



# Guidelines Medimay

<https://revcmhabana.sld.cu/index.php/rcmh>

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## Guidelines for Authors

<https://revcmhabana.sld.cu/index.php/rcmh>

The Medimay journal has been created with the purpose of disseminating the scientific work and the results of the investigations of the professionals of the Medical Sciences of Mayabeque Province and the rest of the country. It is also available for collaborations with other professionals abroad. Medimay has as an antecedent and its continuity of the Journal of Medical Sciences of Havana. It is sponsored by the Mayabeque Faculty of Medical Sciences.

You can consult the tutorial "Procedure to review an article in the Medimay Journal". This material was created to facilitate reviewers through the review process step by step. To download click here "Procedure to review an article in the Medimay Journal"

### **Mission:**

The Medimay journal is a quarterly electronic publication, edited by the Mayabeque Provincial Center of Information on Medical Sciences, to disseminate the scientific-technical work of Cuban and foreign health professionals.

### **Vision**

The Medimay journal aims to achieve a publication that disseminates the scientific - technical work of Cuban and foreign health professionals with quality, transparency and accessibility, that may become a national and international reference framework for health science researchers.

We invite you to review the approach and scope of the journal found in the "About" tab.

### **Methodological requirements for all types of articles.**

#### **On the first page, it should appear:**

- **Title** that will not exceed 15 words. In Spanish and English. The word "Title" should not be written.
- **Full names of all the authors**, specifying their participation. To declare scientific degree, teaching and research category of each author and it is an essential requirement to publish, to send your registration number in Orcid ( <https://orcid.org> ); as well as the address, email and telephone number, name of the institution that sponsors the work and to which the author(s) belongs.
- **The number of authors corresponds to the type of article** (table), Medical Sciences students may participate as co-authors with their professors. The authorship responsibility form will be attached, specifying the contribution of each author in the study.

#### **Next it will include:**

##### ▪ **Abstract:**

Depending on the type of article, it will have 250 words in Spanish and English languages, a brief introduction, the objectives, methods, most important results and conclusions. In the case of original articles, the abstract will be structured and for the rest of the articles it will be indicative.

- **Keywords:**

They must be specific and representative of the semantic content of the document, both in the main and secondary contents. They must contain at least 3 key words or phrases. It is recommended to use the DeCs thesaurus. (Descriptors in Health Sciences) <http://decs.bvs.br/E/homepagee.htm>

In all the articles will appear the declaration of:

- **Copyright:**

This journal is available in Open Access without restrictions, in compliance with the international policy on the open access to information. The contents that are exposed here can be used, without commercial purposes, as long as they maintain the recognition of their authors. Medimay operates under a Creative Commons Attribution 4.0 International license.

- **Conflicts of interest:**

The authors must declare the presence or absence of conflicts of interest in relation to the research presented.

- **Ethical considerations:**

All articles are subjected to scrutiny processes to detect possible plagiarism, adopting the recommendations issued by the International Committee of Ethics in Scientific Publication (COPE) in the solution of ethical conflicts. In addition, they must have been prepared in compliance with the international recommendations on clinical research (World Medical Association Declaration of Helsinki) and with laboratory animals (American Physiology Society). The opinions expressed by the authors are their sole responsibility and do not necessarily reflect the criteria or the policy of the Editorial Committee.

- **Contribution authors:**

Declare the personal contribution of each author to the research using the CRediT Taxonomy.URL: <http://www.ecimed.sld.cu/2020/06/27/taxonomia-credit/>

- **Tables:**

They will be referenced in the article and will be presented in the place where they are explained in the document.

- The title of the table must correspond to its content. The information they present must justify their existence. Do not repeat information already indicated in the text.

- The tables will conform to the format of the publication and the publisher may modify them if they present technical difficulties. They must not exceed 580 pixels in width and will be made on the Microsoft Word processor. Decimal numbers must be composed by points "." and not by ",".

