EDITORIAL POLICY

DUAZARY is the biannual journal published by the Faculty of Health Sciences at the University of Magdalena, Colombia, which aims to disseminate original and unpublished research that contribute to the understanding of health and disease in the local, national and international academic world. It publishes articles approved by the Editorial Committee, prior arbitration, to ensure the quality of its content and to embrace to international standards contained in the publication: Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication, from the International Medical Committee of Journal Editors (ICMJE) Update 2010 available at: http://www.icmje.org/

DUAZARY (ISSN 1794 - 5992) emerged in 2004 and in it, is published scientific information on health issues, from broad and general perspectives of public health, from specific topics to specialized clinical areas. Manuscripts made anywhere in the world are accepted, provided they are common themes in the Caribbean region or relevant to the context of the Colombian Caribbean and around. In addition, manuscripts are received in Spanish or English. It is available in digital version with free access (http://investigacion.unimagdalena.edu.co/duazary/ ) and in print, which is distributed in specialized libraries in academic, government and non-government institutions.

SUBMISSION OF MANUSCRIPTS

Receipt of manuscripts is permanent. Authors wishing to publish in Duazary must register on the open Journal System (http://investigacion.unimagdalena.edu.co/revistas/index.php/intropica/user/register ) and send the manuscript, the presentation letter, pictures, and graphic formats in separate files. Alternatively, the author may send the same information via e-mail: to revistaduazary@unimagdalena.edu.co. Any contribution is subject to initial review by the Editorial Committee and immediate shipment does not imply acceptance or obligation by Duazary to be published.

Authors should be aware that by sending a manuscript are ensuring that all persons who appear as authors endorse and agree with its contents. Therefore, for each manuscript you must attach a letter signed by all authors approving its publication and indicating the type of contribution (see the section Types of Items). They must also explicitly that the document has not been submitted or published in any other journal. The responsibility for the content of articles rests with the authors and not on the editors, the editorial board or the Faculty of Health Sciences at the University of Magdalena.

TYPES OF ARTICLES ACCEPTED BY DUAZARY

Based on the Permanent Service Guidance Document Indexing of Journals of Science, Technology and Innovation Colombian Colciencias (http://scienti.colciencias.gov.co:8084/publindex/docs/informacionCompleta.pdf) Duazary has established that the manuscripts submitted for publication must correspond to one of the types described below:

a) Articles of scientific and technological research (Originals): A document that presents, in detail, the original results of completed research projects. The structure generally used contains four major sections: introduction, methodology,
results and conclusions. Items within this category will have a maximum of 4000 words, maximum 7 charts and / or figures, graphs or maps. They will also have at least 20 bibliographic references. The structure of this type of articles are presented in the following apart.

b) **Review.** A document resulted of an investigation in which the results of finished research, published or unpublished, are analyzed, systematized and integrated on a science or technology field, in order to account for the progress and development trends. It is characterized by having a thorough literature review of at least 50 references. And for Duazary it should have a maximum of 4000 words. The structure of this type of articles is presented in the following apart.

c) **Reflection article.** Document stating results of completed research from an analytical, interpretative or critical, by the author on a specific topic, using original sources. Its maximum length is 3000 words and 20 references. The structure of this type of articles is presented in the following apart.

d) **Reflection not derived from research.** Are items where the author or authors have supported a position on a topic of interest in health, based on secondary sources. Its maximum length is 3000 words and 20 references.

e) **Clinical report:** Match manuscripts reporting one or more cases and make a brief review of the literature of a clinical condition. To be considered by the magazine. It must attach a copy of the signed consent by patients or participants. The case must be complex enough to raise issues of clinical interest, diagnostic, therapeutic or research, and should not be so rare as to not attract readers of the magazine. Maximum 1500 words and 6 pictures. If your manuscript is for these items continue in section

f) **Letters to the editor:** critical, analytical or interpretive Positions on documents published by the journal, that in the opinion of the Editorial Committee are an important contribution to the discussion of the topic by the scientific community of reference

g) **Editorial:** Document written by the editor, an editorial board member or a guest researcher in the thematic domain guidelines of the journal. Corresponds to a short document with few references. Maximum 1000 words

### STRUCTURE OF MANUSCRIPTS

Authors should submit their articles following strictly the guidelines for authors, depending on the type of contribution they wish to submit to the journal. All documents must be in Times New Roman or Arial size 12, without columns and line spacing 1.5.

