

# REVISTA PANAMERICANA DE SALUD PÚBLICA/PAN AMERICAN JOURNAL OF PUBLIC HEALTH

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Pan American Health Organization

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## GENERAL INFORMATION AND GUIDELINES FOR MANUSCRIPT SUBMISSION

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I.	GENERAL INFORMATION	
A.	Objectives and Readership .....	2
B.	Contents of the <i>RPSP/PAJPH</i> .....	2
1.	Editoriales/Editorials .....	
2.	Reflexiones del Director/From the Director .....	2
3.	Artículos/Articles .....	2
4.	Temas de actualidad/Current topics .....	2
5.	Información farmacológica (in Spanish only) .....	2
6.	Recursos humanos/Human resources .....	2
7.	Instantáneas (in Spanish only) .....	2
8.	Publicaciones/Publications .....	2
9.	Cartas/Letters .....	2
II.	GUIDELINES FOR MANUSCRIPT SUBMISSION	
A.	General Criteria for Manuscript Acceptance .....	2
B.	Specifications .....	3
C.	Submitting the Manuscript .....	3
D.	Language .....	3
E.	Copyright .....	3
F.	Length and Form .....	3
G.	Title and Authors .....	3
H.	Abstract .....	3
I.	Body of the Article .....	3
J.	Footnotes .....	3
K.	Bibliographic references .....	3
1.	Journal Articles .....	4
2.	Papers Presented at Conferences, Congresses, Symposia, etc. ....	4
3.	Books and Other Monographs .....	4
4.	Unpublished Materials and Abstracts .....	5
5.	Personal Communications .....	5
6.	Other Materials .....	5
L.	Tables .....	5
M.	Figures .....	6
N.	Abbreviations .....	6
O.	Units of Measure .....	6
P.	Selection Process .....	6
Q.	Publication of the Accepted Article .....	6
R.	Author's Copies .....	6
	BIBLIOGRAPHY .....	6

## I. GENERAL INFORMATION<sup>1</sup>

### A. Objectives and Readership

The Pan American Health Organization (PAHO) is an international agency that specializes in public health. It is made up of 35 Member States, three Participating States, one Associate Member, and two Observer States. Its secretariat, the Pan American Sanitary Bureau (PASB), is also the Regional Office for the Americas of the World Health Organization (WHO).

The *Revista Panamericana de Salud Pública/Pan American Journal of Public Health (RPSP/PAJPH)* is a multilingual publication that in 1997 replaced the *Boletín de la Oficina Sanitaria Panamericana* and the *Bulletin of the Pan American Health Organization*. Like its predecessors, the *RPSP/PAJPH* offers researchers in the Region a scientifically validated, peer-reviewed outlet for public health research findings. It also catalogs the conceptual, social, and political trends indicating the general direction of public health in the countries of the Americas and conveys the decisions and initiatives of the Organization relating to its fundamental purposes: to promote and coordinate the efforts of the countries of the Americas directed toward improving health, fighting disease, prolonging life, and stimulating people's physical, mental, and social development. In addition, the *RPSP/PAJPH* distributes information on the public health activities carried out in the Member States with the cooperation of the PAHO technical programs.

The *RPSP/PAJPH* is listed in the *Index Medicus* and such databases as Medline, Dialog, and LILACS as the *Rev Panam Salud Publica*. Some 9 000 copies per month are distributed to health sciences professionals, technicians, researchers, professors, and students, both in the Americas and other parts of the world. It is also available in the leading biomedical libraries, and the complete contents of every issue are posted on PAHO's home page at <http://www.paho.org> and also at the following Internet address: <http://www.scielosp.org>

### B. Contents of the RPSP/PAJPH

The contents of the *RPSP/PAJPH* are limited to materials directly related to public health in the Region and that reflect the main areas of the PAHO technical cooperation programs: health and human development, promotion and protection of health, development of health systems and services, environmental health, and prevention and control of diseases. This content is divided into the following sections:

**1. Editoriales/Editorials.** They deal with the journal itself, specific articles within the journal, or public health issues. Editorials reflect the personal opinions of the individual writing them, who may be an editorial staff member or an independent author. They should always bear the author's signature.