- All tables and annexes must have their title. The sources will be referred to, as long as it is not a primary source, that is, it does not come from databases and own information that the author uses and cites in his methods; in which case the source is omitted.

- **Figures and photographs.**

- Photographs, graphs, drawings, diagrams, maps, other graphic representations and non-linear formulas will be called figures and will have consecutive Arabic numerals.
- Only those that are necessary and pertinent will be presented.
- They will be presented with sufficient sharpness and contrast, with a dimension perceptible to the human eye. All will be mentioned in the text and must be accompanied by their footer or explanatory note.
- The photographs not owned by the author must contain their source of origin.
- The images must be in JPG format for photographs and in GIF format for diagrams and other figures to lines. Other formats will not be accepted. They must not exceed 580 pixels in width. The figures may not exceed 500 Kb.

#### ▪ **Graphics.**

Graphics must be included in an editable format to make editorial adjustments in the article layout process. Avoid presenting them in image formats (JPG, GIF, etc.). The total number of figures and tables will not exceed 5 for original and review articles. They will be up to 3 for the rest of the articles (presentation of cases, brief communications, etc.).

#### ▪ **Abbreviations and acronyms**

- They will not be used in the abstract or in the title.
- They will be preceded by their full name the first time they appear in the text.
- Those of international usage will be used. International System of Units (SI). All clinical laboratory results will be reported in SI units or permitted by it. If adding the traditional units is wanted, these will be written in parentheses. E.g.: glycemia: 5.55 mmol/L (100mg/100 mL).

#### ▪ **Bibliographical references and way of citing in the text:**

- To order in the text with Arabic numerals in exponential without parentheses. The bibliographic style is that of Vancouver. These standards are available at the following URL: [http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual\\_VANCOUVER-2017.pdf](http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual_VANCOUVER-2017.pdf)
- 70% of the references must be publications from the last 5 years for scientific journal articles and up to 10 years for books.
- The references will be typed with 2 spaces, in French paragraph and on a separate sheet. They will be numbered according to the order they are mentioned in the text and must be identified by means of Arabic numerals in exponential form within the text itself.
- Citations of pertinent and updated published documents will be included. The mention of personal communications and unpublished documents should be avoided; they will only be mentioned in the text between parentheses if it is essential.
- The references of the articles approved for publication will be included indicating the title of the journal and the clarification in the press in parentheses ().
- These or other unpublished documents should not be numerally cited as references, if the authors consider it essential, they will do so on the page on which they appear, marking them with asterisks and they will be exposed with all the details in the lower margin with a letter of smaller denomination.
- All the authors of the cited text will be listed; if it has 7 or more authors, the first 6 will be mentioned, followed by "et al." Journal titles will be abbreviated by the Index Medicus (List of Journals indexed in Index Medicus).

- No element will be highlighted with the use of capital letters or underlining. The ordering of bibliographic elements and the use of punctuation marks prescribed by the Vancouver style will be observed.
- Submissions that do not meet these guidelines will be returned to the authors.

**Table.** Methodological requirements for the different types of articles that manuscripts submitted to the Medimay journal must meet

Medimay Guidelines.						
Type of article	Title (characters)	Authors	Abstract	Extension (words)	Bibliographic citations / consulted sources	Tables and Figures
Editorial	up to 15	1	-	3000	3-12 70% update	-
Original article	up to 15	4	Structured	5000	12-20 70% update	5
Review article	up to 15	5	Indicative	6000	25-50 70% update	5
News Article	up to 15	3	Indicative	4500	12-25 70% update	3
Brief Communication	up to 15	4	Structured	2500	12-15 70% update	3
Case Presentation	up to 15	3	Indicative	1500	12-15 70% update	3
Letter to the editor	up to 15	2	-	1,500.	6-10 70% update	3
Reply to the author	up to 15	2	-	1,500.	6-10 70% update	3
Up-to-date information	up to 15	1	-	2000	6-10 70% update	3
Historical article	up to 15	3	Indicative	6000	12-25 60% update	3
Biographies.	up to 15	2	Indicative	3500	up to 12	3

### Basic structure for articles

#### ▪ Editorial

The Editorial constitutes a statement of opinions, beliefs or policies of the editor or the journal director, on matters of medical or scientific significance. These works express a state of opinion or represent an update on a certain scientific topic written by the director, secretary of the journal or scientific personality invited at the request of the Editorial Committee of the journal. This is a custom section. They will have a maximum length of 3000 words and may include up to 2 figures or tables.

