

PUBLICATION GUIDELINES

GENERAL GUIDELINES

The *Revista Iberoamericana de Educación e Investigación en Enfermería* (Ibero-American Journal of Nursing Education and Research) is an on-line scientific journal which publishes original and previously unpublished articles. The journal will consider for publication those articles mainly associated with nursing education and research, particularly in the Ibero-American setting, that have not been published in other media, and can be framed within its different sections. These articles must be prepared according to the International Recommendations for Medical Journal Publishers (Vancouver Rules) in their updated version from December, 2015 (<http://www.icmje.org/recommendations/translations/spanish2016.pdf>), and adjust to its instructions. All articles received will be evaluated by the Editorial Committee and, if relevant, go through a review process by peers with external evaluators.

Documents can be submitted in Spanish and Portuguese. All articles accepted will become the permanent property of ALADEFE, and cannot be partially or completely reproduced without their authorization. No articles published or simultaneously submitted to other journal will be accepted, and the author must declare this fact in the Letter of Introduction for the article.

Any research involving human beings will require the approval by the relevant Ethics Committees attached as complementary materials.

This is a non-profit publication by the Latin American Association of Nursing Schools (ALADEFE), with the sole aim to contribute to scientific knowledge in Nursing as a discipline; therefore, there are **NO COSTS FOR SUBMISSION OR PUBLICATION**. It has been published periodically every three months since 2012 (in January, April, July and October).

The manuscript shall be written using the Word program; Excel or PowerPoint must be used for graphs and tables (these will not be accepted in image format). The text must be presented with single spacing in all its sections, pages will be numbered in the lower right side, with font 12 (Times New Roman), and 2.5 cm as lateral, superior and inferior margins. Any digital images must be sent as separate attachments, with a 300 dpi resolution, 10 x 15 size, and jpg format.

The manuscript text, excluding the bibliographic references, must not exceed 4,500 words for Original Articles, Reviews and Innovative Educational Experiences; Letters to the Editor must not exceed 1,500 words. Any tables, charts and graphs will be also sent as a separate file; their number must not exceed six as a set, and they must be numbered and presented according to the order in which they appear in the text, including a title or caption, as relevant. Photographs must be original, and their authorship must be stated; their authors must transfer the right to use them so that they can be published on-line. The use of abbreviations and acronyms must be avoided where possible; these will be defined when first mentioned in the text.

In all manuscripts, there must be explicit mention of any financial aids, stating the organization, agency, institution or company that has sponsored the article, as well as the number of project, agreement or contract. If there is no external funding, this must be stated as "Funding: None". Besides, all articles submitted must include a statement of any potential conflicts of interests for each of the persons signing them. Conflicts of interest can be associated with work, research, economic or moral reasons. When submitting the manuscript, its authors must state in writing if any of these conflicts exists. Likewise, if there is no conflict of interest, this must be stated as "Conflict of interests: None". Including this information at the end of the manuscript (before the Bibliographic References section) is an essential requirement for the manuscript to be considered and entered into the editorial process. When, according to the authors, it is considered relevant to include an Acknowledgments section, those persons who have facilitated the preparation of the article without meeting authorship requirements should be mentioned.

TYPES OF ARTICLES

1. Original Article. Research articles conducted with quantitative, qualitative or mixed methodology, with the objective of describing a rese-

arch activity on nursing care, its training or research, providing or demonstrating new knowledge. The following sections must be included:

- **Title:** The title page must contain the title of the article (in Spanish, Portuguese and English), and must be brief and informative (not exceeding 15 words); the name and two surnames of each author (not exceeding six authors), stating only their highest academic degree, as well as their institutional affiliation, but not their professional category. The name and e-mail address of the corresponding author must also be stated.

- **Abstract and Key Words:** The abstract (in Spanish, Portuguese and English) must not exceed 250 words, and must be structured into the following sections: Objective, Methodology, Results and Conclusions. Key words shall appear below: from five to seven terms defining the contents of the article (in Spanish, Portuguese and English), which must be standardized according to the Medical Subject Heading (MeSH) thesaurus, or its Spanish version, *Descriptores en Ciencias de la Salud* (DeCS).

- **Introduction:** It must include the background and current status of the research subject (contextualization), as well as the elements of justification and applicability, or the conceptual framework for understanding the article, if relevant, and finally the definition of the study objectives.

- **Methodology:** The design, population and sample shall be specified, as well as the variables studied and their measurement method, the tool/s used, a detailed description of the data collection process, any strategies to guarantee their reliability and validity, as well as the analysis plan, specifying the statistical treatment. Likewise, the ethical aspects linked to different designs will be specifically mentioned.

