and corrections.

Authors submitting articles are required to sign the **Disclaimer and Copyright Declaration** provided by this journal. It must be elaborated according to the journal model (available in: “*Sobre*” > “*Políticas*” > “*Modelo de Declaração de Responsabilidade*”), and it has to follow the journal guidelines for sending.

To submit a paper there is no need of being a subscriber. If the paper is accredited and chosen to be published, the authors will have to pay for translations of their works (in English language), and after that they have to subscribe to the journal.

Articles on studies using human beings must indicate the procedures adopted to comply with Resolution 196/96 of the Brazilian National Health Research Council, indicating also the **approving protocol number of the research project**.

This journal supports policies for the registration of clinical trials of the World Health Organization (WHO), and of the International Committee of Medical Journal Editors (ICMJE) acknowledging the importance of these initiatives.

**Conflict of interests** may emerge when authors, reviewers, or editors have competing interests that may compromise the impartiality of their judgment as to what should be published. Competing interests may be personal, commercial, political, academical, or financial. When submitting a manuscript – an article or letter –, the authors are responsible for recognizing and revealing financial or other conflicts that may influence their work.

The submitted articles will be first analyzed by the Editorial Board as to their suitability to the journal editorial line and norms. The decision of this analysis will be communicated to the authors. The articles will be analyzed by peers composed by Editorial Board members, or *ad hoc* consultants invited by the Editorial Board, using a specific instrument. The identity of the author, the original institution, and the consultant will not be

disclosed. The reports will be appraised by the Editorial Board, which will give a final opinion or, in case of disagreement, a third opinion will be requested.

The paper sent to its authors for reformulation must be returned to the Editorial Board within **30 days** in order to guarantee its publication. Beyond this deadline, it will be considered as a new submission. The authors should keep their e-mails updated for all communications.

If the authors identify the need of including an **erratum**, this must be sent to the Journal within 30 days after the article's publication, and the Journal may, at its discretion, decide on its relevance and possible distribution.

This Journal publishes articles on the following sections:

**Editorial:** under the responsibility of the Editorial Board, that may invite authorities to write it;

**Original manuscripts:** aimed at divulging original unpublished research results. The structure of the manuscripts must include the following sections: The **Introduction** must include the definition of the studied problem, a justification, review of literature (pertinent and relevant) and consistent goals according to the study proposal. The **Methods** employed, studied population, data sources, and selection criteria must be objectively and comprehensively described. The **Results** must follow a logical sequence. When presenting tables and figures, the text must complement and not repeat what is described in them. The **Discussion** may be written along with the results, and must contain comparison with literature results and the authors' interpretation of the results. The **Conclusions** or **Final Considerations** must highlight the most important findings and comment on the limitations and implications for further research. The text should not contain more than **4,500 words** in all the text (title, abstracts, describers, body of the article, illustrations and **20 references** maximum);

**Systematic literature revision and integrative literature review:** article providing a literature review on a determined subject. It must include a section describing the methods used for locating, selecting, extracting, and summarizing data and conclusions. The text should not contain more than **5,000 words** in its totality (title, abstracts, describers, body of the article, illustrations, and these article do not have a limit for references);

**Articles for reflection:** theoretical dissertations on the global situation of investigative or potentially investigative topics. The text should not contain more than **2,500 words** in its totality (title, abstracts, describers, body of the article, illustrations, and **15 references** maximum);

**Reports of experiences:** description of academic, care, and extension experiences. Maximum of **2,000 words** in its totality (title, abstracts, describers, body of the article, illustrations, and **15 references** maximum);

**Short communications:** original studies or brief notes of research studies containing unpublished data relevant for nursing. The presentation must follow the same norms of original articles. The text should not contain more than **1,500 words** in its totality (title, abstracts, describers, body of the article, illustrations, and **10 references** maximum);

**Book reviews:** critical analysis of recently published book (the last 12 months). Maximum of **500 words**;

**Letters to the Editor:** these can be submitted, containing comments and reflections on the published material. Letters will be published at the Editorial Board discretion. Maximum of **300 words**.

## MANUSCRIPTS PRESENTATION

Manuscripts should be formatted according to the Vancouver guidelines, as elaborated by the ICMJE (<http://www.icmje.org>).

Manuscripts must be submitted in the format Word for Windows, font Times New Roman font, size 12, double spacing, configured in A4 paper, margin of 2.5 cm, and all pages must be numbered.

The headings of the text sections must be gradually highlighted, without numbers. The title of the article and abstract should be written in capital and bold letters; *resumen* and *resumo* in capital letters, bold, and italic; primary sections in capital and bold letters; and secondary sections in small letters and bold. Example: **TITLE, ABSTRACT, RESUMO, RESUMEN, INTRODUCTION** (primary section), **Background** (secondary section). It is also important to avoid the use of markers in the text.

