

## Guidelines for authors

Articles should be submitted to the Archivos de Medicina website in a Word document, letter size, 1.5 line spacing, 12-point Arial font, maximum 5000 words (depending on the type), not including the abstract and references. The official languages of the journal are Spanish, English, and Portuguese. It is important to note that writing and publishing in English increases the chances of articles being accepted in indexed journals and cited by the global scientific community. We encourage authors to submit their articles in English.

Papers must be unpublished and submitted exclusively to the journal for possible publication.

To submit an article, the responsible author must register on the journal's website ([OJS address](#)), fill in all the fields required by the [OJS platform](#) (metadata) for submission without exception, and attach the [letter of commitment](#). Before submitting the document, please ensure that you have complied with each item on the [checklist](#); otherwise, the article will not be accepted for the acceptance process.

The general structure of the document should correspond to the instructions contained in *Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals* [1]; it is recommended that you review this document. This general structure may vary depending on the type of article (see [standards](#)).

## INSTRUCTIONS FOR PREPARING THE ARTICLE

### Title page

This page must have the following sections.

**Article title:** Try to include keywords in the title and always include the type of study or publication (e.g., systematic review of the literature, case report, etc.). The title should be presented in Spanish, English, and Portuguese with a maximum of 15 words. Try to include MeSH or DeCS terms in the title.

Specify whether the manuscript is derived from a thesis or whether the results were published in a paper or event. At the foot of the page of the article title.

**Metadata:** this must be completed in full by the corresponding author and includes:

- Full name of each author with their highest academic title
- City, country, affiliation, and email address
- ORCID identifier, CvLAC identifier (if applicable), link to Google Scholar and email address of each of the authors.
- The corresponding author must be clearly specified.

**Structured abstract:** no longer than 250 words in Spanish, English, and Portuguese, using the format proposed by the National Library of Medicine: *Structured Abstracts. What are Structured Abstracts?* (2). Since the abstract will generally be the section of the article that appears in bibliographic search engines, it must accurately reflect the content of the article. Do not forget to include MeSH and DeCS terms in the title and abstract.

- **Introduction.**
- **Objective:** this should match the objective or purpose stated in the last paragraph of the introduction.
- **Methods:** include the most relevant statistical results such as sample size, response rates, p or confidence intervals. Be specific and indicate the values. Include the registration number corresponding to the type of study conducted (if applicable).
- **Results.**
- **Conclusion.**
- **Registration of the controlled clinical trial, systematic review or umbrella review** (if applicable).

**Keywords:** include between six and ten keywords; at least three of them must be DeCS (Spanish, Portuguese) or MeSH (English) terms. It is useful for the keywords to be included in the title and abstract of the article.

### **Tables and figures.**

**Tables:** tables and charts shall be referred to as tables and shall be numbered in Arabic numerals in the order in which they appear. The corresponding title shall be at the top of the table and the notes and sources at the bottom. Symbols for units shall appear in the column headings. In research articles, a maximum of 6 tables and figures are allowed, and for systematic reviews, a maximum of 8 tables and figures are allowed.

Footnotes should be cited in superscript, with lowercase letters a-z.

Asterisks\* should only be used if the exact p-values cannot be provided. If the table is too long, consider including it as an appendix.

Tables should be submitted in Word format, not as an image.

**Figures:** photographs, graphs, drawings, and diagrams are called figures and should be numbered in order of appearance; their title should be written at the bottom. The colouring technique and magnification used should be indicated in the captions of microphotographs. Photographs should be sent in the body of the article and be sufficiently sharp and contrasted to achieve good reproduction, in .jpeg or .png format; graphs and photographs should have a dpi of 300 and those in which text predominates should have a dpi of 200. Use Arial font for text within the figure, so that it matches the style of the final publication. If a figure or table has been previously published, written permission from the publisher is required if it is not open access, and credit must always be given to the original publication. If photographs of people are used, they must not be identifiable; otherwise, written permission must be obtained to use them. Figures will be included on the page of the document in which they are cited.

### **Units of measurement.**

Measurements must be reported in accordance with the SI ([International System of Units](#)).

