Revista Archivos de Medicina

Submission Checklist (Publindex / Minciencias)

Dear author:

All manuscripts must be submitted through the Open Journal System (OJS)

The submission must include the manuscript (in a single document), the letter of commitment, and this form, completed in full.

To continue the editorial process, it is mandatory to complete this checklist by marking an X in the corresponding column and also to complete all the metadata requested on the OJS platform.

Article title:		
Type of article		Scientific or technological research
		Scientific review article
	Other	Which one?

Remember: *Download and carefully read the guidelines for authors (available in Spanish, English, and Portuguese) before completing this checklist.*

1. General introduction

Check item	Complies	Does not comply	Comments
The article has not been previously published, nor is it currently under consideration for publication elsewhere.			
Manuscript length and format Papers must be submitted in Word format (not PDF), written in 12-point Arial font, with 1.5 line spacing and 2.5 cm margins. The maximum length allowed, not including the abstract or references, is as follows: • Original research articles: up to 5,000 words. • Short articles: up to 2,000 words. • Narrative reviews: up to 5,000 words.			

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• Systematic reviews, meta-analyses or meta-syntheses: up to 8,000 words. • Case reports: up to 2,000 words. • Letters to the editor: up to 1,000 words.			
Manuscript length and format Papers must be submitted in Word format (not PDF), written in 12-point Arial font, with 1.5 line spacing and 2.5 cm margins. The maximum length allowed, not including the abstract or references, is as follows: • Original research articles: up to 5,000 words. • Short articles: up to 2,000 words. • Narrative reviews: up to 5,000 words. • Systematic reviews, meta-analyses or meta-syntheses: up to 8,000 words. • Case reports: up to 2,000 words. • Letters to the editor: up to 1,000 words.			
Readers are invited to consider previous articles from Archivos de Medicina when relevant for citation in references.			

2. Authors and affiliation

Check item	Complies	Does not comply	Comments
The full names of all authors are included.			
Each author must provide: highest academic qualification, affiliation, city, country, email address, ORCID identifier, CvLAC (if applicable) and link to Google Scholar.			
The author for correspondence is clearly specified.			
The role of each author should be included according to the CRediT taxonomy and the specific contribution (before the bibliography).			

3. Structure of the manuscript

Check item	Complies	Does not comply	Comments
Title with a maximum of 15 words in Spanish, English, and Portuguese. Avoid abbreviations, acronyms, or quotations in the title and abstract.			
Structured abstract in Spanish, English, and Portuguese, maximum 250 words per language (objective, methods, results, conclusions) according to the PubMed model.			
Include between 6 and 10 keywords in Spanish, English, and Portuguese, verified in DeCS/MeSH.			
The manuscript is structured as follows: Introduction (with the objective stated in the last paragraph), Materials and Methods, Results, Discussion, Conclusions, and References.			

If it is a review article, the type is specified and it complies with international quality lists (Equator and standards).			

4. References and citations

Check item	Complies	Does not comply	Comments
Las referencias siguen el estilo Vancouver.			
References are numbered in the text in square brackets []. (Do not include them as superscripts).			
All references must include a DOI with an active link (https://doi.org/#); if they do not have a DOI, the full URL (http/https) must be included.			
OLE elements from bibliographic managers (Mendeley, EndNote, Zotero) have been removed. See guidelines in the instructions for authors.			
Number of references allowed: Research: maximum 50 references, Narrative review: maximum 50 references, Systematic review: no limit, Case reports: maximum 25 references.			
URLs should not be included in the text, only in the list of references.			
It is recommended to incorporate bibliographical references in English to strengthen the international review.			

5. Ethics and transparency

Check item	Complies	Does not comply	Comments
Declaration of conflicts of interest (even if none exist).			
Declaration of funding sources.			
Ethical considerations included in the body of the manuscript: Ethical approval attached for original studies and informed consent (where applicable).			
Declare whether Artificial Intelligence (AI) was used (indicate in the comments how it was used) and this use must be described in the Materials and Methods section or acknowledgements, if applicable.			

6. Assessors

Check item	Complies	Does not comply	Comments
Recommend four potential external reviewers who have no conflict of interest and are from institutions other than those of the authors. Include their full name, email address, nationality, and affiliation. Indicate whether they have clinical specialisation or master's level qualifications and whether they are active researchers. They must be indexed with a Google			

Scholar or Scopus profile. Attach them at the end of the letter of commitment.			

7. Additional formats and observations

Check item	Complies	No cumple	Comments
Letter of commitment signed by all authors (PDF).			
Informed consent (if applicable).			
Specify whether the manuscript is derived from a thesis or whether the results were published in a paper or at an event. At the foot of the page of the article title.			
Complete metadata entry in the Open Journal System (OJS).			
Learn about the evaluation form that is sent to peers: Evaluation form			

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