- **Results:** An initial description of the subjects studied, and the subsequent presentation of the information relevant to the study objectives. Any tables, charts, graphs and images must be clear and relevant, and presented in the text in the order in which they appear. Any data shown in tables or graphs must not be repeated in the text, and only those more relevant observations should be summarized, without any discussion or interpretation of said data.

- **Discussion and Conclusions:** Without repeating the data stated in the previous section, results will be discussed in comparison with other previous similar and relevant articles, highlighting any differences and similarities. The study strengths and limitations will be pointed out, as well as any potential generalization of findings, and lines of research that could be opened, as well as any recommendations for clinical practice. The conclusions must confirm whether the objective/s stated has/have been met.

- **Bibliographical references:** Any bibliography used for preparing the manuscript must appear consecutively throughout the text, using Arabic numerals and between parentheses, with the same font and size than the rest of the text. It is recommended that quotes should not have been published more than five to seven years ago; there should be at least 15 and up to 35 references for original articles. These must be referenced according to the Vancouver Rules: https://www.nlm.nih.gov/bsd/uniform_requirements.html in English or in Spanish: <https://www.enfermeria21.com/wp-content/uploads/Vancouver-2012.pdf>

2. Review articles. Secondary research articles based on analysis, comparison, interpretation and adaptation to a specific situation of the evidence currently available about a specific subject. The following sections must be included:

- **Title:** The title page must contain the title of the article (in Spanish, Portuguese and English), and must be brief and informative (not exceeding 15 words); the name and two surnames of each author (not exceeding six authors), stating only their highest academic degree, as well as their institutional affiliation, but not their professional category. The name and e-mail address of the corresponding author must also be stated.

- **Abstract and Key Words:** The abstract (in Spanish, Portuguese and English) must not exceed 250 words, and must be structured

into the following sections: Objective, Methodology, Results and Conclusions. Key words shall appear below: from five to seven terms defining the contents of the article (in Spanish, Portuguese and English), which must be standardized according to the Medical Subject Heading (MeSH) thesaurus, or its Spanish version, *Descriptores en Ciencias de la Salud* (DeCS).

- **Introduction:** It must include the background and current status of the research subject (contextualization), as well as the elements of justification and applicability, or the conceptual framework for understanding the article, if relevant, and finally the definition of the study objectives.

- **Methodology:** Type of review shall be defined, as well as the descriptors used, the databases included, the search strategy, the number of articles initially found, and the number of articles finally used for the review, among others.

- **Results:** An initial brief description of the articles studied, and the subsequent presentation of the information relevant to the study objectives. Any tables, charts, graphs and images must be clear and relevant, and presented in the text in the order in which they appear. Any data shown in tables or graphs must not be repeated in the text, and only those more relevant observations should be summarized, without any discussion or interpretation of said data.

- **Discussion and Conclusions:** Without repeating the data stated in the previous section, results will be discussed in comparison with other previous similar and relevant articles, highlighting any differences and similarities. The study strengths and limitations will be pointed out, as well as any potential generalization of findings, and lines of research that could be opened, as well as recommendations for clinical practice. The conclusions must confirm whether the objective/s stated has/have been met.

- **Bibliographical References:** Any bibliography used for preparing the manuscript must appear consecutively throughout the text, using Arabic numerals and between parentheses, with the same font and size than the rest of the text. It is recommended that quotes should not have been published more than five to seven years ago; there should be at least 30 references for Review Articles. These must be referenced according to the Vancouver Rules: https://www.nlm.nih.gov/bsd/uniform_requirements.html in English or in Spanish: <https://www.enfermeria21.com/wp-content/uploads/Vancouver-2012.pdf>

3. Innovative Educational Experience. Research articles that systematize pedagogical experiences with evidence of innovative action, either at theoretical or practical level. The following sections must be included:

- **Title:** The title page must contain the title of the article (in Spanish, Portuguese and English), and must be brief and informative (not exceeding 15 words); the name and two surnames of each author (not exceeding six authors), stating only their highest academic degree, as well as their institutional affiliation, but not their professional category. The name and e-mail address of the corresponding author must also be stated.

- **Abstract and Key Words:** The abstract (in Spanish, Portuguese and English) must not exceed 250 words, and must be structured into the following sections: Objective, Description of the Innovative Educational Experience, Results and Conclusions. Key words shall appear below: from five to seven terms defining the contents of the article (in Spanish, Portuguese and English), which must be standardized according to the Medical Subject Heading (MeSH) thesaurus, or its Spanish version, *Descriptores en Ciencias de la Salud* (DeCS).