**2. Reflexiones del Director/From the Director.** This section is published from time to time to communicate the policy and strategic direction of the Organization and the public health priorities in the Region of the Americas.

**3. Artículos/Articles.** These are original research reports, literature reviews, or special reports on subjects of interest to the Region. Papers presented at meetings and conferences do not necessarily qualify as scientific articles, since they do not conform to the required objectives and structure. Studies of clinical cases and anecdotal accounts of specific interventions are not accepted. In general, articles intended for publication as a series on various aspects of a single study are not acceptable either.

On occasion, brief communications are published that convey innovative or promising techniques or methodologies or preliminary results of special interest.

**4. Temas de actualidad/Current topics.** This section includes national and regional health initiatives, projects, and interventions, as well as the results of international health meetings, symposia, and conferences in which the Organization and its Member States participate, and the official decisions that are adopted at them. The section also covers current epidemiological trends, especially relating to diseases and health problems of major importance.

**5. Información farmacológica (in Spanish only).** This section provides up-to-date information on policies, adverse reactions, labeling changes, product recalls, contraindications, and other decisions relating to pharmaceutical and prosthetic products and their rational use.

**6. Recursos humanos/Human resources.** Published from time to time, this section presents the most recent trends in the field of the training, education, and performance of health workers at all levels.

**7. Instantáneas (in Spanish only).** This section has summaries of the results of studies recently published in prominent journals, as well as press releases from the WHO and other major international public health organizations.

**8. Publicaciones/Publications.** This section offers brief summaries of current publications dealing with various aspects of public health. Readers are invited to submit reviews of books on subjects within their area of expertise, with the understanding that the reviews will undergo an editing process. Each book review should be no more than 1 500 words in length and should describe the book's contents objectively, while approaching the following essential points: the book's contribution to a specific discipline (if possible, as compared to other books of its kind); the quality of the paper, type, illustrations and general format; the kind of narrative style and whether it makes for easy or difficult reading. The author's professional background and the type of reader the book is addressed to should also be briefly described.

**9. Cartas/Letters.** Letters to the editor which clarify, discuss, or comment in a constructive manner on ideas expressed in the *RPSP/PAJPH* are welcomed. Letters should be signed by the author and specify his or her professional affiliation and mailing address.

## II. GUIDELINES FOR MANUSCRIPT SUBMISSION

### A. General Criteria for Manuscript Acceptance

The Pan American Health Organization holds the copyright to material published in the *RPSP/PAJPH*. Manuscripts are accepted with the understanding that they are original works that have not been published or submitted for publication elsewhere, in part or in whole, and that in the future they will not be published or submitted elsewhere without the express authorization of PAHO.

The selection of material for publication is based on the following criteria: suitability of the subject for the journal and the importance of the subject matter for the Organization and the Member States; scientific soundness, originality, currency, and timeliness of the information; applicability beyond its place of origin and across the Region; compliance with the standards of medical ethics governing experimentation with human and animal subjects; respect for the Member States and the peoples they represent; a balance of topics and geographic origin of the information; and coherence of the design (a logical statement of the problem and a plan to achieve the objective of the study). Original research should follow the "IMRAD" format (Introduction, Materials and Methods, Results, and Discussion) (see Section II.I). Shortcomings in this regard invalidate all the information and are grounds for rejecting the manuscript. Acceptance or rejection of a manuscript is based on the objective selection process described in Section II.P.

The authors alone are responsible for the views expressed, which may not necessarily reflect the opinion or policy of PAHO or its Member States. The mention of specific companies or of certain manufacturers' products does not imply that they are endorsed or recommended by PAHO in preference to other ones of a similar nature.

<sup>1</sup> The information is an updated version of the general information for authors that was published in Vol. 7, No. 2 (February), 2000. A reprint of this section or the Spanish version may be requested free of charge by fax or mail from: Publications Program (DBI), Pan American Health Organization, 525 Twenty-third Street, N.W., Washington, DC, 20037; Fax: (202) 338-0869; E-mail: [publisher@paho.org](mailto:publisher@paho.org). It can also be located at the following Internet site: <http://publications.paho.org/paho/english>

## B. Specifications

In general, the *RPSP/PAJPH* follows the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (5th ed., 1997), developed by the International Committee of Medical Journal Editors. These guidelines are also known as the "Vancouver Style" (see the Bibliography).

