

Annex 3

INSTRUCTIONS TO AUTHORS OF MANUSCRIPTS FOR THE VI PANDRH CONFERENCE

1. Technical requirements

Manuscripts should be sent to:

- a) E-mail: penaj@chi.ops-oms.org or fitzgerj@paho.org (in attachment) or
- b) Regular mail: text printed on white typing paper, standard letter size, with margins of at least 2.5 cm, printed on one side only, with double spacing. The original should be accompanied by an electronic copy in MS Word format.

All pages should be numbered consecutively, starting with title page.

The text should not exceed 2,000 words in length, including tables and figures.

Keep copies of everything submitted.

2. Structural scheme

2.1 Title page

The first page of the manuscript should carry: 1) The title of the article, which should be concise but informative about the main content of the publication; 2) the name by which each author is known, with his or her highest academic degree(s) and institutional affiliation; 3) the name of the department(s) and institutions to which the work should be attributed; 4) disclaimers, if any; 5) the name and address of the author responsible for correspondence about the manuscript and requests for reprints, together with his/her phone number, fax number, and E-mail.

2.2 Abstract and keywords

The second page should carry an abstract not exceeding **200 words** in length to state the purposes of the study or investigation, basic procedures, main findings, and the principal conclusions.

Below the abstract, authors should provide, and identify as such, three to five keywords or short phrases that will assist indexers in cross-indexing the article, which will be published along with the abstract. Terms from the Medical Subject Headings (MeSH) list of *Index Medicus* should be used; if suitable MeSH terms are not yet available for recently introduced terms, present terms may be used.

Consult the following URL:

- <http://www.nlm.nih.gov/mesh/meshhome.html>

Authors are asked to provide their own translation of the abstract into Spanish, which should also list the keywords.

2.3 Introduction

State the purpose of the article and summarize the rationale of the propositions contained therein. Give only strictly pertinent references, without conducting an extensive review of the subject. Do not include data or conclusions from the work being reported.

2.4 Methodology

Provide detailed information about the methodology, techniques, and procedures used for collecting and organizing data.

2.5 Results

Present your results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all data in the tables or illustrations; emphasize or summarize only important observations.

2.6 Discussion

Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material provided in the Introduction or Results section. Include in the Discussion section the implications of the findings and their limitations.

Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not completely supported by the data. Recommendations, when appropriate, may be included.

2.7 Acknowledgements

As an appendix to the text, one or more statements should specify a) contributions that need acknowledgment but do not justify authorship, such as general support by a department chair; b) acknowledgements of technical help; c) acknowledgements of financial and material support; and d) relationships that may pose a conflict of interest.

Express your gratitude only to people and institutions that made substantive contributions to your work.

2.8 References

- References should be numbered consecutively in the order in which they are first mentioned (citation-order system). If a reference is cited more than once, its original number is used again in subsequent citations.
- If it is deemed necessary to call attention to a specific page within a reference, the page number may be added in roman type inside the parentheses with the reference number. This practice is recommended when referencing direct quotations. For example:

The resolution urged the Member Governments to “make special voluntary contributions for conducting catalytic research” (17, p.240).

- Identify references in text, tables, and legends by Arabic numerals in parentheses.
- References to figures cited only in tables or legends should be numbered according to the sequence established by the first identification of the particular table or figure in the text.
- All references should be listed in numerical order at the end of the text.
- Avoid using abstracts as references.
- References to papers accepted but not yet published should be designated as “in press” or “forthcoming”; authors should obtain written permission to cite such papers, as well as verification that they have been accepted for publication.
- **The references must be verified by the author(s) against the original documents.**
- Use the style of the examples below, which are based on the formats used by the *U.S. National Library of Medicine (NLM)* in *Index Medicus*. The titles of journals should be presented without abbreviations.
- (Consult: U.S. National Library of Medicine. List of journals indexed. Full title listing. *Index Medicus* 1998: 111-190.; URL: <http://www.nlm.nih.gov>).

Examples

2.8.1 Journal article

Individual author, article in a series

Lessa I. Epidemiologia dos acidentes vasculares encefálicos na cidade do Salvador: II, Fatores de risco, complicações e causas de morte. *Arquivos Brasileiros de Cardiologia* 1985;44(4):225-260.

More than six authors

List the first six authors followed by “et al.”

Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood leukaemia in Europe after Chernobyl: 5 year follow-up. *British Journal of Cancer* 1996; 73: 1006-12.

Corporate author

Pan American Health Organization, Expanded Program on Immunization. Strategies for the certification of the eradication of wild poliovirus transmission in the Americas. Bulletin of the Pan American Health Organization 1993;27(3):287-296.

2.8.2 Books and other monographs

Personal author(s)

Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd. ed. Albany(NY): Delmar Publishers; 1996.

Editor(s), compiler(s) as author

Norman IJ, Redfern SJ, (eds). Mental health for elderly people. New York: Churchill Livingstone; 1996.

Chapter in a book

SJ Phillips, Whistnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, eds. Hypertension: pathophysiology, diagnosis and management. 2nd. ed. New York: Raven Press; 1995. p. 465-78.

Electronic material

Journal article in electronic format

Morse SS. Factors on 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>.

Further explanation and examples may be consulted at:

International Committee of Medical Journal Editors. Uniform requirements for manuscripts submitted to biomedical journals. Annals of Internal Medicine 1997;126:36-47.

URL: <http://www.nlm.nih.gov> (English)

URL: <http://www.infmed.com.ar/REQUISPUB.htm> (Spanish)

3.9 Tables and illustrations

The number of tables and illustrations should be strictly limited, only those that are essential to the understanding of the text should be included.

CHECKLIST OF MANUSCRIPT REQUIREMENTS

(Extracted from “*Instructions to Authors*”)

This checklist should be reviewed by the responsible author, who shall indicate his or her agreement by checking each corresponding box and sending it together with the manuscript.

- This article (or significant parts of it) is unpublished and will not be sent to other journals while awaiting the decision of the PANDRH editors.
- The article does not exceed 2,000 words, including tables and illustrations.
- It includes an abstract not exceeding 200 words, in Spanish and English.
- The references are presented in the international style required by the journal (Vancouver Style).
- The manuscript was organized according to the “Instructions to Authors.”
- Telephone and fax numbers and e-mail of the author who will maintain contact with PANDRH are included.

Name of author

Signature of author

Telephone
Numbers: _____ Fax: _____

E-mail: _____