

# Publication Guidelines

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The *Metas de Enfermería* journal publishes quantitative, qualitative and mixed research articles, as well as review, compilation or opinion articles, clinical cases, and other articles concerning the professional area of Nursing, which will contribute to its development

in any of its activities. Said articles must be submitted following the International recommendations of the International Committee of Medical Journal Editors in its latest version (<http://www.icmje.org/recommendations/translations/spanish2016.pdf>), and adjust to the instructions stated here. Lack of observance of these rules will lead to a delay in the editorial process and in the potential publication of the article, and might also be a reason for its rejection. All articles received will be assessed by the Editorial Board and, if relevant, will then be submitted to a peer review process by external evaluators.

## General instructions for submitting manuscripts

Any manuscript must be written with the Word program as text processor, and Excel or PowerPoint in case of graphs and tables (image format is not acceptable), or with any similar program in editable format. Regarding the text, its presentation must have 1.5 spacing in all its sections, pages numbered on the lower right-hand, 12 (Times New Roman) or 10 (Arial) font, with lateral, superior and inferior margins of 2.5 cm. If any digital images are sent, these should be attached separately, and with a 300 ppi, 10 x 15 cm size, and jpg format.

The manuscript text, excluding the bibliography, should have a maximum length of 3,000 words. Tables, charts and graphs must also be sent as a file separate from the text, and their number cannot exceed six as a set; these should be numbered and dimensioned according to the order in which they appear in the text, and include a headline or caption, as appropriate. These must be in Word or a similar text editing program. Abbreviations and acronyms should be restricted to those necessary and defined the first time they appear on the text.

The **title** page should contain: the title of the article (in Spanish and in English), which must be brief and informative (it should not exceed 15 words); the name and two surnames of each author; only the highest academic degree achieved, as well as their institutional affiliation, but not their professional category. The name, postal and email address and contact telephone of the author responsible for the manuscript should also be included, for any potential correspondence.

All articles must include an **abstract** (in Spanish and in English) that cannot exceed 250 words in case of structured abstracts (Originals and reviews), and 150 for non-structured, and between three and ten key words (in Spanish and in English), which must be standardized according to the Medical Subject Heading (MeSH) thesaurus, or its Spanish version (*Descriptores en Ciencias de la Salud*, DeCS), as far as possible. For structured abstracts, please go to the Section "Types of articles. Originals". The **bibliography** used for writing the manuscript must appear

consecutively throughout the text, using numerals and between parentheses, with the same font and size used for the text. It must also be referenced in its relevant section (Bibliography), according to recommended style for references of National Library of Medicine: [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html) in English or in Spanish: <http://www.enfermeria21.com/wp-content/uploads/Vancouver-2012.pdf>

Likewise, all manuscripts must include any economic aids received, and the name of the sponsoring organization, agency, institution or company, as well as the number of project, agreement or contract. In case of no external funding, it must be stated as "Funding: None". Moreover, all articles submitted must include a declaration of any potential conflict of interests by each of the signatory authors. Conflicts of interest might be of occupational, research, economic or moral nature. When sending the manuscript, the authors must state in writing if any of these conflicts exist. Likewise, if there are no conflicts of interest, this must be stated as: "Conflicts of Interest: None". The inclusion of this information is an indispensable requirement for the manuscript to be considered and introduced in the editorial process. When the authors consider appropriate the inclusion of an **Acknowledgements** section, it must mention those persons who have facilitated the preparation of the article, without meeting the criteria for authorship. A more detailed description of ethical and legal issues is available in the section "Compliance with ethical and legal requirements".

## Types of articles

**Original.** Research articles using quantitative, qualitative or mixed methodology, relating to any area of Nursing. These should include the following sections:

- Abstract and key words:** the abstract must not exceed 250 words, and it must be structured into: Study Objectives, Method, the most important Outcomes, and the main Conclusions. Key words will appear below; from three to ten terms which define the contents of the article for its inclusion in national and international databases.
- Introduction:** it must contain the background and current situation of the object of the study (contextualization), as well as the justification and applicability elements, ending up with the definition of the study objectives.
- Method:** the following must be specified: study design, population and sample, the variables studied and how these have been measured, the tool/s used, a detailed description of the data collection method, the strategies to guarantee data reliability and validity, as well as the analysis plan with its specific statistical treatment. The ethical aspects associated with different designs must also be specified. (See Compliance with Ethical and Legal Requirements).
- Results:** starting with a description of the subjects studied, and subsequently presenting the information according to the objectives of the study. Any tables, charts, graphs and images must be clear and relevant, and appear by their order in the text. Any data shown in the tables or graphs should not be repeated in the text, and only the most outstanding observations must be underlined or summarized, without any data discussion or interpretation.