The following paragraphs give practical instructions and illustrative examples to prepare a manuscript.

## C. Submitting the Manuscript

The original manuscript, three photocopies, and a computer diskette containing the complete text (see Section II.F) should be sent to:

Chief, Publications and  
Editorial Services Office (DBI)  
Pan American Health Organization  
525 Twenty-third Street, NW  
Washington, DC 20037  
USA

The *RPSP/PAJPH* will send the author a letter acknowledging receipt of the manuscript.

## D. Language

The *RPSP/PAJPH* publishes articles in English, Spanish, and Portuguese, but manuscripts are accepted in any of the official languages of PAHO (English, French, Portuguese, and Spanish). *Authors should write in their native language, since the inadequate command of a foreign language blurs the meaning of the text and is at odds with scientific precision.* The *RPSP/PAJPH* reserves the right to publish the text in a language different from the original and will publish the manuscript in only one language.

The titles of references should never be translated. Authors should also refrain from translating the names of institutions unless an official translation exists.

## E. Copyright

Every article must be accompanied by a statement specifying that the text has not been published before and that it will not be submitted to any other journal before the *RPSP/PAJPH* reaches a decision. Authors must attach a signed statement indicating that if the manuscript is accepted for publication in the *RPSP/PAJPH*, the copyright will be held by PAHO.

Authors are requested to give full information about any grant or subsidy received from a commercial entity, other private group, or WHO, PAHO, or other agency to cover the costs of the work on which the article is based.

Authors are responsible for obtaining permission to reproduce any copyrighted material. The manuscript must be accompanied by the original letter granting such permission. This letter should specify the exact table, figure, or text being cited and how it is being used, together with a complete bibliographic reference to the original source (see Section II.K).

## F. Length and Form

The entire manuscript, without including tables, figures, and references, must not exceed 15 letter-size (8.5 x 11") or ISO A4 (212 mm x 297 mm) pages, double spaced, of running text. The right and left margins should be at least 3 cm and the top and bottom margins a minimum of 4 cm. The pages should be numbered consecutively. Three clear photocopies should be included with the original. Microsoft Word computer software should be used to prepare the text, and the printed copies should be accompanied by a 3.5-inch computer diskette.

Manuscripts not complying with the specifications outlined above will not be accepted. In the case of papers translated in their entirety or containing translations of quoted material, a copy of that text in the original language must be attached.

Accepted articles will undergo an editorial process that may include, as needed, condensation of the text and deletion or addition of tables, figures, or annexes. The edited version will be sent to the author for approval.

## G. Title and Authors

The title should be limited to 10 words, if possible, and should not exceed 15. It should describe the article's content specifically, clearly, and concisely. Ambiguous words, jargon, and abbreviations should be avoided. A good title makes it easy to grasp what the article is about and helps documentation centers accurately catalog and classify the material.

The first and last name of every author should be given on a separate sheet, not on the first page of the manuscript. The list should list the institution where each author works, but without indicating their academic degrees or job titles. It is important to provide the mailing address for the author responsible for correspondence concerning the manuscript. If a post office box is used, it is also necessary to give a street address to which material may be delivered by commercial courier, as well as the corresponding author's fax and e-mail address.

Only those who participated directly in the research or the drafting of the article, and are therefore in a position to assume public responsibility for its contents, may be listed as authors. Inclusion of other persons as authors, out of friendship, acknowledgment, or other non-scientific motivation, is a breach of ethics. For these reasons, an article should have a maximum of eight individual authors. The standards for authorship are extensively explained in the documentation on the Vancouver Style (see Bibliography).

## H. Abstract

Every submission must be accompanied by a structured abstract of around 250 words that is divided into the following sections: (a) Objectives, (b) Methods, (c) Results, and (d) Conclusions.

The abstract should not include any information or conclusions that do not appear in the text. It should be written in the third person and should not contain abbreviations, footnotes, references to the main text, or bibliographic citations.

