

**Universidade Estadual de Maringá**  
**Ciência, Cuidado e Saúde**

**Protocol** -----

**Title** \_\_\_\_\_

**DEAR AUTHORS:**

1. Respond to requests of marked items (X).
2. All requirements on this checklist must be completed within five days of the sent-out date.

**Article Checklist:**

<i>Items for verification and normalization</i>	
Original Article (    )	Review (    )
Reflection (    )	Experience Report (    )
<b>SUBMISSION METADATA</b>	
	Maximum of seven authors (original articles and review) or five authors (in reflection articles and exper editor's letter).
	Full name of authors.
	URL Lattes.
	ORCID.
	Institution/Affiliation.
	Country.
	Conflict of Interest Policy - Fill in the metadata (if there is/is not a conflict of interest).
	Short biography (professional category and higher degree).
<b>MANDATORY DOCUMENTS</b>	
	Manuscript in word file and without authorship identification - attached as the main document.
	Identification page typed in word document containing: <ul style="list-style-type: none"> <li>- title.</li> <li>- author's full name, without omissions or abbreviations, right below the title, according to the template</li> <li>- acknowledgments if the work was funded by any agency or institution.</li> <li>- inform the section the text is intended for (type of study).</li> <li>- inform the corresponding author's full address, including telephone number.</li> </ul>

	<p>- indicate with a title note (in *), if the manuscript has already been discussed in a scientific event and in a scientific journal.</p> <p><b>Notes</b> (in numerical sequence):</p> <ul style="list-style-type: none"> <li>- Professional training, higher degree (DO NOT SPECIFY WHERE THE HIGHER DEGREE WAS OBTAINED), work, electronic address and ORCID number.</li> <li>- Inform in full the abbreviation of the institution and the research group, when it appears for the first time. i.e., Nurse. Ph.D. in Nursing Philosophy. Professor of Undergraduate and Graduate of Nursing Studies and Director of the Center for Studies, Research, Assistance and Support to the Family - NEPAAF. E-mail: soniasilva@uepb.edu.br</li> </ul>
	Copy of the Approval Opinion of the Research Ethics Committee (CEP), registered with CONEP, with the name of the researcher.
	Declaration of authorship <b>Responsibility, Contributions of authorship and Transfer of Copyright</b> . with date of signature, names of authors typed, authorship contribution).
	Copy of the receipt the manuscript submission fee (Date, Amount, number of deposited account and name of the bank).
<b>TITLE</b>	
	Identifies the manuscript content, with a maximum of 15 words.
	The title should be in bold, uppercase, centered, font size 12, space 1.5 and only in the same language of the manuscript.
	Não apresenta os números dos títulos e subtítulos das seções, nem marcadores de título. It does not display title markers.
	Title of primary section and abstract: First letter in upper and lower case, bold and font size 12. Ex.: <b>TITLE; Abstract; Descriptors; Introduction; Method; Results; Discussion; Conclusion; References</b>
	Secondary section title - In italics, bold and only the first letter in uppercase Ex.: <b><i>Experiencing bad days</i></b> .
<b>ABSTRACT</b>	
	Only in the language of the manuscript
	Structured abstract with: <b>Objective, Method/Methodology, Results and Conclusion/Final considerations</b> (separated by a colon)
	After the colon of the abstract items, start the text with a lowercase letter. <b>Ex.: Objective:</b> to apprehend...
	Avoid using acronyms. If necessary, first write the “full nomenclature”, followed by the acronym in parentheses.
	Should have a minimum of 150 and a maximum of 200 words.
	Should include date and data collection and analysis procedures.
<b>DESCRIPTORS</b>	
	Three to five descriptors, right below the summary, in Portuguese, English and Spanish.

	Use the terms “ <b>Palavras-chave</b> ”, “ <b>Keywords</b> ” e “ <b>Palabras clave</b> ”, in bold and first letter in uppercase
	Each descriptor used must be separated by a semicolon and only the first letter in uppercase. Use period
	Descriptors must be extracted from the Health Sciences Descriptors - DeCS index ( <a href="http://pesquisa.bvsalud.org">http://pesquisa.bvsalud.org</a> ) and MeSH Headings (MeSH) exactly as they appear there, in the three languages.
	Keywords must be separated by a period and only the first letter in uppercase
<b>STRUCTURE OF THE TEXT</b>	
	Original and review articles should be limited to 15 pages, including the abstract. Reflection articles and
	Research articles must be structured with the following sections and respective nomenclatures: Introduction, Discussion, Conclusion or Final Considerations.
	The article must be presented on A4 size, with 2.5 cm margins, <b>Times New Roman font size 12, double-spaced</b> , more than 3 lines and references, which should be <b>single-spaced</b> .
	Should not have footnotes.
	If the article originated from a dissertation or thesis, indicate in the title using a footnote on the identification being identified.
<b>INTRODUCTION</b>	
	Should be brief, present the literature review, justification, research question and objective:
	The objective must be in the last paragraph of the Introduction.
<b>METHOD</b>	
	Indicates the design, the scenario under study, population/sample/participants, selection criteria (including inclusion and exclusion) and the type of analysis performed.
	The information should be described objectively and completely
	It should include information on ethical principles in the development of research.
	It should have the number of the project approval protocol by the Research Ethics Committee
	In qualitative studies, it should inform how participants are identified in the results
<b>RESULTS</b>	
	They must be presented in a logical sequence
	Quantitative studies should have tables and illustrations in a logical sequence, with complementary information
	Apresenta texto entre as tabelas e estes são complementares e não repetição do que é apresentado na tabela
	In qualitative studies, at the preference of the authors, the presentation of results and discussion can be combined
	In quantitative studies, however, they must be presented separately