### **Abbreviations or acronyms.**

Avoid using acronyms or abbreviations in the title or abstract. As far as possible, use only those that are standard. The full word(s) followed by the abbreviation in parentheses should be used only on first mention.

**Glossary:** if relevant due to the type of terminology used in the article.

### **Acknowledgements.**

This section shall include, where applicable, all persons who contributed to the project but who meet the four criteria mentioned above to be considered authors, as well as any support received from a department or faculty, whether material or financial. This section is optional.

### **Declaration of conflicts of interest.**

Each author must explicitly declare whether or not they have any conflicts of interest. If further information on this subject is required, it should be included in the authors' letter of commitment.

### **Sources of funding.**

Provide details, if applicable.

### **Ethical considerations.**

Ensure that all studies conducted on humans or animals comply with international, national, local or institutional laws and requirements on the subject (e.g. the World Medical Association Declaration of Helsinki Ethical Principles for Medical Research Involving Human Subjects [3], the National Institutes of Health (NIH) Policy on the Use of Laboratory Animals, or the European Union (EU) guidelines on the use of animals in scientific research) (4,5) and confirm that the relevant approval has been requested and obtained, as appropriate. Authors must obtain written informed consent for studies involving human subjects and respect their privacy. If applicable, a letter from the Ethics Committee of the institution(s) where the research was conducted and the informed consent form, where applicable, must be attached.

**Privacy and confidentiality:** patient privacy cannot be disclosed without informed consent. Avoid mentioning patients' names or initials, medical record numbers, or any other information that could identify patients. Masking the eye region in photographs of patients is not considered an adequate form of anonymity protection. Imaging study figures should not contain any information that could identify the patient by name, initials, date of birth, or institution where the study was performed.

In some cases, and only with the editor's agreement, prior public disclosure of the data contained in the article may be accepted, for example, to alert the public to health risks.

The journal Archivos de Medicina adheres to the ethical recommendations for scientific publications: Committee on Publication Ethics (COPE) [6], International Committee of Medical Journal Editors (ICMJE) [1], and World Association of Medical Editors (WAME) [7].

### **Authorship and contributions.**

An author is considered to be someone who has made substantive intellectual contributions to a study to be published. Authorship has four conditions, and all authors must meet them [8,9].

1. They make a substantial contribution to the conception or design of the work; or to the acquisition, analysis or interpretation of data for the work; and
2. Write the article or conduct a critical review of important intellectual content; and
3. Approve the final version to be published; and
4. Agree on responsibility for all aspects of the work to ensure that questions regarding the accuracy or integrity of any part of the work are properly investigated and resolved.

The search for funding, data collection, or general supervision, in the case of a group, does not constitute grounds for authorship.

When the research group is large and comes from several institutions, the group must identify the person or persons who accept direct responsibility for the manuscript to the editor and who will therefore be responsible for completing the forms for the authors and acknowledging conflicts of interest. The group must jointly decide on all matters concerning the authorship of each participant, as it is not the responsibility of the editor

to make decisions on this issue or to intervene as an arbitrator if there are conflicts within the group.

Questions about authorship can be resolved by consulting the taxonomy of roles as a contributor [10].

Before the bibliographical references, the role of each author in the process of creating the article must be declared in accordance with the [CRediT](#) taxonomy as follows

- **Conceptualisation:** ideas; formulation or evolution of the general objectives and goals of the research.
- **Data curation:** management activities to annotate (produce metadata), cleanse data, and maintain research data (including software code, when necessary to interpret the data itself) for initial use and subsequent reuse.
- **Formal analysis:** application of statistical, mathematical, computational, or other formal techniques to analyse or synthesise the study data.
- **Funding acquisition:** obtaining financial support for the project that led to this publication.
- **Research:** conducting a research process, specifically performing experiments or collecting data/evidence.
- **Methodology:** development or design of the methodology; creation of models.
- **Project administration:** responsibility for managing and coordinating the planning and execution of the research activity.
- **Resources:** provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computer resources, or other analytical tools.
- **Software:** programming, software development; computer program design; implementation of computer code and supporting algorithms; testing of existing code components.
- **Supervision:** responsibility for supervising and directing the planning and execution of the research activity, including mentoring outside the core team.
- **Validation:** verification, either as part of the activity or separately, of the overall replication/reproducibility of results/experiments and other research outputs.
- **Visualisation:** preparation, creation and/or presentation of published work, specifically the visualisation/presentation of data.
- **Drafting:** original draft. Preparation, creation and/or presentation of published work, specifically the drafting of the initial draft (including substantive translation).
- **Writing:** revision and editing. Preparation, creation and/or presentation of the published work by members of the original research group, specifically critical review, commentary or revision, including pre- and post-publication stages.