- **Introduction:** It must include the theoretical background and current status of the research subject (contextualization), as well as the elements of justification and applicability, or the conceptual framework for understanding the article, if relevant, and finally the definition of the study objective/s.

Description of the Innovative Educational Experience and its results:

The Innovative Educational Experience shall be described, stating specifically any key actors in the process, the steps previous to conducting the experience, and its sociocultural setting. There will be a subsequent description of outcomes, which must respond to the objective previously stated. Any tables, charts, graphs and images should be clear and relevant, and presented in the text in the order in which they appear. Any data shown in tables or graphs must not be repeated in the text, and only those more relevant observations should be summarized, without any discussion or interpretation of said data.

Discussion and Conclusions: Without repeating the data stated in the previous section, results will be discussed in comparison with other previous similar and relevant articles, highlighting any differences and similarities. The study strengths and limitations will be pointed out, as well as any potential generalization of findings, and lines of research that could be opened, as well as recommendations for clinical practice. The conclusions must confirm whether the objective/s stated has/have been met.

Bibliographical References: Any bibliography used for preparing the manuscript must appear consecutively throughout the text, using Arabic numerals and between parentheses, with the same font and size than the rest of the text. It is recommended that quotes should not have been published more than five to seven years ago; there should be between 15 and 20 references for Innovative Educational Experiences. These must be referenced according to the Vancouver Rules: https://www.nlm.nih.gov/bsd/uniform_requirements.html in English or in Spanish: <https://www.enfermeria21.com/wp-content/uploads/Vancouver-2012.pdf>

4. Letter to the Editor. Occasionally, a Letter to the Editor can be accepted for publication; these include any communications that readers want to conduct with the journal regarding articles previously published, as well as those research studies, clinical cases, reviews, or contributions to some topic of interest for nurses that can be summarized into a brief text. The following sections will be included:

Title: The title page must contain the title of the article (in Spanish, Portuguese and English), and must be brief and informative (not exceeding 15 words); the name and two surnames of the author, stating only their highest academic degree, as well as their institutional affiliation, but not their professional category, and their email address.

Body of the Letter: It must start with the statement: "To the Editor", and continue with the development of the subject chosen, which must be a current topic and of high interest for the scientific and educational Nursing Community. It is recommended to follow a logical order of Introduction, Development and Conclusion, but these should not appear as different sections. It must be remembered that the letter, not including bibliography, must not exceed 1,500 words.

Bibliographical References: Any bibliography used must appear consecutively throughout the text, using Arabic numerals and between parentheses, with the same font and size than the rest of the text. It is recommended that quotes should not have been published more than five to seven years ago; there should be around 5 references for Letters to the Editor. These must be referenced according to the Vancouver Rules: https://www.nlm.nih.gov/bsd/uniform_requirements.html in English or in Spanish: <https://www.enfermeria21.com/wp-content/uploads/Vancouver-2012.pdf>

COMPLIANCE WITH ETHICAL AND LEGAL REQUIREMENTS

In order to guarantee the protection of persons and animals, in those studies conducted on human beings the Method section must include the fact that they have granted their Informed Consent, and that their anonymity and data confidentiality have been observed, as well as stating that these have been conducted according to current rules and the World Medical Association and the Declaration of Helsinki (<https://www.wma.net/es/politicas-post/declaracion-de-helsinki-de-las-amm-principios-eticos-para-las-investigaciones-medicas-en-seres-humanos/>). In case of experiments with animals, it must be stated that these have been conducted according to the procedures descri-

bed by the relevant authorities. In both scenarios, it must also be stated if the studies have been approved by a Clinical Research Ethics Committee.

The author/s must inform about any previous submissions or publications of the same article, in full or partially, that could be considered redundant or duplicate publication. It is necessary to quote and include in the new manuscript the bibliographic reference of said previous publications. If the study has been previously presented at a congress, this will not be considered a redundant publication.

Any judgments and opinions stated in the articles will be assigned to the author/s, and the Journal Management, the Committee Members and the Publishing Company (ALADEFE) decline any responsibility regarding said materials. The author will be responsible for obtaining any required authorization to reproduce materials already published or subject to copyright. The Editorial Board of the *Revista Iberoamericana de Educación e Investigación en Enfermería* declines any responsibility for potential conflicts derived of the authorship of the articles published, and do not endorse any statements about products advertised in this journal, which will be the sole responsibility of its manufacturer or the service provider.