The abstract must enable readers to determine the relevance of the article and decide whether or not they are interested in reading the entire text. In fact, the abstract is the only part of the article, besides the title, that appears in such bibliographic information systems as *Index Medicus*.

*Short Communications.* These pieces should have an abstract that is a maximum of 150 words.

## I. Body of the Article

Articles that report on research or studies are usually organized according to the "IMRAD" format: Introduction, Materials and Methods, Results, and Discussion. Updates or literature reviews may require other types of headings, depending on their content.

*Short Communications.* In the case of short communications the usual IMRAD subdivision headings are omitted, but their sequence is followed within the text.

## J. Footnotes

These clarifications are numbered consecutively and appear in a smaller type size at the bottom of the page on which they are cited. They are used to give the authors' affiliation (institution and department) and address, as well as some unpublished sources of information (see Section II.K.4). They are also used to make clarifications and give marginal explanations that would interrupt the natural flow of the text. Their use should be kept to a minimum.

## K. Bibliographic References

Citations are essential to identify the original sources of concepts, methods, and techniques referred to in the text and that come from earlier research, studies, and experiences; to support facts and opinions stated by the author; and to provide the reader the bibliographic information needed to consult the primary sources.

**Research and Review Articles.** For a scientific article, the *RPSP/PAJPH* requires a minimum of 20 bibliographic references that are both relevant and current. Review articles will generally cite more sources.

**Short Communications.** These pieces will have a maximum of 15 references.

**Citation of References.** The *RPSP/PAJPH* uses the "Vancouver Style" for references, according to which all the references should be cited in the text with consecutive numbers, between parentheses, in the following way:

"It has been observed (3, 4) that..."

Or: "Several authors (1-5) have said that . . ."

The list of references must be numbered consecutively in the order in which the citations appear in the text. The list of references or bibliography should begin on a separate sheet, at the end of the manuscript, and the format must follow the instructions given below.

**1. Journal Articles.** The following information must be provided: author(s), article title, abbreviated journal title, year of publication, volume number (in Arabic numerals), issue number, and beginning and ending page numbers. All this information should be given in the original language of the work cited. The examples below illustrate the "Vancouver Style" of reference construction and punctuation.

**a. Individual authors:** The surnames and initials of the first six authors should be included; when there are more than six authors, "et al." should follow.

Kerschner H, Pegues JAM. Productive aging: a quality of life agenda. *J Am Diet Assoc* 1998;98(12):1445-1448.

Herrero R, Brinton L, Hartge P, Reeves W, Brenes M, Urcuyo R, et al. Determinants of the geographic variation of invasive cervical cancer in Costa Rica. *Bull Pan Am Health Organ* 1993; 27(1):15-25.

**b. Article published in several parts:**

Lessa I. Epidemiologia do infarto agudo do miocárdio na cidade do Salvador: II. Fatores de risco, complicações e causas de morte. *Arq Bras Cardiol* 1985;44:255-260.

**c. Corporate author:** If the corporate author is composed of several elements, they should be given in descending order, from largest to smallest. In the case of unsigned articles in journals published by governmental or international organizations, the organization is regarded as the author.

Pan American Health Organization, Expanded Program on Immunization. Strategies for the certification of the eradication of wild poliovirus transmission in the Americas. *Bull Pan Am Health Organ* 1993; 27(3):287-295.

Organisation mondiale de la Santé, Groupe de Travail. Déficit en glucose-6-phosphate déshydrogénase. *Bull World Health Organ* 1990;68(1):13-24.

**d. Unsigned article in regular section of a journal:**

World Health Organization. Tuberculosis control and research strategies for the 1990s: memorandum from a WHO meeting. *Bull World Health Organ* 1992;70(1):17-22.

**e. Special types of articles and other materials:** Indicate type or format of the work in square brackets.

Brandling-Bennett AD, Penheiro F. Infectious diseases in Latin America and the Caribbean: are they really emerging and increasing? [editorial]. *Emerg Infect Dis* 1996; 2(1):59-61.

**f. Volume with supplement:**

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. *Environ Health Perspect* 1994;102(suppl 1):275-282.