- e) **Discussion and Conclusions:** without repeating the data mentioned in the previous section, outcomes will be discussed in comparison with other previous similar and relevant articles, discussing their differences and similarities. The strengths and limitations of the study must be pointed out, the potential generalization of outcomes and research lines that might be opened, as well as recommendations for clinical practice. Conclusions must verify whether there has been a response to the objective/s presented or not.
- f) **Bibliography:** the contents of this section must adjust to what has been previously stated in the Overall Rules for Presentation of Articles. It should not exceed 35 bibliographic references.

**Research projects.** The only projects accepted for evaluation will be those that have received funding through a competitive process and/or have received an award in a national or regional contest. They will include the same sections mentioned for original articles, except for Results, Discussion and Conclusions; a Final Considerations section can be included, contemplating implications for practice, study logistics, matters regarding the research team, etc. These articles should not exceed 2,000 words, without including the bibliography.

**Reviews.** Bibliometric studies, as well as narrative, integrative and systematic reviews, meta-analysis and meta-syntheses about relevant and current topics in Nursing, following the same structure and rules than original articles. A maximum of 80 bibliographic references is recommended.

**Clinical Practice.** Works that address the implementation of activities, protocols, programs, clinical cases and clinical considerations regarding a topic, etc. The structure to be used will follow a logical order to facilitate understanding. In general lines, the manuscript must be structured into at least the followings sections: Introduction, that includes the purpose / objective/s of the article in its final paragraph; one or more summaries to give an answer to said purpose/s; conclusions or final considerations. Clinical cases must consist of: Introduction; Presentation of the Case; Nursing Assessment (complete); Description of the care plan (including the potential nursing diagnoses and collaboration problems, objectives and nursing interventions); Evaluation of the Care Plan, and Conclusions.

**Special articles.** This section is intended to address current nursing matters. This type of manuscript is written on request by the editorial board, although they can also be published after request by the interested authors and evaluated by the editorial board; both of them will be sent for external review. In this type of articles, the authors are expected to adopt empirical argument positionings in favour or against a current topic that will be of interest for all "*Metas de Enfermería*" readers.

**Editorials.** "*Metas de Enfermería*" publishes editorial articles by assignment from the Editorial Board, and can also publish editorials after a previous application by the authors involved and evaluation by the Editorial Board. Editorials are typically assigned about current nursing topics or subjects with scientific relevance, and they are not the expression of the official position by the "*Metas de Enfermería*" Editorial Board,

unless expressly stated in the editorial. It is intended that all editorials should be impartial and deal with novel or controversial topics, or those matters around which there is little literature, and they should capture the different positions that exist. They will have a length between 700 and 1,400 words (including bibliography –no more than four references are recommended–). No abstract will be included.

**Series.** These will be allocated to those current topics of interest with a major practical component, and will be assigned by the Editorial Board. Each series will consist of various articles, between 8 and 10, and the same structure will be kept throughout the series.

**Short Stories.** Brief articles about personal or close experiences regarding nursing practice, which are considered relevant to be shared and reflected upon. Extension between 1,200-1,400 and does not include summary.

**Letters to the Director.** As a priority, these should include scientific and opinion observations about articles recently published in the journal, though they can also deal with any other current topic with nursing relevance. The author's signature and affiliation will appear at the beginning of the letter and will have a length between 700 and 1,400 words (including bibliography –recommended no more than four references–).

## Compliance with ethical and legal requirements

In order to guarantee the protection of persons and animals, in those studies conducted with persons, it must be mentioned in the Method section that they have given their informed consent, and their anonymity and data confidentiality has been preserved. It must also be stated that these studies have been conducted according to the current legislation, and in compliance with the World Medical Association and the Declaration of Helsinki (<https://www.wma.net/what-we-do/medical-ethics/declaration-of-helsinki/>). In the case of experiments with animals, it must be stated that these are conducted according to the procedures described by the relevant authorities. In both cases there must be a favourable report issued by a Committee of Research Ethics.

The author/s must report any previous submissions or publications of the same article, in its complete form or partially, that might be considered as a redundant or duplicate publication. It is necessary to quote and include the bibliographic reference of these previous publications in the new manuscript. The fact that the article has been previously presented at a congress will not be considered as a redundant publication.

The judgments and opinions expressed in articles are those of the author/s, and the Journal Direction, the members of the Boards, and the publishing company will decline any responsibility regarding said materials. The author/s will be responsible for obtaining any relevant authorization for reproducing any materials already published or subject to copyright. The *Metas de Enfermería* Editorial Board and DAE (*Difusión Avances de Enfermería*) decline any responsibility regarding potential conflicts derived of the authorship of the articles published, and do not endorse the claims by any product



advertised in the journal: this will be the sole responsibility of the service manufacturer or producer.

