



English Instructions

Ciência & Saúde Coletiva publishes debates, analyses, and research results on specific themes considered relevant to the Collective Health field, as well as articles with discussion and analysis on the state of the art in the overall field and its component areas, even when such articles do not focus on the specific issue's central theme. The journal, published bimonthly, aims to tackle the field's challenges, seek its consolidation, and constantly keep pace with the trends of thought and practices in Collective Health, in dialogue with the contemporary Science and Technology agenda.

The journal C&SC adopts the Uniform Requirements for Manuscripts Submitted to Biomedical Journals of the International Committee of Medical Journal Editors, the Portuguese-language version of which was published in *Rev Port Clin Geral* 1997, 14:159-174. The original document in English is available on various websites in the World Wide Web, such as www.icmje.org or www.apmcg.pt/document/71479/450062.pdf. It is recommended that authors read these requirements carefully.

Sections in the publication

Editorial: responsibility of the Editors. This manuscript should be limited to a maximum of 3,500 characters.

Debate: articles written at the Editors' invitation, focusing on the journal issue's central theme, and receiving signed criticism and comments from up to six experts (also guests), with a subsequent reply by the first author. The article should be limited to a maximum of 40,000 characters, while the reviews by the discussants and the author's reply should have a maximum of 10,000 characters each.

Theme Articles: critical review or the result of empirical, experimental, or conceptual research on the main topic in the theme issue. Research manuscripts should be limited to a maximum of 40,000 characters and review texts a maximum of 50,000 characters.

Free Theme Articles: not included in the theme issue's main content, but focused on research, analyses, and evaluations of a theoretical/methodological or conceptual nature in the Collective Health field and component areas. The maximum article size is the same as for theme articles.

Opinion: manuscript expressing an expert opinion by one or more authors, or interviews with experts on the topic under debate in the issue; limited to a maximum of 20,000 characters.

Book Reviews: critical analysis of a book related to the issue's thematic field, published during the two previous years, with a maximum of 10,000 characters. The authors should send a high-definition reproduction of the book's cover to the journal Secretariat. **Letters:** critique of an article published in a previous issue of the journal or a short note critically describing emerging situations in the thematic field (maximum of 7,000 characters).

Note: The maximum number of characters includes spaces and both the body of the text and the references; the abstract and illustrations (figures and charts) are tabulated separately.

Submitting manuscripts

1. The originals may be written in Portuguese, Spanish, French, or English. Manuscripts in Portuguese or Spanish should have the title, abstract, and key words in both the original language and English. Manuscripts in French should have the title, abstract, and key words in both the original language and Portuguese. Footnotes and endnotes will not be accepted under any circumstances.

2. Manuscripts should be double-spaced with Times New Roman font, size 12, 2.5 cm margins, in Word format and only submitted via www.cienciaesaudecoletiva.com.br according to the guidelines in the menu Artigos e Avaliação.

3. Articles submitted may not be reported in another publication or be submitted simultaneously to other journals. Any subsequent reporting of the article in another publication should have the explicit approval of the editors of both journals. The secondary publication should indicate the source of the original publication.

4. Ethical issues pertaining to publication of research on human subjects are the full responsibility of the authors and should comply with the principles contained in the Helsinki Declaration of the World Medical Association (1964, revised in 1975, 1983, 1989, 1989, 1996, and 2000).

5. Manuscripts should be submitted with the respective authorizations to reproduce previously published material, to use illustrations that may identify persons, and to transfer any necessary copyrights and/or rights on other documents.

6. The concepts and opinions expressed in the articles, as well as the exactness and origin of the citations, are the exclusive responsibility of the author(s).

7. Published articles will be the property of C&SC, and total or partial reproduction in any medium whether print or electronic, without prior authorization by the journal, is expressly prohibited.

8. Manuscripts are generally (but not necessarily) divided into sections with the titles Introduction, Methods, Results, and Discussion, and sometimes it is necessary to include subtitles in some sections. Section titles and subtitles should not be organized with consecutive numbering, but with graphic resources (capital letters, indentation, etc.).

9. The abstract, with a maximum of 1,400 characters (including the key words), should explain the object, objectives, methodology, theoretical approach, and results of the study or investigation. Immediately below the abstract the author(s) should list a maximum of six key words. We call attention to the importance of clarity and objectivity in drafting the abstract, which is expected to contribute to the reader's interest in the article, as well as

the key words, which will aid in the article's multi-indexation.

