

# Revista Latino-Americana de Enfermagem

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## Manuscript preparation

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### Structure **New!**

- . Title in the language of the manuscript
- . Abstract in the language of the manuscript
- . Descriptors in English
- . Descriptors in Spanish
- . Descriptors in Portuguese
- . Introduction
- . Method
- . Results
- . Discussion
- . Conclusion
- . References

Acknowledgements should be mentioned on the Title Page only.

Although the journal respects the creativity and style of the authors, the use of the conventional subdivisions Introduction, Methods, Results, Discussion and Conclusion is suggested.

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### Paper

- . A4
- . 2.5cm margins on all sides

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### Number of pages

- . Original Articles: 17 pages. (including abstract, tables, figures and references)
- . Reviews: 25 pages. (including abstract, tables, figures and references)

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### Lay-out **New!**

- . Font Times New Roman 12 (across the text, including the tables)
  - . Double lining from the title to the references, except in the tables
  - . Lay-out not permitted in the body of the text: bold, underlined, all caps, MS Word markers. Use italics for highlights. Obs.: the body of the text refers to the paragraphs, but not the title, divisions and subdivisions.
- 

### Title **New!**

- . Concise and informative, max. 15 words. Exceptionally, up to 25 words are allowed.
- . In the language of the manuscript
- . Bold
- . Items not allowed: all caps, letter words and geographical location of the research

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### Abstract **New!**

The abstract presents the article and is fundamental for the reader to decide on whether to access and refer to the full text. Therefore, its presentation requires special attention.

The abstract should be a condensed version of the full text and its information should guarantee the clarity of the text and the reliability of the data, without presenting data that differ from the main text.

The *Objective* should be clear, concise and described in the infinitive form. Examples: analyze, relate, compare, discover.

The *Method* should contain sufficient information for the reader to understand the research.

Descriptive studies should present the study design, sample, instrument and analysis type. Analytic studies should also add the number of subjects in different groups, primary outcome, type of intervention and study period.

The *Results* should be concise, informative and present the main results in a described and quantified manner, including the subject characteristics and final data analysis.

The *Conclusions* should strictly correspond to the objective, express considerations about the theoretical and practical implications of the results and contain three elements: the main result, relevant additional results and contribution of the study to the advancement of scientific knowledge.

*Clinical trials* should present the clinical trial registration number at the end of the abstract.

*Items not permitted:* letter words, except internationally known versions, citations of authors, place of study and year of data collection.

- . In the language of the article

- . Structured into Objectives, Method, Results and Conclusion
- . Written in a single paragraph
- . Font Times New Roman 12, double lining
- . Up to 200 words

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### Descriptors

- . Descriptors in English
- . Descriptors in Spanish
- . Descriptors in Portuguese
- . Selected from the list of [Descriptors in Health Sciences](#) or [Mesh](#)
- . Minimum 3 and maximum 6
- . Separated by a semicolon
- . Capitalize first letter of each word in the descriptors, except for articles and prepositions

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### Name of the Sections Introduction, Method, Results, Discussion and Conclusion **New!**

- . Bold
- . Capitalize first letter only
- . Items not permitted: too many subdivisions, subdivisions with long names and in italics, MS Word markers

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### Introduction

Should be brief, clearly define the research problem, highlighting its importance and knowledge gaps. Include updated references from Brazilian and international journals.

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### Method

Should inform on the method used, the study population, the data source and the selection criteria, which should be described objective and comprehensively.

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### Results

Should be limited to a description of the results found, without interpretations or comparisons. The text complements but does not repeat what is displayed in tables and figures. For quantitative papers, the results section needs to be separated from the discussion.

### Discussion

The Discussion should emphasize the new and important aspects of the study and the conclusions drawn. Data or other information included in the Introduction or Results should not be repeated in detail. For experimental studies, it is useful to start the discussion with a short summary of the main findings, and then explore possible mechanisms or explanations for these results, as well as compare and contrast the results with other relevant studies.

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### Conclusion

The Conclusion should respond to the study objectives and be restricted to the data found. Assertions about economic and cost benefits should be avoided, unless the manuscript contains the data and the appropriate economic analysis. New hypotheses should be established when that is the case, making it clear that these are but hypotheses though. Do not cite bibliographic references.

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### Tables **New!**

#### Title

Informative, clear and complete, indicating what the table is intended to represent. Contain:

- . the distribution “of what / who”
- . according to “what” it was accomplished
- . city, State, country, year of data collection

Example: Table 1 – Distribution of women who underwent chemotherapy against breast cancer, according to age, skin color, marital status and education. Fortaleza, CE, Brazil, 2010

- . Located on top of the table

#### Lay-out

- . Elaborated using MS Word tools
- . Data correctly separated by lines and columns so that each piece of information is located in one cell
- . Internal lines only below and above the header and at the bottom of the table
- . Font Times New Roman 12, simple lining

#### Lay-out not permitted

- . Line breaks using Enter
- . Indentations using Tab
- . Spaces to separate the data
- . All caps

- . Underlining
- . MS Word markers
- . Colors in the cells

#### Heading

- . Bold
- . No empty cells

#### Size

- . Avoid tables that exceed a single page
- . Tables of only one or two lines should be transformed into text

#### Quantity

- . Maximum 5 items, including tables and figures

#### Mention in the text

- . Compulsory. E.g.: according to Table 1

#### Insertion in the text

- . Shortly after the first mention in the text and not at the end of the manuscript or in separate files

#### Footnotes

- . Restricted to a minimum
- . Indicated using the sequential symbols \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡, both inside the table and in the footnote, instead of one of the two places only.