-Scientific editorials: they represent a rigorous and interesting specification on a certain topic.

- Opinion editorials: They collect points of view or socio-scientific positions of the scientific community on a certain topic of common interest to researchers and health professionals.

#### ▪ Original Articles

A report that communicates for the first time the result of an investigation. Up to 4 authors. Up to 5000 words will be accepted, not including bibliographical references, tables and figures. The bibliographical references will be up to 20 citations.

These articles must be accompanied by an abstract, written in an impersonal style, containing the objectives of the work, the materials and methods used, as well as a brief description of the main results and conclusions, up to 250 words. The abstracts will be structured, these and the keywords (both in the original language of the article and in English). Between three and ten key words or phrases will be added to facilitate indexing and will be obtained from the [Descriptors in Health Sciences \(DeCS\)](#).

**Its structure includes:**

- **Introduction:** It defines the subject that was addressed, background of the subject and justification for its realization supported by the necessary references. In the final paragraph the objective of the study will be stated. No data or conclusions of the work will be included
- **Methods** The information offered must allow the reproduction, by other authors, of the study. It will reflect: type of research, place, time, universe, sample, inclusion and exclusion criteria, variables studied, procedures and techniques (sampling, statistical, diagnostic tests, etc.). If unknown methods are used (provide a complete information about them, reasons, advantages and disadvantages of their use. If they are widely known methods, the references that gave rise to them will be provided and a brief description. Specify the computer programs used for data processing. It must reflect the ethical aspects considered for the research. Ethical aspects. The research submitted must comply with all the ethical statements for the types of studies, whether in humans or in animals (Helsinki Declaration). Available at: <http://bvs.sld.cu/revistas/recursos/helsinki.pdf>
- **Results.** They must be presented in a logical sequence and give clear and precise answers to the objectives of the work. Text is the main and most efficient way to expose them. Tables, graphs or figures (no more than five) are used only to reinforce the information, not to duplicate it. Neither will interpretations, comments or conclusions be presented. Tables, graphics or figures will be correctly numbered and will bear the headings that correspond to their content. If legends are needed, they must be adequate.
- **Discussion.** Relevance of the Discussion must refer to the new and transcendental aspects of the study and is intended to discuss the information provided in the introduction or the results, not to repeat it. It analyzes the results presented within the context of the existing knowledge on the subject and explains its meaning and limitations; similarities and differences between the work and that of other authors are pointed out and it will issue criteria (coinciding or not) so that the reader can reach appropriate inferences. It will fully use the bibliographical references of the subject. The discussion can propose new hypotheses when there is justification, clearly identifying them as such. If there are recommendations (they are pertinent or unnecessary).
- **Conclusions.** Validity of the conclusions that will be presented in the final paragraph of the discussion. They will be made in a brief, clear and precise way, without reiterating the results. They must correspond to the objectives
- **Bibliographical References:** up to 20 citations Correspondence with the study, there must be an adequate relationship between references and content. Unpublished theses should not be cited. If it is essential, they are marked with an asterisk in the body of the article and with all the details and in the lower

margin of the page. Documents without recognized scientific value should not be accepted. Web pages without proper accreditation. Use of the Vancouver Methodology. Update of 70% of the last 5 years. URL: [http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual\\_VANCOUVER-2017.pdf](http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual_VANCOUVER-2017.pdf)

- **Conflict of interest:** To declare whether or not there is a conflict of interest.
- **Contribution of the authors:** To declare the personal contribution of each author to the research using the CRediT Taxonomy. URL: <http://www.ecimed.sld.cu/2020/06/27/taxonomia-credit/>

#### ▪ Review Articles

It is the article that refers to already published documents, in which the current state of a particular topic is compiled, analyzed and synthesized. Its author must indicate the purpose of the review, sources and methods of searching for references. This type of article must include: title, abstract, introduction, development (by aspects). Optionally, the work may include tables and figures. Up to 6,000 words will be accepted, not including bibliographical references and tables and figures. (Up to 5 authors).