**g. Issue with supplement:**

Barreiro C. Situación de los servicios de genética médica en Argentina. *Brazil J Genet* 1997;20(1 suppl):5-10.

**2. Papers Presented at Conferences, Congresses, Symposia, etc.** Only those conference papers that have been published in official proceedings should be included in the list of references:

Harley NH. Comparing radon daughter dosimetric and risk models. In: Gammage RB, Kaye SV, eds. *Indoor air and human health: proceedings of the Seventh Life Sciences Symposium*; 1984 Oct 29-31; Knoxville, Tennessee. Chelsea, Michigan: Lewis; 1985. Pp. 69-78.

World Health Organization. Primary health care: report of the International Conference on Primary Health Care; 1978 Sept; Alma-Ata, Kazakhstan, former U.S.S.R. Geneva: WHO; 1979.

**3. Books and Other Monographs.** The entry should include the surnames and initials of all the authors (or editors, compilers, etc.), or the full name of an institution, followed by: the title, the edition number, the place of publication, the publisher, and the year of publication. When appropriate, notations may be included indicating the volume and pages consulted, and the series name and publication number.

**a. Individual author:**

Pastor Jimeno JC. *Anestesia en oftalmología*. Barcelona: Ediciones Doyma; 1990.

**b. Citing the edition:**

Day RA. *How to write and publish a scientific paper*. 3rd ed. Phoenix, Arizona: Oryx Press; 1988.

**c. Corporate author that is also the publisher:**

World Health Organization. *The SI for the health professions*. Geneva: WHO; 1977.

**d. Chapter in a book:**

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. *Pathologic physiology: mechanisms of disease*. Philadelphia: WB Saunders; 1974. Pp. 457-472.

**e. Citing the number of volumes or the specific volume:**

Pan American Health Organization. *Health conditions in the Americas*. 1990 ed. Washington, DC: PAHO; 1990. (Scientific Publication 524; 2 vol).

Pan American Health Organization. *Volume II: Health conditions in the Americas*. 1990 ed. Washington, DC: PAHO; 1990. (Scientific Publication 524).

**f. Volume with a title:**

Kessler RM, Freeman MP. Ischemic cerebrovascular disease. In: Partain CL, Price RR, Patton JA, et al., eds. *Magnetic resonance imaging*. 2nd ed. Vol. 1: Clinical principles. Philadelphia: Saunders; 1988. Pp. 197-210.

**g. Published proceedings of meetings, conferences, symposia, etc:**

DuPont B. Bone marrow transplantation in severe combined immunodeficiency with an unrelated MLC compatible donor. In: White HJ, Smith R, eds. *Proceedings of the third annual meeting of the International Society for Experimental Hematology*. Houston: International Society for Experimental Hematology; 1974. Pp. 44-46.

**h. Unsigned reports and documents:** Information should be given only on written reports that readers can obtain. It is important to indicate the exact name of the organization responsible for the document,

the full title, place and year of publication, and document number. If possible, the source of the document should be provided. For example:

World Health Organization. Case management of acute respiratory infections in children in developing countries. Geneva; 1985. (WHO/RSD/85.15).

**4. Unpublished Materials and Abstracts.** The following should not be included as references: abstracts of articles, articles submitted for publication but not yet accepted, and unpublished works that are not easily available to the public. Articles that are unpublished but have been accepted for publication are an exception to this rule, as are those documents that, while still unpublished, can be easily found. Included in this category are theses, some discussion papers from international agencies, and some reports presented in conferences.

Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [PhD dissertation]. St. Louis (MO): Washington University; 1995.

Organización Panamericana de la Salud, Programa Regional Mujer, Salud y Desarrollo. Estrategia global, metas y líneas de acción de la cooperación técnica sobre mujer, salud y desarrollo 1992-1993 [photocopy]. Washington, DC, February 1991.

If it is absolutely necessary to cite unpublished sources that are hard to obtain, they may be mentioned in the text inside parentheses or in a footnote. The citation in the text is treated in the following manner:

It has been observed<sup>1</sup> that . . .

with the corresponding footnote at the bottom of the page:

<sup>1</sup> Llanos-Cuentas EA, Campos M. Identification and quantification of risk factors associated with New World cutaneous leishmaniasis. At: International Workshop on Control Strategies for Leishmaniasis, Ottawa, June 1-4, 1987.