## Appendices

Multimedia appendices may be PowerPoint or Keynote presentations, audio or podcast files, video files, Excel or Numbers files, SPSS files or questionnaires. They must be uploaded online.

## Reviewers

Authors must suggest four external reviewers, without conflict of interest and from different institutions. Full name, affiliation, nationality, email address, academic level (clinical specialisation or master's degree) and **Google Scholar or Scopus** profile must be included. This information must be attached to the letter of commitment.

## TYPES OF ARTICLES

The documents published in the Archivos de Medicina journal correspond to the following types:

**Scientific and technological research article.** A document that presents, in detail, the original results of research projects, with significant contributions to knowledge, all within the guidelines of the Archivos de Medicina journal. Its length should not exceed 5000 words. Randomised and controlled studies must comply with the CONSORT standard [11,12].

**Observational studies in epidemiology.** Cohort, case-control, and cross-sectional studies. We insist that the Strengthening the Reporting of Observational Studies in Epidemiology (STROBE) recommendations be followed [13,14]. They should not exceed 5,000 words in length and a maximum of 50 references.

The structure generally used contains the following sections:

- **Introduction:** provides the context and background of the problem. The last paragraph of the introduction should refer to the objective or purpose of the study or the hypothesis to be tested.
- **Materials and methods:** includes all the information obtained during the study, such as the selection and description of participants, technical information (methods, procedures and equipment), statistical methods and a description of the drugs used.
- **Results:** presents the results in a logical sequence using text, tables, and figures. Do not repeat the results presented in tables or figures within the text.
- **Discussion:** emphasise the most novel and important aspects of the study and the conclusions drawn, but do not repeat information already included in the introduction or results in the discussion. Compare and contrast the results with other relevant similar studies. Discuss the implications of the study for clinical practice and possible new research.
- **Limitations of the study.**
- **Conclusions:** establish a correlation between the objective or purpose of the study, but avoid conclusions that are not adequately supported by the results.
- **References:** include a maximum of 50 references.

**Review articles.**

**Narrative or integrative review.** This is a document resulting from a critical, but not systematic, review of the literature on a specific topic that requires updating. The narrative review and its general structure are flexible. At least 50 bibliographic references and a maximum length of 5,000 words are suggested. The SANRA standard is a useful guide for conducting narrative reviews [15].

**Systematic review of the literature with or without meta-analysis or meta-synthesis.** The systematic review of the literature is carried out according to a strict methodology, with the aim of avoiding bias and the omission of relevant studies. There will be no limit on the number of references, and the length should not exceed 8,000 words. The PRISMA standard guides the conduct of systematic literature reviews [16].

The [standards](#) and [Equator network](#) document can be consulted to determine the type of standard to be applied according to the type of study and for the different types of literature review.

**Report or case study.** Document presenting the results of a study on a particular situation in order to share the technical and methodological experiences considered in a specific case. It includes a commented review of the literature on similar cases. It is advisable to follow the recommendations of *the Consensus-based Clinical Case Reporting Guideline Development* [17] (CARE). It should not exceed 2000 words and 25 references. In case reports, it is important not to omit ethical considerations.

**Short article.** A brief document presenting original preliminary or partial results of scientific or technological research, which generally require prompt dissemination. It should not exceed 2,000 words and 20 references.

**Letter to the editor.** A letter to the editor is a short manuscript that comments on or takes a critical stance regarding an article published in the journal, or that highlights an original idea that cannot yet be supported in a formal article [18,19]. It should not exceed 1,000 words or have more than five references.