	<ul style="list-style-type: none"> <li>- In qualitative studies, speeches must have a 4 cm indentation of the left margin, font size 10, without c</li> <li>- The speeches of the participants should have an identification code in parentheses, after the period and</li> <li>- Obliterations must be indicated by the use of the ellipsis between square brackets [...], and intervent</li> </ul> <p>without italic.</p>
<b>DISCUSSION</b>	
	It should include national and international references, mostly from articles published in the last five ye
	It should address study limitations.
<b>CONCLUSION / FINAL CONSIDERATIONS</b>	
	The term ‘Conclusion’ should be employed in quantitative studies and ‘Final considerations’ in qualitat
	It should answer the research objective, highlighting the most important findings and contributions to th
	Do not insert direct references or citations.
<b>QUOTES IN THE TEXT</b>	
	Numerical encoding should be used instead of the authors’ names to identify the cited works. Without t
	The citation of the authors’ index numbers in the text is before the period, superscript, in parentheses an
	When citing authors sequentially, separate the first and last by a hyphen. i.e., <sup>(4,5,6 and 7)</sup> replace with <sup>(4-7)</sup> .
	When the sequence is only two numbers, use comma, i.e.: <sup>(3,4)</sup> .
	The period at the end of the sentences is placed after the author’s number, quoted in parentheses. i.e., St
	Third-party citations ( <i>apuds</i> ) should be replaced by original citation (primary source)
	“ <i>Ipsis literes</i> ” quotes with up to three lines, should have quotation marks.
	Citations with up to three lines, should be single-spaced, font size 10, with a 4 cm indentation to the left
	In both cases, do not use italics and inform the author of the excerpt (reference number) and the referred
<b>TABLES AND FIGURES (graphics, pictures, photographs)</b>	
	Figures and tables must not exceed five in total, in black and white or color.
	There must be text between section titles and tables/figures.
	There must be text between tables/figures.
	Refer to the table/figure in the text before showing it.
	Illustrations, except tables, must have a title and source (if any) below the figure. In the case of tables, t

	<p><b>Titles</b></p> <p><b>Tables</b> - they must be in <u>font size 12, in the upper part</u>, with italics, numbered consecutively, with Arabic numerals, i.e., <b>Table 1</b> - Title ....., <b>Table 2</b> - Title ....., <b>Chart 1</b> - Title ....., <b>Chart 2</b> - Title .....</p> <p><b>Figures</b> - must be in <u>font size 10, at the bottom</u>, with italics, numbered consecutively, with Arabic numerals.</p> <p>Ex .: <b>Figure 1</b> - Title ....., <b>Figure 2</b> - Title ...</p>
	Content in font 10, single-spaced, with the first letter in uppercase.
	Short titles on columns (if abbreviated, appearing in the subtitles right below the illustration or table).
	The subtitle should be described at the bottom, font size 10 and without italics and with the first letter in uppercase.
	Charts and tables must be created in Word or Excel programs.
	Figures – Should be created in Word or Excel or to be converted into JPEG, BMP, GIF, etc. in high resolution.
	Should have a maximum size of 14 x 21 cm (journal’s standard) and length that does not exceed 55 lines.
	There should not be lines inside it. Use internal dashes only below and above the header and at the bottom (invisible) so that each data is in a cell.
	Should show Relative(s) and Absolute Frequency(s).
	Should explain, in notes, all non-standard abbreviations used in each table (Indicated by the sequential number) and in the corresponding footnote.
	If using data from another source, published or not, indicate the source in full.
<b>REFERENCES</b>	
	Should be in Vancouver style, according to the journal’s Publication Guidelines
	Should include a reference from the <i>Ciência, Cuidado e Saúde</i> journal.
	Should include a minimum of 10 (ten) and a maximum of 25 (twenty-five) references, except for review articles.
	<p><b>Estão em fonte 12, espaçamento simples, alinhamento justificado e espaçamento de parágrafo antes/depois de 6pt.</b>  Should be in font size 12, single-spaced, centered, aligned and paragraph spacing before/after 6pt.</p>
	<p><b>Pelo menos 70% das referências são de artigos em periódicos (nacionais e internacionais).</b>  At least 75% of references must be from national and international journals.</p>
	<p><b>Pelo menos 70% do total das referências são dos últimos cinco anos.</b>  At least 75% of references must be dated from the last five years.</p>

	Must be numbered consecutively in the order that they appear in the text for the first time.
	Must be identified in the text by superscript Arabic numerals, without mentioning the authors, except w
	List the name of the first six authors and only then use the expression “ <i>et al.</i> ”.
	Journal titles should be abbreviated according to Ibict ( <a href="http://ccn.ibict.br/busca.jsf">http://ccn.ibict.br/busca.jsf</a> ) and international on
	Should inform the volume, number, and first/last page of the article and the DOI number.  i.e., Teston EF, Sales CA, Marcon SS. Perspectivas de indivíduos com diabetes sobre autocuidado: cont e20170043. DOI: <a href="https://doi.org/10.5935/1414-8145.20170043">10.5935/1414-8145.20170043</a> .
	When the article has no DOI, inform the consultation date and access link.  i.e., Marcon SS, Elsen I. Um estudo trigeracional sobre a experiência de famílias ao criarem seus filhos 1(1):105-109. Available from: file:///D:/Users/den/Downloads/5662-Texto%20do%20artigo-17314-1-10
	For book chapters, insert first and last pages;
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