SALUD COLECTIVA | Guidelines for Authors
Last updated: 20/07/2012

The first part of this guide provides definitions of some key concepts within our editorial policy that are of great importance to both the evaluation process and to the later distribution of the content accepted for publication; these elements are analyzed and problematized considering the context in which current editorial practice is inscribed. The second part of the guide explains the formal aspects of article submission.

We invite all interested authors to look closely over the definitions we have adopted and the recommendations we provide before submitting their work.

1. ABOUT SALUD COLECTIVA

Salud Colectiva is a triannual, peer-reviewed journal published by the Universidad Nacional de Lanús. The journal's objective is to publish original articles in Spanish which contribute to the study of the health-disease-care process. The journal seeks to create an editorial framework for critical thought about the social realm based in Open Access and a commitment to scientific and methodological rigor.

Since its first publication in 2005, Salud Colectiva has incorporated a series of documents and initiatives as part of its editorial policies (see Guiding Documents). Among these documents of reference are found the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication of the International Committee of Medical Journal Editors (ICMJE).

Salud Colectiva English Edition was made possible by an interdepartmental agreement signed in 2011 within the Universidad Nacional de Lanús. This Edition seeks to make available electronically in English, in accordance with the journal's Open Access policy, material previously published by the journal in Spanish, thereby amplifying the circles of distribution available to authors and bringing the perspectives included in the journal to a wider readership. The first issue of Salud Colectiva English Edition was published in late 2011.

2. OPEN ACCESS POLICY

Salud Colectiva maintains a commitment to the policies of Open Access to scientific information, as it considers that both scientific publications as well as research projects funded by public resources should circulate freely without restrictions (see Guiding Documents).

Since its release in 1999, UNESCO's Declaration on Science and the Use of Scientific Knowledge has advocated the "free flow of information" and "equal access to science." The numerous declarations made thereafter and the increasing support of authors, editors, scientific publications and academic institutions have allowed a movement for Open Access to scientific production to take shape.

Diverse categories have emerged under the banner of the Open Access movement, for example the Open Access "Hybrid" Model: publications that, before making the contents freely available impose an embargo for a certain period of time in which access to those articles may only be achieved via a traditional subscription (pay-per-view). Another example is the Author Pays model in which certain publications pass the cost of editorial production onto the authors.

Salud Colectiva ratifies the Open Access model in which scientific publications are made freely available at no cost online, with no time embargos and with no publication costs transferred to the authors. This policy seeks to dismantle the economic barriers that have created inequalities in the access to both information and the ability to publish research results. For this reason, Salud Colectiva does not charge anything to authors for the editing process and the publication of their articles in Spanish, nor for their later translation and publication in English, and is committed to making the articles available in Open Access indexing services and in the various online repositories that use Open Archives Initiative-Protocol for Metadata Harvesting (OAI-PMH) (See Indexing Services).

Furthermore, Salud Colectiva does not reserve the copyright of the article; this provides authors access to the final published versions both in Spanish and in English so they may include them in institutional repositories, personal blogs or any other electronic media, with the sole condition that they mention the original source of publication, in this case Salud Colectiva.

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3. REGARDING THE CONCEPT OF "ORIGINAL AND UNPUBLISHED"

With the aim of making the best use of available resources, Salud Colectiva only accepts original and unpublished works that have not been published in whole or in part in any print or online media, that have not been simultaneously sent to another publication, and that are not in the process of being evaluated by another publication at the time of submission.

Works that do not satisfy these requirements can be rejected at any time, even once they have been accepted and approved for publication.

3.1 Definition of "original work"

Although the term "original" is generally used as a synonym for "unpublished," given the word's polysemy we think it necessary to differentiate the two terms. To define the concept of original, Salud Colectiva adopts the following definition from the *Diccionario de la Real Academia Española*: "Dicho de una obra científica, artística, literaria o de cualquier otro género: Que resulta de la inventiva de su autor. [Said of a work of the scientific, artistic, literary genres, or of any other genre: the result of the inventiveness of its author]." A work which does not satisfy this definition of original will be considered plagiarism, a practice clearly denounced by the scientific community.