<sup>1</sup> Herrick JB [and others]. [Letter to Frank R Morton, Secretary, Chicago Medical Society]. Herrick papers. [1923]. Located at: University of Chicago Special Collections, Chicago, Illinois.

If an article has been accepted for publication and is awaiting publication, the reference should appear as follows:

Wood E, de Licastro SA, Casabé N, Picollo MI, Alzogaray R, Zerba E. Beta-cypermethrin-impregnated fabrics: a new tactic for triatoma infestans control. *Rev Panam Salud Publica*. Forthcoming 1999.

**5. Personal Communications.** These should be included only if they provide essential information that is not available from a public source. Reference to a personal communication should be given inside parentheses in the body of the text—not in a footnote—in the following way:

Dr. D.A. Little, of the Ecology Center of New York, (personal communication, 2 August 1991) has pointed out that . . .

Without exception, obtain from the source written verification of the accuracy of the communication.

**6. Other Materials.** Generally speaking, when citing other materials, the standards for a book should be followed, that is, specifying: individual or corporate author, title, generic name for the type of material, the place of publication or issue, and the date of publication. For information in an electronic format, the computer system requirements should also be described.

**a. Newspaper articles:**

Torry S, Schwartz J. Contraceptive tobacco executives admit health risks before Congress. *The Washington Post* 1998 January 30:A14 (col. 1).

**b. Audiovisual materials:**

**Videocassettes:**

World Health Organization. Before disaster strikes [videocassette]. Geneva: WHO; 1991. [1 videocassette: 20 min].

**Slides:**

Sinusitis: a slide lecture series of the American Academy of Otolaryngology—Head and Neck Surgery Foundation [slides]. Washington, D.C.: The Academy; 1988. [54 slides and a guide by HC Pillsbury and ME Johns].

**Audiocassettes:**

Clark RR, et al, eds. American Society for Microbiology, prods. Topics in clinical microbiology [audiocassettes]. Baltimore: Williams & Wilkins; 1976. [24 audiocassettes: 480 min; accompanied by 120 slides and one manual].

**c. Electronic media:**

**Journal articles in electronic format:**

Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24 screens]. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>

**Computer programs:**

Wechsler interpretation system [computer program]. Wakefield, Rhode Island: Applied Innovations; 1983.

**Databases/CD-ROMs:**

Compact library: AIDS [CD-ROM database updated quarterly]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group; 1980.

**Internet sites:**

Pritzker TJ. An early fragment from Central Nepal [Internet site]. Ingress Communications. Available from: <http://www.ingress.com/~astanart/pritzker/pritzker.html>. Accessed 8 June 1995.

**d. Educational packages:**

Card No. 8: Use of cervical mucus examination as a method for avoiding pregnancy. In: World Health Organization and Blithe Centre for Health and Medical Education. Education on family fertility: instructional materials on natural methods of family planning for use by educators [pamphlets, cards, and posters]. Geneva: WHO; 1982.

**L. Tables**

Tables present information—usually numerical—in an ordered, systematic arrangement of values in rows and columns. The presentation should be easy for the reader to grasp. The data should be self-explanatory and should supplement, not duplicate, the information in the text. Tables with too much statistical information are confusing and hard to understand.

Each table should be presented on a separate sheet of paper at the end of the manuscript and be identified by a number. Each table should have a brief but complete title so that the reader can easily determine what the table covers. The place, date, and source of the information should also be indicated clearly. The column heads should be as brief as possible and indicate the unit of measure or the relative base (percentage, rate, index), if any. If information is missing because no observations were made, this should be indicated by ellipsis points (. . .). If the data do not apply, the cell should be marked "NA" (not applicable). If you use either or both of these devices, please indicate their meaning with a footnote to the table. Vertical rules (lines) should not be used in tables. There should only be three horizontal rules: one under the title, a second under the column heads, and a third at the end of the table, above

any footnotes. Footnotes to a table should be indicated with superscript lowercase letters, in alphabetical order, in this way: a, b, c, etc.

*Short Communications.* These pieces should have a maximum of two tables or figures.