Review articles must be prepared with the most up-to-date bibliography of the topic being addressed and cited according to the Vancouver style. Its fundamental characteristic is the large number of bibliographical references; a review article must have between 25 and 50 citations.

The review article, although it may sometimes contain new data, its purpose is to examine the previously published bibliography and place it in a certain perspective, offering a critical evaluation of it, in it important conclusions are reached based on the works that are being analyzed.

#### Its structure includes:

- **Indicative abstract:** no more than 150 words. It must contain a motivating introduction of the subject. It will express the objectives pursued by the article. Methods that will include the procedures for obtaining the information and the consulted sources and the conclusions of the review and critical evaluation of the same. It will include the keywords. Between three and ten key words or phrases will be added to it to facilitate indexing and will be obtained from the [Descriptors in Health Sciences \(DeCS\)](#).
- **Introduction:** it can be longer than in another type of article. It will explain the problem under review. It must emphasize on the questions or relevance of the same. It will present the objectives of the work.
- **Methods:** Type of review. Inclusion-exclusion criteria for the selection of articles. To include the criteria and justification for the selection of the consulted sources, search engines used, databases and search strategies, as well as the criteria used for the selection of the cited articles and the period taken for the review. It does not require results, but the discussion should be expanded as a secondary article that it is.
- **Development:** It pursues the analysis and integration of the information (it may have subtitles) It will contain the interpretation of the results indicated in the

consulted literature: It must indicate the congruences and/or contradictions of the literature from the author's perspective. To criticize the results of the study in light of the works published by other researchers, to describe the possible applicability and generalization of the results, to include new aspects to consider (if necessary, and point out or highlight the limitations or contributions of the review). To use tables, graphs or figures (up to 5).

- **Conclusions or critical evaluation of the subject:** there must be a correspondence between the objectives and the same.
- **Bibliographical References:** between 25 and 50 citations will be used. The pertinent national and international literature on the subject must be represented, to be well delimited (with superscript and after the punctuation mark), and contain 70% of the last 5 years. URL: [http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual\\_VANCOUVER-2017.pdf](http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual_VANCOUVER-2017.pdf)
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#### ▪ **Presentation of cases**

Articles that describe one or several clinical cases of exceptional observation or some new aspect of a previously known disease or syndrome, which represents a contribution of special interest to the knowledge of the subject or the process described. Before writing a report or case presentation, it is necessary to assess whether it really has value as a publication. Brevity must prevail in this type of article. Bibliographical references: 12-15, according to the Vancouver style. Case presentations should follow the structure outlined in the Case Report Template for Authors, according to Scientific Writing In Health and Medicine (SWIHM).

#### **Its structure includes:**

- **Introduction.** Briefly summarize the background of the case by referring to the pertinent medical literature.
- **Information of the patient.** To provide demographic information (e.g.: age, gender, ethnicity, profession). Main symptoms of the patient (main complaints); and medical, family, and psychosocial history—including diet, lifestyle, and genetic information whenever possible—and details of pertinent concomitant diseases, including prior interventions and their outcomes.
- **Clinical findings.** To describe the pertinent findings of the physical examination (PE).
- **Calendar.** To describe important dates and times in this case (table or figure).
- **Diagnostic evaluation.** To provide an assessment of: Diagnostic methods (e.g., PE, analytical, imaging obtention techniques, questionnaires). - Diagnostic problems (e.g.: economic, linguistic/cultural). Diagnostic reasoning, including other possible diagnoses considered and prognostic features (e.g.: stages) where appropriate.
- **Therapeutic intervention.** It must describe type or types of intervention (e.g.: pharmacological, surgical, preventive, self-care). The management of the intervention (e.g.: dose, concentration, duration) and any changes to the intervention (with justification).