For items that are disclosed to the types a, b, or c the structure is as follows:

1. **Title.** Clear, descriptive and short, maximum 15 words. Requested in Spanish and English. The paper work title and the titles of the main sections of the manuscript should be located centrally in uppercase; second rank titles should be located centrally in lowercase and third rank ones aligned to the left. All titles and subtitles must be in bold.

2. **Author (s).** In case of multiple authors, the first name must be the principal author, the person who has been around the whole research process, from the original idea to the final analysis. Each author must have the following information, Name (s) and surname, author title symbol, inserting: Maximum level of training, position and institution to which it is attached and email correspondence. This information must be completed by all authors.

   **Example:** Ubaldo Rodriguez Ávila1

   1MSc. Master in Education, teaching full-time casual, University of Magdalena. Email: rodriguez.ubaldo @ gmail.com.

---

Note: Conflict of Interest Statement

The manuscripts ought to included in the title page a statement that the authors manifest that are independent regarding the funding and support institutions, and that during the execution of the work or the writing of the manuscript, have not affected interests or different values to the ones the research has. Only consider manuscripts in which the authors have no conflicts of interest at all. In some cases it is necessary that authors specify the support received (financial, equipment, personnel work, in kind, etc.). Persons or public or private institutions conducting the study, as well as personal and institutional relationships which may influence the conduct, results, interpretation of data and writing of the manuscript.
3. **To cite this article**: It shall include the way of citation of the article, keeping the Vancouver style

4. **Abstract**. In Spanish. Should not exceed 200 words. It should clearly state the objectives of the work, a concise description of the methodology, key results and conclusions generated. Do not include references and should be written in a single paragraph without subtitles

5. **Keywords**. After the summary, 3 to 6 keywords will be placed identifying the manuscript. For health should be referenced as DeSc http://decs.bvs.br/cgi-bin/wxis1660.exe/decsserver/?IsisScript=./cgi-bin/decsserver/decsserver.xis&interface_language=e&previous_page=homepage&previous_task=NULL&task=start

6. **Abstract**. The abstract must be the English translation of the abstract in Spanish.

7. **Key Words**. The English translation of each keyword will be included. For health should be referenced as MeSH http://www.ncbi.nlm.nih.gov/mesh or DESC presented above.

8. **Introduction**. Must clearly indicate the importance of the issue, the justification and the important facts to substantiate the hypothesis or research question. The last paragraph should explicitly include the objective of research.

9. **Materials and Methods**. It should include a detailed, clear and concise, the way how the study was conducted. Saying how the sample was calculated (where applicable) and how subjects were selected, or in reviews cases, it should be explained how the search for documents was done, in which bibliographic databases and which descriptors. In addition, we should mention the instruments used and where they were obtained and the validity of them. Different sections under appropriate captions (type of study, population and sample, instruments, techniques) can be used. they should be written in past and impersonally. For qualitative studies: it is necessary to specify the study participants and the selection criteria or identification of them, scenarios or environments in the study, observation criteria and methods used (eg interviews or focus groups), sources of secondary information and methods of quality control of the information obtained to ensure reliability (eg, triangulation of sources).

10. **Declaration of ethical issues**. After the materials and methods, it will be mentioned procedures followed in the study to ensure compliance with the principles and ethical standards of the Helsinki Declaration of 1975 and its subsequent revisions and Resolution 8430 of 1993 of the Ministry of Health of Colombia. In every case it should be indicated how the rights of participants were protected and if they were given a consent or authorization procedure. Patients’ names, initials or hospital numbers must not be used, especially in illustrative material with the image which should also state the patient’s authorization. When laboratory animals are used, indicate the quality of humanitarian treatment given to the specimens.