The paper has to contain:

**Title** (original) identifying the content, up to 15 words;

**Abstract**, concisely written with up to 150 words, elaborated in a single paragraph, and followed by its translation into Portuguese (*Resumo*) and into Spanish (*Resumen*) starting with the same language of the paper. Original articles must include an abstract, containing objectives, methods, results, and conclusions. The remaining articles must include objectives, results, and final considerations;

**Descriptors**: use 3 to 5 descriptors that identify the article's subject in English (Descriptors), Portuguese (*Descritores*), and Spanish (*Descriptores*), according to "*Descritores em Ciências da Saúde*" (Descriptors in Health Sciences) (<http://decs.bvs.br>), which present descriptors in the 3 languages, allowing the Journal to change them, if necessary;

**Title in other languages**: introduce the title in the versions that complete the three languages that the Journal adopts: English (Title), Portuguese (*Título*), and Spanish (*Título*). The title translations must be presented immediately after the descriptors in its respective language;

**Quotations**: use the numerical system to identify the quoted article. Represent them in the text with the corresponding numbers between parentheses and superscript, without mentioning the authors' name. In the case of sequential quotation, separate the numbers with hyphen; when quotations intercalated, separate with comma. When transcribing words, sentences, or paragraphs of the mentioned author, put the text between quotation marks. It is recommended a judicious use of this recourse. Examples:

Research indicates that...<sup>(1-4)</sup>.

Some authors believe that...<sup>(1, 4, 5)</sup>.

"[...] the following years, this was repeated"<sup>(7)</sup>.

**References**: They must be updated and they must be preferably from periodicals. References must use single spacing. The numbered list at the end of the paper must include all articles quoted in the text, in the same order they were quoted, according to the Vancouver standard, and more than a number for the same article must not be generated. References must indicate the forename(s) of the authors abbreviated. It must be included one reference from *Revista Gaúcha de Enfermagem* (Nursing Journal of Rio Grande do Sul)

Manuscripts can also include:

**Statements**: sentences or paragraphs spoken by the subjects studied. Do not use quotation marks, and comply with the following format: 1.25 cm indentation, font size 11, single spacing, and the subject's identification between parentheses, coded at the authors' discretion. Suppressions and interventions to what has been said must be indicated by the use of marks of omission between brackets "[...]";

**Illustrations** up to four black and white figures (graphs, charts, tables), according to the following instructions:

- **graphs** and **charts** must be consecutively numbered with Arabic numerals. It must present the title (identifying the subject) immediately after the figures. It must contain geographical location, period, time and date of data's coverage;
- **tables:** They must be used when the numerical data is highlighted as central information. They must be consecutively numbered, including those in annexes, if included, with Arabic numerals. The title must be written above the table, and must identify the subject, including geographical location and period/date of presented data. The tables must contain all of the data that allow their understanding, with explanations on symbols and abbreviations. Explanatory notes must be written immediately below the table, using symbols in the following sequence \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡. Data source must be mentioned immediately below the table;
- other **illustrations**, such as photographs, drawings, etc., must be scanned with resolution equal or above 300 dpi, and sent in picture format, with "Figure" heading, consecutively numbered with Arabic numerals, and with the title below it. Illustrations must allow a perfect reproduction, by obeying drawing norms in order to allow framing according to the journal page setup;

**Symbols, abbreviations, and acronyms** must be explained the first time they are mentioned. Use only standard acronyms. Except for the case of standard measures, all abbreviated terms must be written in full, followed by their abbreviation between parentheses, the first time they appear in the text, even if previously appearing in the abstract;

**Use bold for highlights and italics for foreigner words.**

Both **appendices** (elaborated by the authors) and **annexes** (merely included in the article, with no intervention from the authors) should be avoided.

## EXAMPLES OF DOCUMENTS

### Articles in journals

- Journal titles must be abbreviated according to Index Medicus style (<http://www.ncbi.nlm.nih.gov/journals>). Journals which are not in this list may use IBICT's National Collective Catalog of Serial Publications as reference (<http://ccn.ibict.br>).
- Up to 6 authors, indicate all of them; 7 authors or more, indicate the 6 first ones and add et al.

#### 1. Standard journal article

Araujo VE, Witt RR. O ensino de enfermagem como espaço para o desenvolvimento de tecnologias de educação em saúde. Rev Gaúcha Enferm. 2006;27(1):117-23.

Griffiths C, Kaur G, Gantley M, Feder G, Hillier S, Goddard J, et al. Influences on hospital admission for asthma in south Asian and white adults: qualitative interview study. BMJ. 2001;323(7319):962-6.

#### 2. Organization as author

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. Hypertension. 2002;40(5):679-86.

#### 3. Both personal authors and organization as author

Vallancien G, Emberton M, Harving N, van Moorselaar RJ; Alf-One Study Group. Sexual dysfunction in 1,274 European men suffering from lower urinary tract symptoms. *J Urol*. 2003;169(6):2257-61.

4. No author given

Signal-averaged electrocardiography. *J Am Coll Cardiol*. 1996;27(1):238-49.

5. Volume with supplement

Hofman M, Ryan JL, Figueroa-Moseley CD, Jean-Pierre P, Morrow GR. Cancer-related fatigue: the scale of the problem. *Oncologist*. 2007;12 Suppl 1:4-10.