- **Follow-up and results.** To summarize the development of all follow-up visits, including: results evaluated by the doctor and by the patient. Significant follow-up test results. Observance and tolerability of the intervention (how has it been evaluated?) and adverse and unexpected events.
- **Discussion.** It should describe the strengths and limitations of this case report. The pertinent medical literature. The justification for the conclusions (including causality assessments) and the main lessons that can be learned from the case report.
- **Patient's perspective.** The patient should communicate his perspective or experience whenever possible.
- **Informed consent.** - Did the patient provide informed consent? Provide it if requested.

### Requirements for authors of Case Reporting

- **Conflicts of interest.** Are there any conflicts of interest?
- **Approval by an ethics commission.** Has an ethics committee or institutional review board given its approval? If yes, provide the approval if requested.
- **Elimination of identifying information.** Has the identifying information been removed from all patient-related data?
- **Conflict of interest:** To declare whether or not there is a conflict of interest.
- **Contribution of the authors:** To declare the personal contribution of each author to the research using the CRediT Taxonomy. URL: <http://www.ecimed.sld.cu/2020/06/27/taxonomia-credit/>

#### ▪ Letters to the editor

They reflect comments or objections related to published articles in the Medimay journal in the last two years. They are published with the aim of allowing the exchange of knowledge and experiences between authors and readers of a publication. They may have up to three pages, be written by one or two authors and supported with bibliographical references. The length of the letter will be about 1,500 words maximum. From 6 to 10 bibliographical references are accepted. They do not include abstract. Bibliographical references must be 70% updated.

The title must be informative and non-accepted concessions in other original articles are allowed. They can be striking, in an interrogative, exclamatory form or through the use of wordplay. It must begin with an explicit and clear reference in relation to the fact that motivates it, be it the article appeared in the journal or another cause related to it, and from there an expository scheme and in a progressive way.

The following paragraphs should be the argument for or against; or additional comments regarding the motive of the letter. If original data are to be presented, the main characteristics of the methodology should be explained in a very summarized way (more summarized than in the original article). In the following paragraphs the discussion that is made from the reasoning or data provided should appear and to end with a last paragraph by way of conclusions.

They should not include annals, announcements, calendar, calls, received books, news, reprint, meeting report, abstract, obituaries, extended abstract or thesis abstract, product review and translation (of an already published article).

**It must be included:**

- **Conflict of interest:** To declare whether or not there is a conflict of interest.
- **Contribution of the authors if there are two authors:** declare the personal contribution of each author to the research with the help of the CRediT Taxonomy. URL: <http://www.ecimed.sld.cu/2020/06/27/taxonomia-credit/>

- **Reply to the author**

This is a commissioned section, the answer will be given by the author of the article or scientific personality invited at the request of the Editorial Committee of the journal, who has expertise in the subject. They may have up to three pages and may be supported with bibliographical references. The length of the answer will be about 1,500 words maximum. From 6 to 10 bibliographical references are accepted. It does not include abstract. Bibliographical references must be 70% updated.

It must begin with an explicit and clear reference in relation to the letter that motivates it and from there an expository scheme and progressively the argument for or against; or additional comments regarding the motive of the letter. The following paragraphs should be the argument that responds to the letter to the editor.

**It must include:**

- **Conflict of interest:** To declare whether or not there is a conflict of interest.
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- **Brief communication**

Brief communications, also called "short articles", have the objective of publicizing a hypothesis, or partial results of a research, advances in diagnostic or treatment techniques or other observations of interest that need to be made known to the scientific community and which justify their publication more quickly. They have the same format as that of an original article (abstract, introduction, methods, results and discussion). Up to 2,500 words and 4 authors will be accepted.