**Editorial.** A document written by the editor, a member of the Editorial Committee, or a guest researcher, providing guidance on the journal's subject area.

**Translation.** Translations of classic or current texts, transcriptions of historical documents or documents of particular interest in the journal's field of publication.



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**Book review.** In this format, an expert summarises and analyses the content of a book of interest to the journal's readers.

## BIBLIOGRAPHICAL REFERENCES

### Vancouver format

Guidelines for referencing in Vancouver format can be found in the following reference [20].

The Digital Object Identifier (DOI) of the document must be included and cited at the end of each reference. The DOI must be cited in the following format: <https://doi.org/#>. If a reference does not have a DOI, include the PMID or PMCID or the complete URL (<http/https>) in the list of references.

Only cite works that have been published or accepted for publication. Oral presentations should only be cited if they appear in the event abstracts.

Do not include URLs within the manuscript. Create a reference for the web link and include it in the references.

Do not use footnotes to generate references. Use bibliographic resource management software tools (Mendeley, EndNote, Zotero) that facilitate the automatic generation of bibliographic references.

In the final document, which will be sent to the Journal, remove the OLE elements generated by bibliographic reference management programmes such as Endnote, Mendeley or Zotero. Select the entire document (Ctrl+E or Command A), remove the field codes (Ctrl+Shift+F9 or Command+6). This procedure will facilitate the review of references during the editing process.

References in the body of the article should be cited in square brackets [] and not in parentheses (). Avoid using superscript citations.

The maximum number of bibliographic references will be: in research articles and narrative reviews, 50 references; case reports, 25; systematic reviews, no limit.

It is recommended to cite articles previously published in *Archivos de Medicina* when they are relevant to the topic of the manuscript.

## PEER REVIEW PROCESS

All manuscripts submitted to the Journal undergo a review process by plagiarism detection software (first screening), by the editor-in-chief or the Editorial Committee (second screening), and by at least two external peers who are experts in the specific field of knowledge (third screening). This process is conducted anonymously (double-blind), with the editor of the Journal being the only person who knows the identities of the author(s) and peer reviewers. The final responsibility for accepting or rejecting the article lies with the editor-in-chief and the editorial committee (in special cases). Once the article is accepted for publication, a final style review is conducted. The review process begins as soon as the article is received on the OJS platform and is carried out first by the editor-in-chief.

Please refer [to](#) the [peer review format](#).

## RESPONSIBILITIES OF AUTHORS

- Keep an accurate record of data related to the manuscript and provide or facilitate access to such data upon request. Enter these documents into a database for subsequent public consultation, provided that this is appropriate and permitted by the employer, funding agency, or others who may have an interest in the work.
- If sections of your content match those of a published or submitted work, you must cite the sources accordingly. In addition, you must provide the editor with a copy of any manuscript whose content has noticeable similarities to the one submitted.
- Confirm that all work included in the submitted manuscript is original, and correctly cite content taken from other sources.
- Obtain the appropriate permission to reproduce any content from other sources (tables, figures).
- Ethical considerations already outlined in the relevant section.
- Declare any potential conflicts of interest, for example, if the author has any real or apparent self-interest that could significantly influence their responsibilities at any time during the publication process.
- Immediately notify the editor or Editorial Committee of the Journal if a significant error is identified in your publication. Collaborate with the editor and the Editorial Committee in publishing the respective errata, addendum, or retraction of the article when deemed necessary.

## **USE OF ARTIFICIAL INTELLIGENCE AND *LARGE LANGUAGE MODELS* (LLM)**

The use of artificial intelligence (AI), ChatGPT, and other LLM-based tools for writing scientific articles is becoming increasingly common. The Archivos de Medicina journal will not allow AI algorithms to be included in the list of authors. If it is necessary to name it, it will be in the 'Acknowledgements' section, and its use must always be declared in the 'Methods' section, where the type of use given to the tool during the manuscript creation process will be made explicit. Failure to acknowledge the use of the AI tool for the total or partial writing of the article will be considered plagiarism and reported as such to the institution to which the authors are affiliated [21–24].



**FERNANDO ÁLVAREZ LÓPEZ**  
Editor-in-chief

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