The manuscript must be sent together with a letter signed by all authors, where they declare that the statements in the following list are true:

- The manuscript meets the Publication Guidelines by the *Metas de Enfermería* journal.
- The authors declare having or not having any conflict of interests, and this is duly expressed.
- All authors have participated in writing the manuscript, and approve its final version, which is attached to the statement, as well as its submission for evaluation and potential publication in *Metas de Enfermería*.
- In case of including an Acknowledgement section, the persons mentioned have granted their approval.
- All necessary permissions have been obtained for reproducing texts, tables, figures or photographs from other publications, as well as original photographs of persons.
- The manuscript has not been published in any other journal, or submitted simultaneously to other journals.
- If the article has been presented at any scientific event, this fact is expressly stated in the manuscript.
- The rights of the article are transferred to Metas de Enfermería and DAE, as well as the right to reproduce data or illustrations in other publications of the publisher.

The lack of express agreement to these requirements, or the confirmation by the Editorial Board of their lack of veracity, could be a reason for manuscript rejection.

### Manuscript Submission

The manuscript will be sent through the Digital Article Manager (*Gestor Digital de Artículos*, GDA) of the DAE Publishing Company, which can be accessed at this address: <https://www.enfermeria21.com/metas/gda>. The letter described in the previous section must be attached to the manuscript (for any doubt or clarification, please write to this e-mail address: [articulosmetas@enfermeria21.com](mailto:articulosmetas@enfermeria21.com)). *Metas de Enfermería* will acknowledge receipt of all manuscripts sent, assigning a record number to each for any consultation or information about the article.

Once reception has been acknowledged, the editorial process will start, which can be followed by the authors through the previously mentioned platform.

Manuscripts will be divided into the following files, which will be included in the GDA in this order:

- **File 1:** Letter of introduction for the manuscript.
- **File 2:** It will include, in this order, the following information:
  - Work title (in Spanish and in English).
  - Name and two surnames of each of the authors.
  - Highest academic degree of each author (not the professional category).
  - Institutional affiliation (full name of the working center and full address) of each author.
  - Name, postal address and email address, and telephone number of the author responsible for correspondence.
  - Funding.
  - Conflicts of interests.

- Acknowledgements, if relevant. Word counts will be included at the end of this first page, for the abstract (in Spanish and in English), and for the manuscript body, without including bibliography, boxes, figures, images, tables, graphs or annexes.
- **File 3:** Manuscript without information of the authors.
- **File 4:** Boxes, figures, graphs and tables (must be in editable format, cannot be image files).
- **File 5:** Photographs and images (one file for each).

### Editorial Process

The Editorial Board of *Metas de Enfermería* will conduct a preliminary evaluation of the articles received. Manuscripts that get beyond this initial selection will undergo a peer review by external evaluators who are members of the Scientific Board, generally at least two, all of them members of the Scientific Board. In case of requesting a new version of the manuscript with modifications, the authors must send said version within the deadline determined by the Editorial Board, with any changes requested highlighted in bold or in a different colour to the one used for the rest of the document.

Besides, the authors must send a letter with their answer to the comments received from the Editorial Board, stating in detail the modifications conducted and, in case of not including any of them, the reasons for not doing so. Delivery of the modified article does not imply its acceptance, and it can be sent again for external review. The final decision about accepting a manuscript or not will be the result of an evaluation process involving different members of the Editorial and Scientific Boards, as well as the quality and ability of response by the authors to the suggestions received. In any case, if the authors refuse to conduct the modifications requested, the Editorial Board is entitled to reject the publication of the article.

Once the Editorial and Scientific Boards has accepted the manuscript, and therefore started in the editorial process, it cannot be withdrawn by the authors.

*Metas de Enfermería* follows a double blind review process. The authors are not aware of the identity of the external evaluators, who in turn are not aware of the identity of the authors. However, the Editorial Board will not object if any evaluator wishes to sign their comments.

After the final acceptance of the manuscript, *Metas de Enfermería* reserves the right to conduct editorial changes of style or introduce modifications in order to facilitate its clarity or understanding, including the modification of the title and the abstract, without involving any changes in its intellectual contents. Those manuscripts accepted for publication in the journal will be kept permanently by *Metas de Enfermería*, and cannot be reproduced in full or partially without its authorization.

Sending a manuscript to the journal implies accepting the present guidelines for publication, as well as the final decision regarding its acceptance or rejection for publication.

Each author will be sent two copies of the journal where their article has been published.