3.2 Definition of "unpublished work"

Given the clarity of the term "unpublished," perhaps the greatest difficulty arises in creating consensus around what constitutes "published" work. Traditionally an article was considered published when it was selected for inclusion in a peer-reviewed scientific journal. Given the proliferation of online formats, the term "publication" presently implies not only the inclusion in peer-reviewed journals but also spans the full spectrum of possibilities provided by the electronic systems of publication (works published full-text in institutional repositories; conference, symposium, or workshop websites; etc).

The principal reasons for which Salud Colectiva prioritizes unpublished works are as follows:

- The review process of submitted works is based in the confidentiality and anonymity of the authors and evaluators. If the work is found online in full or in part, the condition of confidentiality in the evaluation process is lost.
- If the work is found online it can already be referenced and cited by other researchers, in which case if it were published again, the information would be duplicated.
- The condition that the work be unpublished is essential to the efficient use of resources, therefore avoiding the duplication of contents that can already be accessed by other means.

Therefore when an author makes the decision to seek publication of his or her work, he or she must consider carefully the channels available for doing so and choose the one he or she considers most appropriate.

3.3 Duplicate Submissions

As the chapter on Overlapping Publications of the *Uniform Requirements for Manuscripts* (URM) explains, "duplicate publication of original research is particularly problematic because":

- Of "the possibility that two or more journals will unknowingly and unnecessarily undertake the work of peer review, edit the same manuscript, and publish the same article."
- "It can result in inadvertent double-counting or inappropriate weighting of the results of a single study, which distorts the available evidence."

In the event that Salud Colectiva unknowingly publishes an article already published elsewhere, a note will be printed in a later edition informing of the duplication.

3.3 Articles derived from the same research study

Works derived from a single research project will not be considered duplicate publications as long as the *question* the article seeks to answer is different, that is, the way of approaching the data obtained is different and the aspects considered in the new work were not considered in the previous works derived from the same project.

However, all previous derivative works must be cited and their differences with respect to the newly submitted article must be clearly stated.

4. SELECTION OF WORKS

All manuscripts will be subject to a preliminary review to determine whether the article is in alignment with the goals, editorial policies and standards of the journal.

If the article is deemed eligible in this pre-evaluation, the authors will be notified and the original document will be sent to two peer reviewers and/or *ad hoc* reviewers for external review. This process will be carried out under the appropriate criteria of confidentiality, in which neither the reviewers nor the authors will have knowledge of the others' identities.

Based upon the opinions of these external reviewers, articles may be accepted for publication, rejected, or accepted conditionally subject to certain modifications considered necessary by the reviewers. In the event that modifications are requested, the authors should incorporate the suggested changes and resubmit their work in the period of time indicated to them for a second evaluation.

5. REVISION AND PUBLICATION PROCESS FOR SELECTED WORKS

All papers selected for publication will go through a process of editing, style correction and normalization carried out by the editors of Salud Colectiva.

Revision criteria will be based in international technical norms and the recommendations of the Real Academia Española (see for example *Artículos Temáticos* and *Apéndices* of the *Diccionario Panhispánico de Dudas*), in addition to the manuals of style of prestigious authors as well as that of the journal.

Prior to publication, a preliminary version will be sent to the author in Word so that he or she may comment on the modifications made. Authors must commit to responding within five days to the comments sent. Once all the corrections have been accepted and incorporated, the authors will receive a PDF version of the publication for their final approval.

After the article has been published in Spanish, the English translation process will begin as established in the agreement between Salud Colectiva and the Bachelor's Program in Sworn Translation of English Language of the Universidad de Lanús. Once the English texts have been reviewed and corrected by the journal's editorial team, the authors will be sent the publication version in PDF. As with the Spanish version, it is expected that the authors reply with their comments within five days. After all corrections have been incorporated, authors will once again receive a PDF for their final approval.

6. DISTRIBUTION OF COPIES

For all published articles, Salud Colectiva will send the corresponding author two print copies of the journal at no charge as compensation for his or her collaboration.