#### Abbreviations

- . Restricted to a minimum
- . Described in full in a footnote to the table, using the sequential symbols \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡

#### Monetary values

Can be presented in US\$ or minimum wages valid at the time and in the country where the research was undertaken. If presented in dollar, the exchange rate and date should be informed in a footnote to the table. If presented in minimum wages, the value of the minimum wage, date and country should also be informed in a footnote.

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## Figures New!

Figures are:

Pictures, graphs, drawings, schemes, flow charts and photographs.

#### Titles

- . Located below the figure

#### Pictures

- . Similar to tables, but contain textual instead of numerical data; closed at the sides and contain gridlines
- . When constructed using MS Word tools, maximum size of one page, instead of 16x10cm like the other figures.
- . Font Times New Roman 12, simple lining
- . Authorization of the source when extracted from other studies, indicated in a footnote to the figure

#### Graphs

- . Should not repeat the data represented in the tables
- . Fully readable and clear
- . Maximum size 16x10cm
- . In a scale of grey, not colored
- . Various graphs in a single figure will only be accepted if the joint display is essential to interpret the figure

#### Drawings, schemes, flow charts

- . Constructed using appropriate tools, preferably with the help of a graphic arts professional
- . Logical and easy to understand
- . Fully readable and clear
- . In a scale of grey, not colored
- . Maximum size 16x10cm
- . Authorization of the source when extracted from other studies, indicated in a footnote to the figure

#### Photographs

- . High resolution (at least 900 dpi)
- . Fully readable and clear
- . Maximum size 16x10cm
- . In a scale of grey, not colored
- . Photographs displaying people should be treated so that they are not identified

#### Quantity

- . Maximum 5 items, including tables and figures

#### Mention in the text

- . Compulsory. E.g.: according to Figure 1

### Insertion in the text

- . Shortly after the first mention in the text and not at the end of the manuscript or in separate files

### Abbreviations

- . Restricted to a minimum
- . Described in full in a footnote to the table, using the sequential symbols \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡

### Lay-out and resolution for publication

The journal can request a new submission of the figure in high resolution (at least 900 dpi) and in .tiff (the help of a graphic arts professional is suggested).

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### Citations in the text

#### Lay-out

- . Arabic numerals, superscript and between parentheses. E.g.: <sup>(12)</sup>
- . In consecutive order, without jumping any reference

#### Citations of sequential references

- . separated by a hyphen instead of a common, without any space in between. E.g.: <sup>(1-2), (4-5), (5-9)</sup>

#### Citations of non-sequential references

- . separated by comma, without any space in between. E.g.: <sup>(8,14), (10,12,15)</sup>

#### Place of insertion

- . when inserted at the end of the paragraph or sentence, should be placed before the final stop and, when next to a comma, should be placed before it

#### Citations “ipsis litteris”

- . between brackets, no italics, font 12, in the sequence of the text.

#### Not permitted items

- . space between numerical citation and the preceding word
- . indication of consulted page
- . names of authors, except when representing the theoretical framework
- . citations in the Conclusions

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### Abbreviations

- . In the text: described in full on their first mention
- . In the tables and figures: restricted to a minimum, described in full in a footnote using the sequential symbols \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡
- . Not permitted in the manuscript title and abstract

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### Comments by subjects

- . Italics, font Times New Roman 10, no brackets, in the sequence of the text
- . Identification of the comment: compulsory, coded, displayed at the end of each comment between parentheses and without italics

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### Footnotes

- . In the text: indicated by an asterisk, starting each page, restricted to a minimum
- . In the tables and figures: indicated using the sequential symbols \*, †, ‡, §, ||, ¶, \*\*, ††, ‡‡ both inside the table and in the footnote, instead of one of the two places only.
- . In the figures that display images, footnotes should be displayed as text and not inside the image

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### References

- . Vancouver style
  - . Original articles: maximum 25 references
  - . Review articles: no maximum limit
  - . References involving more than six authors: first six followed by et al.
  - . References to RLAE cited in English
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## Randomized clinical trials, Systematic reviews, Meta-analyses, observational studies in epidemiology and Qualitative studies **New!**

RLAE supports the initiative of the [ICMJE](#) and the [EQUATOR](#) Network to improve the presentation of research results and, therefore, adopts the use of international guidelines that advise the authors in the preparation of manuscripts reporting on randomized clinical trials, systematic reviews, meta-analyses, observational studies in epidemiology and qualitative studies. The international guidelines consist of checklists and flow charts published in the international declarations CONSORT (randomized clinical trials), PRISMA (systematic reviews and meta-analyses), STROBE (observational studies in epidemiology) and COREQ (qualitative studies) and their use in the preparation of the manuscript can enhance the publication potential and, after its publication, increase the use of the reference in further research.

### Randomized clinical trials, Systematic reviews and Meta-analyses

. Use the checklists and flow charts to prepare the manuscript, complete and forward them during the submission process.

### Observational studies in epidemiology and Qualitative studies

. Use the checklists and flow charts to prepare the manuscript, do not complete nor forward them during the submission process.

### Links to download the checklists and flow charts

- . Randomized clinical trial: [checklist](#) and [flow chart](#) CONSORT in MS Word
- . Systematic reviews and meta-analyses: [checklist](#) and [flow chart](#) PRISMA in MS Word
- . Observational studies in epidemiology: [checklist](#) STROBE in pdf
- . Qualitative studies: [checklist](#) COREQ published in Int. Journal for Quality in Health Care in 2007 in a table displayed in the study *Consolidated criteria for reporting qualitative research (COREQ): a 32-item checklist for interviews and focus groups*.

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## Translation and instrument validation studies **New!**

In the Portuguese and Spanish versions, translation and instrument validation studies should display the instrument items in English, the language in which the study was developed.