Authorship

1. The persons designated as authors should have participated in the elaboration of the article in such a way that they can take public responsibility for its content. Qualifying as an author presupposes: a) conception and design or data analysis and interpretation, b) drafting or critically revising the article, and c) final approval of the version to be published.

2. When submitting a manuscript, the individual contribution of each author should be specified in the article's elaboration (e.g., LM Fernandes worked in the design and final draft and CM Guimarães in the research and methodology).

Nomenclatures

1. The rules of biological nomenclature should be strictly observed, as should those of abbreviations and conventions adopted in specialized disciplines.

2. Abbreviations should be avoided in the title and abstract.

3. The complete designation to which an abbreviation refers should accompany its first occurrence in the manuscript, except in the case of standard measurement units.

Illustrations

1. Illustrations in *Ciência & Saúde Coletiva* include tables (demonstrative elements such as numbers, measurements, percentages, etc.), charts (demonstrative elements with textual information), graphs (schematic demonstration of a fact and its variations), figures (schematic display of information by means of maps, diagrams, flowcharts, drawings, and photographs). Note that the journal is printed in black and white only, and if illustrations are in color they will be transformed into gray tones.

2. The number of illustrations should not exceed five per article, except for systematization articles referring to specific areas of the thematic field, in which case there should be prior negotiation between the editor and author(s).

3. Illustrations should be numbered consecutively in Arabic numerals, with their respective legends and sources, and a brief title should be given to each. All the illustrations should be cited in the text.

4. Tables and charts should be prepared in the same program used in the article (Word).

5. Graphs should be prepared in Excel, and preferably the numerical data should be sent separately in Word or in another spreadsheet as text, to facilitate recourse to copy and paste.

6. Figures (e.g. Maps) should be saved in (or exported to) Eps (Illustrator), or CDR (Corel Draw) format. These formats maintain the vector information, that is, maintain the maps' drawing lines. If it is impossible to save the figures in these formats, the files may be sent in the TIFF or BMP formats, which are image



formats and do not maintain their vector information, which jeopardizes the quality of the results. If the TIFF or BMP format is used, save at the highest resolution (300 DPI or greater) and in the largest size (longest side = 18cm). The same applies to photographic material. If it is not possible to send the illustrations in digital medium, the original material should be sent in good condition for reproduction.

Acknowledgments

1. When acknowledgments are made, they should come before the references.
2. The authors are responsible for obtaining written authorization from the persons named in the acknowledgments, since readers may infer that such persons subscribe to the data and conclusions.
3. Acknowledgements for technical support should be made in a separate paragraph from those for other types of contributions.

References

1. References should be numbered consecutively by the order in which they are cited in the text. Whenever a reference is by more than two authors, the text should cite only the name of the first author followed by the expression et al.
2. References should be identified by superscript Arabic numerals, according to the following examples:
ex. 1: ... Some researches have proposed that global climate change is likely to have an effect in the future on asthma ⁴⁰...
ex. 2: ... Harold Blum's ⁴ description of a Jewish patient...
- References cited only in the charts and figures should be numbered beginning after the number of the last reference cited in the text.
3. Cited references should be listed at the end of the article in numerical order, according to the overall norms of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (<http://www.icmje.org>).
4. Names of journals should be abbreviated according to the style used by Index Medicus (<http://www.nlm.nih.gov/>).
5. Names of persons, cities, and countries should be cited in the publication's original language.

Examples of how to list references

Articles in periodicals

1. Standard article (includes up to 6 authors, followed by et al. if the authorship exceeds this number)
Pelegrini MLM, Castro JD, Drachler ML. Equidade na alocação de recursos para a saúde: a experiência no Rio Grande do Sul, Brasil. *Rev C S Col* 2005; 10(2):275-86.
Maximiano AA, Fernandes RO, Nunes FP, Assis MP, Matos RV, Barbosa CGS, et al. Utilização de drogas veterinárias, agrotóxicos e afins em ambientes hídricos: demandas, regulamentação e considerações sobre riscos à

saúde humana e ambiental. *Rev C S Col* 2005; 10(2):483-91.

2. Institution as author

The Cardiac Society of Australia and New Zealand. Clinical exercise stress testing. Safety and performance guidelines. *Med J Aust* 1996; 164:282-4

3. Without indication of authorship

Cancer in South Africa [editorial]. *S Afr Med J* 1994; 84:15.