The author will have access to the final publication version in PDF both in Spanish and in English. He or she may distribute the work in institutional repositories or other electronic media as long as he or she makes mention of the original source of publication, Salud Colectiva.

The print version of the journal has wide domestic and international distribution through subscriptions, exchanges and specific agreements with municipalities and institutions. Additionally, the electronic version of the article will be included in numerous indexing

which, notwithstanding possible delays in the databases for uploading contents, will be available both in full text and abstract forms, assuring authors great visibility of their work. This online distribution will occur for the both the Spanish and the English versions of each article.

7. SECTIONS

EDITORIAL
A space for the reflections and opinions of the editorial staff regarding their editorial work or for invited authors to offer their views on different issues of current interest.

ARTICLES
Critical reviews or results of investigations of an empirical, experimental or conceptual nature about topics related to the health-disease-care process of no longer than 20 pages.

DEBATE
Articles accompanied by comments and reviews by authors from different institutions, followed by a response from the primary author. Exclusively upon the Editorial Board's invitation.

HISTORICAL REVIEWS
Articles based in images or texts of documentary value, which are considered to have had a significant impact on the collective health field. The article should not exceed 20 pages in length and must be submitted along with the document as originally published, which should not exceed four pages in length.

FOUNDATIONAL TEXTS
Texts considered central to the development of thought in Latin American social medicine and collective health.

CONFERENCES / DOCUMENTS
Lectures given by eminent figures or documents and proceedings of organizations or conferences which, due to their relevance and pertinence, contribute to the goals pursued by Salud Colectiva.

DIALOGUES
Dialogues with notable figures from the cultural, intellectual and scientific fields, in which they discuss their careers and work.

MEMORY AND HISTORY
Through texts, interviews, or dialogues between important figures, this section attempts to recover lost memories of the social medicine and collective health fields first developed in the 1960s in Latin America.

BOOK REVIEWS
Book reviews should address works published within the past two years and may not exceed three pages in length. They should be accompanied by a high-resolution image of the book's cover.

LETTERS
Commentary on and reviews of articles or any other text published in previous issues of the journal, or opinions about current issues of interest, not exceeding three pages in length.

SC NEWS
Brief news articles will be included in order to provide readers with information about bibliometric indicators, activities and updates regarding Salud Colectiva.

8. PREPARATION OF MANUSCRIPTS

The sections open to submission are: Articles, Historical Reviews, Book Reviews and Letters. For all sections only original, unpublished works written in Spanish will be accepted (works written in other languages will not be accepted). Papers are to be prepared in Microsoft Word (Windows operating system) using Times New Roman 12 pt font, double spaced, with paper size ISO A4. Authors may send their work to revistasaludcolectiva@yahoo.com.ar

8.1 "Articles" and "Historical Reviews" sections

Each work must be submitted with two title pages: the first page should contain each author's full name, undergraduate degree, last graduate degree, current position and institution, and e-mail address; the second page should contain, in Spanish and English, the full title of the article, an abstract, and related keywords (according to the requirements explained below). Papers must be submitted along with the "Declaration of ethical considerations and conflict of interests" and the "Declaration of originality and publication rights" (see 8.3.10 and 8.3.11).

8.2 "Book Reviews" and "Letters" sections

Both of these sections must be prepared according to the instructions in point number 8, Preparation of Manuscripts. Each work must be submitted with a single title page containing each author's full name, undergraduate degree, last postgraduate degree, current position and institution, and e-mail address. No abstract or keywords should be included. The bibliographies in both sections should follow the same guidelines established in 8.3.12 Bibliographic References. The material should be submitted along with the "Declaration of originality and publication rights" (see 8.3.11).

As outlined in the description of the section, all Book Reviews should be submitted along with a high resolution image of the book's cover. In order to assure proper scanning of the image, we recommend author's consult the guide *How to digitalize documents* created by the journal's editorial team.