11. **Results**. The results should be presented clearly and precisely, including tables, figures, where appropriate graphs or maps. Tables or figures should be mentioned in the body of the document within the other results.

12. **Discussion**. This part should explore the significance of the results of the work, not repeat them. Compare own findings with other studies, which should be properly cited. In addition, you can make new hypotheses to explain unexpected or inconsistent results to the scientific literature shows. Avoid extensive citations and discussion of published literature. It is suggested to discuss the current theory on the subject investigated. The last paragraph should include the study’s conclusion.

---

**Recommendations for Tables**:

- They should be elaborated in MS Word processor tables. Do not use the space bar or tab key.
- Tables should be numbered according to their sequence in the text consecutively with Arabic numerals and bear a brief descriptive caption at the top, which will be the reference of the table. It is recommended that the legend be clear and informative, so as to avoid consulting the text to understand the table.
- Each table should be presented on a page at the end of the manuscript. They should never be included within the body of the document.
- Tables should be designed using only horizontal lines. Vertical lines should not be used to separate columns. Instead, leave extra space between them.
- The column headings should be brief but explanatory. Do not use bold. Standard abbreviations for the measurement units to be placed in parentheses.
Any additional explanation for the understanding of the table should be included as a footnote to the table.

The information presented in the tables should not appear repeatedly in the figures and vice versa.

The editorial board reserves the right to place the tables on basis of space available and during the editorial process, the author could request to making changes for a better quality of it, seeking for better organization and economy of space.

Recommendations for figures (photos, graphs or maps):

- Legends of the Figures. At the end of the document text and in a separate sheet you will make list with the text of the legends of the figures.
- Do not use bold and both lowercase and uppercase should be accentuated.
- It is recommended that legends be informative for the reader, so they need no to consult the text to understand what the figure shows.
- It is recommended that the explanations or descriptions that are considered necessary, be written to the same legend to avoid text within figures.
- Figures: Figures (drawings, maps, pictures, diagrams, computer graphics, photographs, images, x-rays, electrocardiograms, histology) should be sent in separate files in high quality format (tiff, bmp, jpg or gif) with a minimum resolution of 300 dpi. If possible, it is recommended to send graphics files saved with extension EPS vector type, color or grayscale.
- Each figure should be numbered at the top and include a short explanation. The figure should be referred to consecutively in the manuscript.
- The figures that are included must have sufficient resolution so that they can be clearly seen. Its original size should allow a reduction of 50% without loss of clarity.
- Include only those figures that present the most significant of the study data. The information presented in the figures should not appear in the tables repeatedly.
- The file name corresponding to Fig should be of the first author followed by the figure number, eg Rivas Fig.1.jpg.
- Composite figures with multiple images will be numbered consecutively. Ex Fig. 1a, 1b, 1c, etc..
- When figures are included or microscopic photographs should include the scale and identify the method of staining employed.
- Drawings should have a comparative scale to determine the increase. If you must provide a scale, use bar scales rather than numerical scales that change with the reduction.
- Photographs of patients shall not include information that permits identification of the subject.
- Usually, color illustrations may be included for digital playback on the Web site Duazary, but will be printed in black and white, unless the cost of reproduction is assumed by the author.
- The editorial board reserves the right to place the figures on a space available basis and during the editorial process, request the author making changes for a better quality of education and ensure better organization and economy of space.
- All figures and tables should clarify the source in the bottom immediately. If the figure or table, has not previously been published and data was not taken from any external source, you should write “own source”. If you modify a previously published figure or table, or extract data from different sources, “Own Source based on ...” and then the names of authors or institutions following the same system of citation in the body of text, including full publication data and on a final list of references. In the case of reproducing a previously published figure or table, mention the original source and have the appropriate authorization, the owner of the copyright holder. Except in cases of images or material in the public domain.