The manuscript must be submitted with a **Letter of Introduction** signed by all the authors, where they declare that the statements listed below are true:

- The manuscript meets the Publication Guidelines of the *Revista Iberoamericana de Educación e Investigación en Enfermería*.
- The authors declare if there has been any conflict of interests or not, and state this in due manner.
- The authors declare if there was any funding for the research published, and state this in due manner.
- All the authors have participated in writing the manuscript, and approve its final version attached to this statement, as well as its submission for evaluation and potential publication in the *Revista Iberoamericana de Educación e Investigación en Enfermería*.
- If there is an Acknowledgements section, all persons mentioned have given their approval for this.
- All authorizations required have been obtained, if relevant, to reproduce texts, tables, figures or photographs from other publications, as well as original photographs of persons.
- The manuscript has not been published in other journal, or submitted simultaneously to any other journals.
- If the article has been presented in any scientific event, this has been expressly stated in the manuscript.
- The copyright of this article is transferred to the *Revista Iberoamericana de Educación e Investigación en Enfermería*, as well as the right to reproduce any data or illustrations in other publications of the same company.

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

A Statement of Responsibility of Authorship must also be attached, signed by all the authors, where they state their participation as manuscript authors.

- I hereby certify that I have contributed directly to the intellectual contents of this manuscript, to data genesis and analysis; therefore, I am able to become publicly responsible for it, and I accept that my name appears in the list of authors.
- I hereby certify that this article (or major parts of it) is unpublished, and will not be sent to other journals while waiting for the decision of the publishers of the *Revista Iberoamericana de Educación e Investigación en Enfermería*.
- The statement must be completed with the name and signature of each author (Column 1) and the "participation code" (Column 2), where they must state the letters of the phrases that identify their specific involvement in the manuscript.

- A. Concept and design of the article
- B. Collection / obtention of results

- C. Data analysis and interpretation
- D. Writing the manuscript
- E. Critical review of the manuscript
- F. Approval of its final version
- G. Provision of patients or study materials
- H. Raising funds
- I. Statistical consulting
- J. Technical or administrative consulting
- K. Other contributions (please specify).

When the editorial review demands a new version of the article, the corresponding author will take responsibility for its approval by all authors.

MANUSCRIPT SUBMISSION

Manuscripts will be sent to the *Revista Iberoamericana de Educación e Investigación en Enfermería*, to this email address: articulosALADEFE@grupo-paradigma.com. The letter described in the previous section of these guidelines must be attached to the manuscript (if there are doubts or clarifications required, please write to: revistacentificaaladeefe@gmail.com). Receipt will be acknowledged for all manuscripts submitted, and a record number will be assigned to each one, for any consultation or information about it.

Manuscripts will be divided into the following files, which must be attached to one single email:

1. Letter of Introduction.
2. Statement of Responsibility of Authorship.
3. Complete manuscript.
4. Charts, graphs and tables.
5. Photographs and images (compressed in a ZIP file).
6. Record of evaluation by the Scientific Ethics Committee, if relevant.

EDITORIAL PROCESS

The Editorial Board of the *Revista Iberoamericana de Educación e Investigación en Enfermería* will conduct a preliminary evaluation of those articles received. Those manuscripts that pass this initial selection will be sent for peer review to external evaluators from the Scientific Committee, typically at least two. In case a new modified version of the manuscript is requested, the authors must submit this version within the deadline determined by the Editorial Board, with those changes requested highlighted in bold type or with a font colour different to the one used for the rest of the document.

Submission of the modified article does not entail acceptance; it could also be sent again for external review. The final decision regarding acceptance or not of a manuscript is the result of an evaluation process with involvement by different members of the Editorial Board and the Scientific Committee; the quality and response capacity of the authors to those suggestions received will also be considered. In any case, if the authors refuse to conduct the modifications required, the Editorial Board will be entitled to reject publication of the article.

Once the Editorial and Scientific Board has accepted the manuscript, and therefore it has entered the editorial process, the authors cannot withdraw it.

The *Revista Iberoamericana de Educación e Investigación en Enfermería* follows a double-blind review process. The authors are not aware of the identity of the external evaluators, while these are not aware of the identity of the authors.

After the final acceptance of the manuscript, the *Revista Iberoamericana de Educación e Investigación en Enfermería* reserves the right to make editorial changes of style or introduce modifications for clarity or easier understanding, including the modification of its title and the abstract; this will not entail any changes in its intellectual contents. All manuscripts accepted for publication in the journal will become the permanent property of the *Revista Iberoamericana de Educación e Investigación en Enfermería*, and cannot be partially or completely reproduced without their authorization.

Submission of a manuscript to the journal entails agreement with these Publication Guidelines, and of the final decision regarding acceptance or rejection for publication.