8.3 GENERAL ASPECTS OF SUBMISSION

8.3.1 Authorship

Those named as authors must publically assume responsibility for the article's contents, therefore the designation as an author implies: 1) a substantial contribution to the conception and/or design, the acquisition, analysis and/or interpretation of the data; 2) the writing or critical revision of the article; 3) the approval of the final version that will be published.

All collaborators that do not meet the authorship criteria must appear in the Acknowledgements section.

8.3.2 Abstract

All articles submitted must include a summary in Spanish, and a corresponding translation in English, clearly describing the objectives, methodology, most relevant results and

primary conclusions. The abstract should be written in a single paragraph not divided into sections, with a length of no more than 12 lines. When an article is submitted to the indexing service, the abstract is separated from the body of the text, therefore the abstract should not contain citations or footnotes.

8.3.3 Keywords

The keywords, understood as descriptors or thesauruses, are collections of terms organized hierarchically to allow for the establishment of relationships between concepts and thereby to facilitate access to information. In order to effectively do this, keywords require the use of a common language in the indexing of articles in scientific journals as well as in the search and recovery of information within online data bases.

It is important to clarify that these terms are used to index documents within certain databases, like Medline and Lilacs, but will not be useful in search engines that look for loose terms within the entire body of the text.

While it is true that the use of established keywords limits the possibility of authors to create their own descriptors of their articles, it is also true that any expressions used as descriptors but that are not included in the descriptor index will be replaced or omitted by those who manage the database when the entry for the article is created.

Therefore, in order to insure the proper indexing of articles in online databases, we ask that authors include three to five keywords in Spanish and English that summarize the content of the work, which must be selected from the index Health Sciences Descriptors (DeCS) coordinated by BIREME.

8.3.4 Endnotes

These should be cited consecutively in lower-case letters in parentheses and placed invariably at the end of the text. Footnotes are not permitted. In order to facilitate the reading of the text and as an editorial norm, we suggest that a limited number of endnotes be used, and that they be used only to describe questions secondary to the development of the text or to clarify specific terminology and/or terms that may difficult for international readers to understand.

8.3.5 Illustrations

No more than eight tables and/or figures in black and white will be accepted. Maps, graphs, photographs, digital images and scanned documents must be labeled as Figures. All illustrations must be mentioned within the text. They should be submitted on separate pages, one per page, and should include:

- Arabic numerals (tables and figures should be numbered independently, in series according to their designation)
- A descriptive title that specifies the geographic and temporal dimensions of the data presented
- The source

8.3.5.1 Clarifications regarding the source

If the Tables and/or Figures included in the work were not previously published and the data was not taken from an outside source, the label "Own elaboration" must be used.

If a previously published illustration is reformulated, or the data is taken from various different sources, the label should read "Own elaboration based on data from" followed by

a list of the names of the authors or institutions using the same type of citation as in the body of the text, including the complete publication and location information in the final list of Bibliographic References (Referencias Bibliográficas).

If a previously published figure is used exactly as it was originally created, the original source must be cited and the submitting author must possess the owner's authorization to reproduce the material. This permission is required except in the case of public domain documents or in the case of works published under a license that allows for their reproduction (such as the Creative Commons licenses).

8.3.5.2 Clarifications regarding tables

The author should take into account that the Tables are self-explanatory, therefore at the foot of the table it may be necessary to incorporate general notes, explanation of acronyms or abbreviations used, and/or explanatory notes for particular cells. These notations are labeled consecutively within each table, with the series beginning anew for each table.

In order to unify publication criteria tables and/or figures may be redesigned, in which case the table with the quantitative parameters must also be submitted.

8.3.5.3 Image Resolution

During the process of evaluation of the article, authors may send low-resolution images as long as they clear and legible. However, authors must be able to assure that once the article is approved for publication they will be able to send images with the following requirements established by the journal to ensure proper printing:

- Maps must be exported from programs that convert them into vector images (.eps format)
- Graphs: for graphs made in Excel, the original file must be send (without exporting). Graphs made in other programs should be exported from the same program in which they were made, as vector images (format .eps)
- Digital images: these should be sent in the highest quality JPEG format, with a minimum resolution of 300 dpi. We suggest you consult the guide "How to export images" created by the journal's editorial team.
- Scanned documents: for photographs and/or documents that should be scanned, we recommend that authors consult the guide "How to digitalize documents" created by the journal's editorial team.