13. References. They will follow the Vancouver style. They should be numbered in order along the text and organized in the bibliography at the end following the same order. References will be cited in the text with consecutive numbers in superscript, for example ... Authors have found that...1,2, or, previous research identified no relationship...3-8. When the same source is used more than once, do not renumbered it, use but the same number already assigned. Authors are advised to consult Duazary articles published on the topic to include them in their analysis.
Examples: (must be written with the punctuation as below)

Standard authors of journal articles in print version (physical)

When there are more than 6 authors the first six will be mentioned and “et al” is placed to the rest of the authors:


Issue with no volume

Collective author of magazine articles in print version

Standard authors of journal articles on the Internet

Books and monographs

Book corporate author

Internet Databases

Do not include as references:
- Documents or unpublished abstracts, even if they have been presented at conferences or congresses.
- Submitted articles for publication that have not been accepted
- Book Reviews
- Websites and / or Blogs

If you have any further questions please see the document: Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and editing preparing a biomedical publication. Available at: http://www.metodo.uab.cat/docs/Requisitos_de_Uniformidad.pdf. From page 25

For items that are disclosed to the type e. Clinical Reports, the structure is as follows:

The presentation structure is similar to the previous one:
INSTRUCTIONS FOR AUTHORS

a) Title in Spanish and English, the authors address with full identification, summary, keywords, abstract, keywords.
b) Introduction: It should state for the pathology or health problem that is discussed in the article.
c) Presentation of case should clearly describe the case or cases presented, initial state, treatments and managements that were made and outcome. Within the text it should be included photos in the moments that the authors consider. In this type of article formats informed consent from patients or individuals must be attached one for shipping and within the text should be explicit that ethical procedure was done and counted with permission of the patient or someone responsible for them. The photos must strictly follow the parameters set out in paragraph 11 of the previous types.
d) Discussion: is similar to that of the above types of articles.
e) References should be in the style of items submitted for scientific and technological research. For further guidance is recommended to check on: http://www.semfyc.es/pfw_files/cma/Informacion/modulo/documentos/elaborar-caso.pdf

COPYRIGHT

- When the author cite another’s work or play a figure or table from a book or journal article, he/she should make sure they are not violating production rights (Copyright).
- Although in general, an author may reproduce tables, photographs or other illustrations, they must obtain permission from the copyright holder. If the copyright owner is not the author of the quoted or reproduced material, it is also recommended to obtain the permission of the author.
- Authors are responsible for obtaining the necessary permissions for the reproduction of text, figures, tables, photographs or other illustrations previously published.
- The material extracted from letters and unpublished manuscripts will not be accepted unless a permit is obtained.
- The author should always make a proper acknowledgment of any material to be supplied.

EVALUATION PROCESS

The receipting of a manuscript does not imply an obligation for acceptance or commitment to the publication. All entries received with intent to be published in the journal will be initially reviewed by the editorial staff to verify compliance with the specific rules of the articles, and the appropriateness and quality. If the manuscript does not meet the guidelines, it will be returned to the author so that he/she applies the corresponding guidelines.

Manuscripts that meet all of the guidelines set forth in the instructions to authors will be sent for peer reviewers external to the publishing institution, with proven experience, who will perform the process of double blind evaluation. The evaluator shall deliver its concept on the manuscript and may give recommendations or request clarification. According to the results of peer evaluation, the Editorial Board will decide whether or not to accept the manuscript for publication.

If the manuscript is accepted for publication, the format of assignment of economic rights will be sent to the authors, they must fill it out and sign it by all authors. Accepted papers –articles will go through a process of proofreading and layout by the editing team. When the galleys proof of the magazine are obtained, they will be sent to the manuscript authors for review, this step is prior to the printing of the magazine.

Ethics in research and publication is essential for the magazine, therefore, in case of plagiarism or copyright violation, publishers will order to cancel the review process, editorial preparation or printing, according to the case. And to the authors who have submitted the manuscript, they will not be allowed to sent any other journal manuscript ever.