6. Issue with supplement

Dimeo FC. Effects of exercises on cancer-related fatigue. *Cancer*. 2001;92(6 Suppl):1689-93.

7. Issue with special number

Cunha MLC. Recém-nascidos hospitalizados: a vivência de pais e mães. *Rev Gaúcha Enferm*. 2000;21(n esp):70-83.

8. Type of article indicated as needed

Silveira DT. As tecnologias da informação e comunicação e sua aplicação no campo de atuação da enfermagem [editorial]. *Rev Gaúcha Enferm*. 2007;28(4): 453-4.

**Books and other monographs**

9. Personal author

Bonassa EM, Santana TR. *Enfermagem em terapêutica oncológica*. 3ª ed. São Paulo: Atheneu; 2005.

10. Editor, compiler as author

Guimarães JLM, Rosa DD, organizadores. *Rotinas em oncologia*. Porto Alegre: Artmed; 2008.

11. Organization as author

Ministério da Saúde (BR), Conselho Nacional de Saúde. Resolução 196, de 10 de outubro de 1996: diretrizes e normas regulamentadoras de pesquisa envolvendo seres humanos. Brasília (DF); 1996.

12. Chapter in a book

Pizzichini E, Pizzichini M. Concepções sobre asma brônquica. In: Silva LCC, organizador. *Condutas em pneumologia*. Rio de Janeiro: Revinter; 2001. p. 263-5.

13. Book with series

Kleinman A. Patients and healers in the context of the culture: an exploration of the borderland between anthropology, medicine and psychiatry. Berkeley: University of California Press; 1980. (Comparative studies of health systems and medical care; 3).

14. Conference paper

Menezes GMS, Aquino EML. Trabalho noturno na enfermagem. In: Anais do 50º Congresso Brasileiro de Enfermagem: cuidar-ação terapêutica da enfermagem; 1998 set 20-25; Salvador, Brasil. Salvador: ABEn/BA; 1999. p. 309-21.

15. Dissertation and These

Schmith MD. Acolhimento e vínculo no Programa de Saúde da Família: realidade ou desejo [dissertação]. Porto Alegre: Escola de Enfermagem, Universidade Federal do Rio Grande do Sul; 2001.

**Other published material**

16. Newspaper article

Tynan T. Medical improvements lower homicide rate: study sees drop in assault rate. The Washington Post. 2002 Aug 12;Sect. A:2 (col. 4).

17. Audiovisual material

Chason KW, Sallustio S. Hospital preparedness for bioterrorism [videocassette]. Secaucus: Network for Continuing Medical Education; 2002.

18. Legal material

Ministério da Saúde (BR). Decreto n. 1948, de 3 de julho de 1996: regulamenta a Lei 8.842, sancionada em 4 de janeiro de 1994, a qual dispõe sobre a Política Nacional do Idoso e dá outras providências. Diário Oficial da União, Brasília (DF) 1996 jul 3;134(128) Seção 1:12277-9.

19. Dictionary entries

Ferreira ABH. Aurélio, século XXI: o dicionário da língua portuguesa. 3ª ed. rev. ampl. Rio de Janeiro: Nova Fronteira; 1999. Colono; p. 504.

**Documents in publication phase**

20. Forthcoming

Kirschbaum DIR. História da enfermagem psiquiátrica no Rio Grande do Sul: parte I. Rev Gaúcha Enferm. No prelo 2003.

Tian D, Araki H, Stahl E, Bergelson J, Kreitman M. Signature of balancing selection in Arabidopsis. Proc Natl Acad Sci U S A. Forthcoming 2002.

## **Electronic material**

- The expressions “Available from” and “cited” in Portuguese are “Disponível em” and “citado” and in Spanish are “Disponible en” and “citado”.

### **21. Electronic journal article**

Pedron CD, Bonilha ALL. Práticas de atendimento ao neonato na implantação de uma unidade neonatal em hospital universitário. Rev Gaúcha Enferm [Internet]. 2008 [citado 2009 fev 15];29(4):612-8. Disponível em: <http://www.seer.ufrgs.br/index.php/RevistaGauchadeEnfermagem/article/view/7633/4688>.

### **22. Electronic monograph**

Ministério da Saúde (BR), Instituto Nacional do Câncer. O diagnóstico do câncer [Internet]. Rio de Janeiro; 1999 [citado 2008 maio 23]. Disponível em: [http://www.inca.gov.br/conteudo\\_view.asp?id=31](http://www.inca.gov.br/conteudo_view.asp?id=31).

Stuchi RAG, Carvalho EC. Control de presión arterial e ingesta de sal: creencias de portadores de enfermedades cooronarias. In: Anales del 9º Congreso de la Sociedad Cubana de Enfermería, 1º Coloquio Internacional de Investigación en Enfermería; 2000 mayo 29-jun 3; Habana, Cuba [CD-ROM]. Habana: Cubana; 2000. p. 60.