8.3.6 Acknowledgements

All collaborators that do not meet the aforementioned authorship criteria (see 8.3.1 Authorship) must appear in the Acknowledgements section. All economic and material support received must also be included, indicating the name of the gifting institution(s) as well as the name and code number of the project. It is the authors' responsibility to obtain the permission of those mentioned in the Acknowledgements section, as readers may infer their approval of the data and conclusions.

8.3.7 Sources of Funding

Any sources of funding must be detailed in the Acknowledgements section, including the name of the funding entity and the name, number, or code of the project.

8.3.8 Conflict of Interests

The mention of a conflict of interest does not imply the rejection of the article. Any real or potential conflict of interest, any obligations on the part of the author/s with regards to sources of funding, or any other type of relationship or rivalry that may be deemed to constitute a conflict of interest must be declared. The lack of conflict of interest must also be stated. If the authors or the editors consider it relevant, this information may be published in an appropriate section of the article.

8.3.9 Research involving human subjects

The publication of articles involving findings from research on human subjects is contingent on compliance with the ethical principles expressed in the Declaration of Helsinki and any other relevant legislation pertaining to the country where the research was conducted. Compliance with the international standards regarding protection of human subjects shall be included in a paragraph in the Methodology section, specifying the obtaining of the informed consent of participants in the research report and the approval of investigation protocol by the relevant Ethics Committee.

8.3.10 Declaration of Ethical Considerations and Conflict of Interests

Authors must submit the form "Declaration of Ethical Considerations and Conflict of Interests," which seeks to clarify aspects of the article relevant to the evaluation process. The form should be downloaded, filled out, and submitted along with the article.

» Download form

8.3.11 Declaration of originality and publication rights

Authors should download and complete the following letter and include it when submitting the article. The objective of the declaration is to confirm the originality of the submitted work and concede the publication rights to the journal. This letter must be signed by all the authors.

» Download sample letter

8.3.12 Bibliographic References

In addition to supporting the affirmations in a text, bibliographic references also permit an interested reader to access the information cited. It is therefore not recommended that unpublished or inaccessible documents be included.

8.3.12.1 Citations within the text

References must be cited parenthetically in the text with consecutive numbers. For example: "It has been observed (3,4) that…" or also "some authors (1,5) have shown that…"

If the same reference has been cited more than once, it is not renumbered but rather the same number already assigned is repeated.

Textual citations should not only include the number of the reference but also the page number from which it was extracted, for example: (1 p. 85).

Each numeric citation corresponds to a single document; therefore more than one publication cannot be cited under a given number.

8.3.12.2 List of Bibliographic References

Bibliographic references will be numbered according to the order in which the citations appear in the text.   A standardized list containing all of the documents cited, independently of their format (Internet, print, DVD, CD, etc) must be included.

The consulted bibliographic sources which have not been cited in the text shall appear in alphabetical order based on the authors' surname under the heading *Bibliografía de Consulta*. The *Referencias Bibliográficas* and *Bibliografía de Consulta* sections should be included on separate pages, at the end of the article. The information on the books, journal articles, newspaper articles, whether electronic or in print, should follow the order specified in the standards established in *Citing Medicine* by the National Library of Medicine (NLM).

8.3.12.3 Examples of bibliographic references in print and online formats

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» Journal article

Testa M. Decidir en Salud: ¿Quién?, ¿cómo? y ¿por qué? Salud Colectiva. 2007;3(3):247-257.