### M. Figures

Figures, such as graphs, diagrams, line drawings, maps, and photographs, should be used to highlight trends and to illustrate comparisons clearly and exactly. Figures should be easy to understand and should add information, not repeat it. The illustrations can be drawings done manually or generated with a computer printer, or photographic prints on glossy paper. Drawings and legends should be camera-ready. Illustrations should be placed between cardboard sheets to protect them during shipping. Each figure should be fully identified on the back side. Captions should be as brief as possible but also clear and precise. Figures should not have footnotes. If the figure is taken from another publication, the source must be identified. The legend of a graph or map should be included as part of the figure itself if there is sufficient space. If not, it should be included in the figure's title. Maps and diagrams should have a scale in SI units (see Section II.O).

Photographs should preferably on glossy paper with high resolution and contrast. The captions should include background information, scale, source, and date. All photographs should be numbered on the back and given a clear, brief title. This information should be written on a label and stuck to the back of the photo.

Having too many tables and/or figures is expensive, reduces the desired effect, and takes up much space. Therefore, these materials should be chosen carefully.

### N. Abbreviations

As much as possible, abbreviations should be avoided. The first time an abbreviation or acronym is mentioned in the text, the full term should be given, followed by the abbreviation or acronym in parentheses, as with: Expanded Program on Immunization (EPI).

In general, abbreviations should reflect the expanded form in the same language as that of the manuscript. Exceptions to this rule include abbreviations of agencies known internationally in another language (e.g., CELADE, ILPES, ISO) or such internationally recognized abbreviations as SI (*Système international* units of measure). (See also Section II.O.)

### O. Units of Measure

Authors must use the International System of Units (SI), which is based on the metric system (see "Bibliography").

It should be noted that in this system the abbreviations of units are not pluralized (for example, use 5 km, not 5 kms), nor are they followed by a period (write 10 mL, not 10 mL.) except at the end of a sentence. Numbers should be grouped in sets of three to the left and to the right of the decimal point, with each set separated by a blank space.

*Correct style:*

12 500 350 (twelve million five hundred thousand three hundred fifty)

1 900.05 (one thousand nine hundred and five hundredths)

*Incorrect style:*

12,500,350 / 1.900,05 / 1,900.05

### P. Selection Process

The manuscripts received undergo a selection process through peer review by experts on the subject in question. In a *first review*, the editorial staff of the *RPSP/PAJPH* determine whether or not the manuscript meets the general criteria for manuscripts described earlier (see Section II.A).

A *second review* considers the scientific merit of the document and the usefulness of its publication; the appraisal is performed by a panel of subject experts who review the manuscript independently.

In a *third review*, based on the results of the evaluation of general criteria, scientific merit, usefulness of its publication, and the opinion of the peer reviewers, a decision is made to: (a) reject the manuscript, (b) accept it with the condition that the author revise it according to the comments and recommendations of the reviewers, or (c) accept it definitely.

In the case of a conditional acceptance, the revised text undergoes a fourth review to make certain that the author has responded to the reviewers' concerns. If the problems have been dealt with and resolved, the article is then accepted; if not, it is rejected.

When a manuscript is accepted conditionally, the author must send back with the revised manuscript a detailed explanation of the changes that have been made to address the peer reviewers' recommendations. When disagreeing with some of those suggestions, the author should give a detailed justification of the reasons.

All decisions are communicated in writing to the author as quickly as possible. The time needed to process a manuscript varies depending on the complexity of the subject and the availability of expert reviewers.

### Q. Publication of the Accepted Article

Manuscripts are accepted with the understanding that the publisher reserves the right to make revisions necessary for consistency, clarity, and conformity with the style of the *RPSP/PAJPH*.

Manuscripts accepted for publication will be edited and then sent to the corresponding author to respond to the editor's queries and to approve any corrections. Authors will not receive galley proofs of the article. To avoid delay in the publication of the corresponding issue, authors are urged to return the edited manuscript, with their approval, by the date indicated in the accompanying letter.

### R. Author's Copies

As soon as the article is published, 10 copies of the issue in which it appears will be sent to the corresponding author.

## BIBLIOGRAPHY

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