**Its structure includes:**

- **Structured abstract:** it is elaborated in the same way as that of the original article. Up to 250 words.
- **Introduction:** 2 or 3 paragraphs. Brief general explanation of the problem. Research problem: background.
- **Methods:** it must contain the type of study, the universe and sample, in synthesis. Subject selection criteria if pertinent. Center(s) and Institution(s) of origin where the data, variables and their operationalization were registered. Mention of the ethical aspects, in synthesis. Techniques and procedures for obtaining information and processing and analysis.
- **Results.** No more than 3 tables, graphs and/or figures.
- **Discussion.** Correspondence with the study, adequate relationship between references and content. Discuss the limitations of the study, taking into account possible sources of bias or imprecision. Comparison with other studies. The possible causes of the differences found between the expected and observed results are explored.

- **Argumentation.** Conclusions or global considerations in accordance with the objectives, study design and the results of the analysis. They are placed at the end of the article.
- **Bibliographical references:** 12-15, according to the Vancouver style. Update of 50% of the last 5 years. URL: [http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual\\_VANCOUVER-2017.pdf](http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual_VANCOUVER-2017.pdf)
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- **Up-to-date information**

Brief and up-to-date information on a new topic in medical sciences, which, due to its importance, should be known to the scientific community due to its repercussions on health, medical significance, or constitute an advance in the knowledge of a specific topic. They will have a maximum length of 2000 words and may include up to 2 figures or tables.

They are short works, which must be written following the logical order of introduction, development and conclusions —without separating the sections. The bibliographical references must have 70% of the last 5 years). The number of bibliographic citations used must be between 10 and 15.

- **Editorial Note**

A space to disseminate information issued by the highest management of the publication.

- **News article**

It is a form of written composition; whose purpose is to reflect on a novel topic of interest to the scientific community. Its structure includes: abstract, introduction, development, conclusion and final considerations. Up to 6,000 words will be accepted, including bibliographical references and tables and figures. Its structure includes:

- **Informative abstract:** up to 150 words. It will present a brief and motivating introduction, the objectives pursued by the article, the procedures for obtaining the information and the sources consulted. Finally, the main conclusions or the critical evaluation of the subject. Keywords (from 3 to 10 terms).
- **Introduction:** It explains the problem that is the subject of the review. It emphasizes the questions or relevance of it. It will expose the objectives that the article proposes; the procedures for obtaining the information and the sources consulted.
- **Development:** it must contain the ideas explained, it can be divided into sections or subtitles, and include illustrations, graphs or tables if considered pertinent (no more than five).
- **Conclusions or final considerations:** coherence between the objectives, the results of the analysis, according to the own ideas and evidence provided by the author. Placed at the end of the article, in paragraph form.
- **Bibliographical references:** up to 25, according to the Vancouver style. URL: [http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual\\_VANCOUVER-2017.pdf](http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual_VANCOUVER-2017.pdf)

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- **History of Medicine**

Historical Articles are intended to disclose issues related to the history of health institutions or professionals who have stood out in the field of Health Sciences; They can include up to 4 illustrations. Up to 6,000 words and 3 authors will be accepted.

**Its structure includes:**

- **Indicative abstract:** up to 150 words. It will present a brief and motivating introduction, the objectives pursued by the article, the procedures for obtaining the information and the sources consulted. Finally, the main conclusions or the critical evaluation of the subject. Keywords (from 3 to 10 terms).
- **Introduction:** brief general explanation of the problem, historical background and objectives.
- **Development:** It pursues the analysis and integration of information (subtitles may appear). It must point out the congruences and/or contradictions of the literature from the author's perspective. It can use figures (Up to 3)
- **Conclusions or global considerations** in correspondence with the objectives. They are placed at the end of the article.
- **Bibliographical references:** 12 to 25. To assess the appropriate relationship between references and content. Update of 50% of the last 5 years. Use of the Vancouver Methodology. URL: [http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual\\_VANCOUVER-2017.pdf](http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual_VANCOUVER-2017.pdf)
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- **Personalities of Medicine**

They will reflect a semblance of personalities from the health sector who have had an outstanding professional and/or scientific career. Up to 2 authors and up to 12 sources consulted, with the same structure as a historical article. Up to 3500 words are allowed.