Fleischer NL, Diez Roux AV, Alazraqui M, Spinelli H. Social patterning of chronic disease risk factors in a Latin American city. Journal of Urban Health. 2008;85(6):923–937

» Journal article on the Internet

Matus C. Las ciencias y la política. Salud Colectiva [Internet]. 2007 [citado 20 oct 2010];3(1):81-91. Disponible en: http://redalyc.uaemex.mx/src/inicio/ArtPdfRed.jsp?iCve=73130107&iCveNum=6157

Samaja J. ¿Qué tipo de investigaciones debe promover la Universidad? [Editorial]. Salud Colectiva [Internet]. 2006 [citado 15 may 2010];2(3):233-235. Disponible en: http://www.scielo.org.ar/scielo.php?script=sci_arttext&pid=S1851-82652006000300001

» Book

Testa M. Pensar en Salud. Buenos Aires: Lugar Editorial; 1993.

Deleuze G, Guattari F. Mil mesetas: capitalismo y esquizofrenia. Valencia: Pre-textos; 1988.

» Book with an edition

Robertson LS. Injury epidemiology: research and control strategies. 3a ed. New York: Oxford University Press; 2007.

» Book (authors / editors)

Onocko Campos R, Pereira Furtado J, Pasos E, Benevides R, organizadores. Pesquisa avaliativa em saúde mental. Desenho participativo e efeitos da narratividade. São Paulo: Hucitec; 2008.

» Book (organization as author)

Organización Panamericana de la Salud. La renovación de la Atención Primaria de Salud en las Américas. Washington DC: OPS; 2007.

» Book Chapter

Minayo MCS. Ciencia, técnica y arte: el desafío de la investigación social. En: Minayo MCS, Deslandes SF, Neto OC, Gomes R. Investigación social: teoría, método y creatividad. Buenos Aires: Lugar Editorial; 2007.

» Book on the Internet

Spinelli H, Zunino G, Alazraqui M, Guevel C, Darraidou V. Mortalidad por armas de fuego en Argentina, 1990-2008 [Internet]. Buenos Aires: OPS, 2011 [citado 10 feb 2011]. Disponible en: http://www.ops.org.ar/publicaciones/pubOPS_ARG/pub68.pdf

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» Conference publications

Testa M. La salud y la crisis económica. II Jornadas de Atención Primaria de la Salud; 30 abr - 7 may 1988; Buenos Aires, Argentina. Buenos Aires: Grupo Editor de las Jornadas; 1989.

» Conference publications on the Internet

Packer AL. Avances y desafíos en el movimiento de acceso abierto al conocimiento científico en América Latina y el Caribe [Internet]. IIº Encuentro Iberoamericano de Editores Científicos; 11-12 nov 2010; Biblioteca Nacional, Ciudad Autónoma de Buenos Aires [citado 10 feb 2011]. Disponible en: http://eidec.caicyt.gov.ar/files/mesa3/01.pdf

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» Newspaper Article

Bruschtein L. Jóvenes fanáticos. Página/12. 5 mar 2011:Sec. El País:2(col. 1-3).

Cecchi H. Custodiado por sus torturadores. Página/12. 4 mar 2011:Sec. Sociedad:19(col. 1-4).

» Newspaper Article on the Internet

Bruschtein L. Jóvenes fanáticos. Página/12 [Internet]. 5 mar 2011 [citado 5 mar 2011]:Sec. El País. Disponible en: http://www.pagina12.com.ar/diario/elpais/1-163503-2011-03-05.html

Cecchi H. Custodiado por sus torturadores. Página/12 [Internet]. 4 mar 2011 [citado 5 mar 2011]:Sec. Sociedad. Disponible en: http://www.pagina12.com.ar/diario/sociedad/3-163418-2011-03-04.html

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» Databases on the Internet

Instituto Nacional de Estadísticas y Censos. Tasa de mortalidad por mil habitantes, según grupo de edad y sexo. Total de país. Años 1980/2007 [Internet]. Buenos Aires: INDEC [citado 5 mar 2011]. Disponible en:
http://www.indec.mecon.ar/nuevaweb/cuadros/65/q030201.xls

World Economic Forum. Government prioritization of ICT [Internet] World Economic Forum; c2010 [citado 5 mar 2011]. Disponible en:
 http://networkedreadiness.com/gitr/main/analysis/showdatatable.cfm?vno=6.2

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9. MANUSCRIPT SUBMISSION

Authors may submit their work to revistasaludcolectiva@yahoo.com.ar