4. Issue as supplement

Duarte MFS. Maturação física: uma revisão de literatura, com especial atenção à criança brasileira. *Cad Saúde Pública* 1993; 9 Supl 1:71-84.

5. Indication of type of text, if necessary

Enzensberger W, Fischer PA. Metronome in Parkinson's disease [carta]. *Lancet* 1996; 347:1337.

Books and other monographs

6. Individual as author

Cecchetto FR. Violência, cultura e poder. Rio de Janeiro: FGV; 2004.
Minayo MCS. O desafio do conhecimento: pesquisa qualitativa em saúde. 8ª ed. São Paulo: Hucitec; Rio de Janeiro: Abrasco; 2004.

7. Organizer or compiler as author

Bosi MLM, Mercado FJ, organizadores. Pesquisa qualitativa de serviços de saúde. Petrópolis: Vozes; 2004.

8. Institution as author

Instituto Brasileiro do Meio Ambiente e dos Recursos Naturais Renováveis (Ibama). Controle de plantas aquáticas por meio de agrotóxicos e afins. Brasília: DILIQ/ Ibama; 2001.

9. Book chapter

Sarcinelli PN. A exposição de crianças e adolescentes a agrotóxicos. In: Peres F, Moreira JC, organizadores. É veneno ou é remédio. Agrotóxicos, saúde e ambiente. Rio de Janeiro: Fiocruz; 2003. p. 43-58.

10. Abstract in congress proceedings

Kimura J, Shibasaki H, organizadores. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

11. Complete papers published in scientific events

Coates V, Correa MM. Características de 462 adolescentes grávidas em São Paulo. In: Anais do V Congresso Brasileiro de adolescência; 1993; Belo Horizonte. p. 581-2.

12. Theses and dissertations

Carvalho GCM. O financiamento público federal do Sistema Único de Saúde 1988-2001 [tese]. São Paulo: Faculdade de Saúde Pública; 2002.

Gomes WA. Adolescência, desenvolvimento puberal e sexualidade: nível de informação de adolescentes e professores das escolas municipais de Feira de Santana - BA [dissertação]. Feira de Santana (BA): Universidade Estadual de Feira de Santana; 2001.

Other published works

13. Newspaper article

Novas técnicas de reprodução assistida possibilitam a maternidade após os 40 anos. *Jornal do Brasil* 2004 Jan 31; p. 12
Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. *The Washington Post* 1996 Jun 21; Sect. A:3 (col. 5).

14. Audiovisual material

HIV+/AIDS: the facts and the future [videocassette]. St. Louis (MO): Mosby-Year Book; 1995.

15. Legal documents

Lei nº 8.080 de 19 de Setembro de 1990. Dispõe sobre as condições para a promoção, proteção e recuperação da saúde, a organização e o funcionamento dos serviços correspondentes e dá outras providências. *Diário Oficial da União* 1990; 19 set.

Material in press or unpublished

Leshner AI. Molecular mechanisms of cocaine addiction. *N Engl J Med*. In press 1996.
Cronemberg S, Santos DVV, Ramos LFF, Oliveira ACM, Maestrini HA, Calixto N. Trabeculectomia com mitomicina C em pacientes com glaucoma congênito refratário. *Arq Bras Oftalmol*. No prelo 2004.

Electronic material

16. Article in electronic format

Morse SS. Factors in the emergence of infectious diseases. *Emerg Infect Dis* [serial on the Internet] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[about 24 p.]. Available from: <http://www.cdc.gov/ncidod/EID/eid.htm>
Lucena AR, Velasco e Cruz AA, Cavalcante R. Estudo epidemiológico do tracoma em comunidade da Chapada do Araripe - PE - Brasil. *Arq Bras Oftalmol* [periódico na Internet]. 2004 Mar-Abr [acessado 2004 Jul 12];67(2): [cerca de 4 p.]. Disponível em: <http://www.abonet.com.br/abo/672/197-200.pdf>

17. Monograph in electronic format

CDI, Clinical Dermatology Illustrated [CD-ROM]. Reeves JRT, Maibach H. CMEA Multimedia Group, producers. 2ª ed. Version 2.0. San Diego: CMEA; 1995.

18. Computer program

Hemodynamics III: the ups and downs of hemodynamics [computer program]. Version 2.2. Orlando (FL): Computerized Educational Systems; 1993.