**Its structure includes:**

- **Indicative abstract:** up to 150 words. It will present a brief semblance of the person. Keywords (from 3 to 10 terms).
- **Introduction:** presentation of the biographed.
- **Development:** Aspects of the most relevant life and work (subtitles may appear). It can use figures (Up to 3)
- **Conclusions:** Synthesis of the contribution of the biographed person to the health sciences.
- **Bibliographical references and/or sources consulted:** up to 12. Use of the Vancouver Methodology. URL: [http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual\\_VANCOUVER-2017.pdf](http://www.ecimed.sld.cu/wp-content/uploads/2020/11/Manual_VANCOUVER-2017.pdf)
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- **Submission of manuscripts**

The works must be unpublished. In the case they have been made public, the author has the duty to communicate it.

The articles are received by the director, who performs the first reading and defines whether the manuscript meets the general requirements of content, form, and structure, according to the journal's publication standards; it derives towards the section editors and these to each one of the pairs of referees or trios, in case that a third evaluation is necessary.

It is necessary that the metadata of all the authors and those referring to the article appear correctly due to their importance in the digital environment, since they help to improve the structure of the information, since they describe it, catalog it and help its recovery.

#### **The authors.**

- Full name(s). In case of having more than one name, all of them must appear correctly spelled in full and not with only a capital letter.  
Individual email (must be a functional email and periodically reviewed)  
ORCID identifier. Complete author data on the corresponding ORCID registration page.
- Institution. The institutional affiliation will include, in this order, the official name of the institution, province and country of the authors.
- Conflict of interest. Conflicts of interest include, but are not limited to, financial, personal, political, or religious, so they must state whether or not a conflict of interest exists.
- The scientific, educational or investigative category must appear for all authors.

#### **The articles.**

- Title, abstract, keywords in Spanish and bibliographical references.

If these requirements are not met, the responsible author is notified so that he can correct these first indications. Peer review will only begin for manuscripts that meet the required requirements.

- Articles must be in electronic format (Microsoft Word 97-2003) at <http://revcmhabana.sld.cu/index.php/rcmh>. First the author must register as an author and then enter to his section to upload the article. and follow the 5 steps indicated.
- Once the articles are submitted, they become part of the journal's heritage, although the authors can withdraw them when they consider it.
- The authors keep the intellectual copyright over what they have written.
- The authors assume the responsibility for the authenticity of the works. presented.

- The authors will know the decision on the publication through the platform of the journal on the corresponding site to their article and will be able to see its status, as well as be able to download the results of arbitrations and suggestions.

As part of the submission process, authors are required to check that their submission meets all the elements shown below. Submissions that do not meet these guidelines will be returned to the authors.

1. The petition has not been previously published, nor has it been submitted to another journal (or an explanation has been provided in Comments to the editor).
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- **Sources to consult for the writing of scientific articles.**

- Writing Manual. Lic. Rosa Bermello Navarrete and Lic. Ivi Kessel Sardiñas  
How to write and publish scientific papers? R. Day  
Writing and editing of documents. Full Text Book: (ECIMED)
- How to write scientific articles easily.

- **Journal Policies.** The contents found in the journal are primarily aimed at health professionals. The information we provide should not be used, under any circumstances, as a basis for medical diagnoses, clinical or surgical procedures or laboratory analysis, or for the prescription of treatments or medications, without prior medical guidance.

Final consideration. The authors can communicate for other matters to: [revmay@infomed.sld.cu](mailto:revmay@infomed.sld.cu) and [normaalvarez@infomed.sld.cu](mailto:normaalvarez@infomed.sld.cu)

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