MANUSCRIPT CATEGORIES (Original Article; Literature Review; Reflection/Essay; Experience Report; Book Review; *In memoriam;* Interview; Letter to the Editor ; Author's Response; Editorial) (font size 12, bold)

Title in the original language of the manuscript, up to 15 words. (Font size 16, bold)

ABSTRACT

The abstract must be evaluated based on the category of the manuscript. In general, it should include **Objective, Methods, Results, Conclusions or Final Considerations**.

Keywords: A minimum of five and a maximum of eight keywords. Separate them with semicolons and capitalize the first letter of each word.

Keywords: The same rule applies—a minimum of five and a maximum of eight keywords. Separate them with semicolons and capitalize the first letter of each word.

"Palabras-clave": Again, the same rule—a minimum of five and a maximum of eight keywords. Separate them with semicolons and capitalize the first letter of each word.

Main Document

The main document must not include author identification. It should be submitted as a Microsoft Office Word file (file extension .doc or .docx), with

mandatory page settings on A4 paper (210x297mm) and 2.5 cm margins on all sides, using Alef font size 12, 1.5 pt line spacing, and paragraphs indented by 1.25 cm on the first line (according to the TEMPLATE).

• **Title**: As presented on the title page.
• **Abstract**: Limited to 200 words in the manuscript's vernacular language. It should be structured into Objectives, Method, Results, and Conclusions or Final Considerations. Exceptionally, for the categories *In Memoriam* and *Review*, the abstract must be limited to 100 words and unstructured.
• **Keywords**: These should be placed right below the abstract. Include a minimum of five and a maximum of eight descriptors in all three languages (Portuguese, English, and Spanish).

Abbreviations should not be used in the title and subtitles of the manuscript or in the abstract. For tables and figures containing abbreviations, it is mandatory to include a footnote in the table or figure. Within the text, only standardized abbreviations should be used. In their first mention, the abbreviation must be presented in parentheses after the full term.

Italics should be applied only to words in a language different from the manuscript's vernacular. To highlight terms or expressions relevant to the study's focus, **bold** formatting should be used. For **direct citations** of authors: Up to three lines, use quotation marks and incorporate them into the normal flow of the text, and in the case of verbatim quotes (speech from respondents), highlight them in a new paragraph, without quotation marks, using Arial font size 11, single line spacing, and a 3 cm left margin indentation. In **direct citations** with more than three lines, highlight them in a new paragraph, without quotation marks, using font size 11, single line spacing, no italics, and a 3 cm left margin indentation.

Considering the characteristics of the Vancouver style, it is recommended to avoid direct citations and prioritize indirect citations instead.

Author citations within the text must be numbered consecutively in the order they are first mentioned, following the Vancouver style (https://www.ncbi.nlm.nih.gov/books/NBK7256/). Arabic numerals in superscript should be used, without any space after the sentence or paragraph's punctuation [Example: care.5]. For sequential citations, use a hyphen to indicate a numeric range [Example: care.1-5]. For non-sequential citations, separate them with commas [Example: care.1,3,5]. For direct citations, include the page number being cited [Example: care.1:26].

Footnotes should be limited to a maximum of five. Appendices and annexes will not be considered.

Tables, charts, and figures, including photographs, drawings, graphs, and others, must be presented within the manuscript and numbered consecutively using Arabic numerals, in the order they appear in the text, not exceeding a total of five. Illustrations should be submitted in their original editable files from the software used or exported as vectorized files in EPS or PDF formats.
Tables, charts, and figures must have a title. For figures, the title should be positioned below the figure, while for tables and charts, the title must be located above them. Tables and charts must follow the standardization guidelines provided by the Brazilian Institute of Geography and Statistics (IBGE).

Illustrations (figures, photographs, or images) in any category must have a high resolution that allows them to be published at a size occupying one-quarter of an A4 page.

Regarding references: "Extensão em Revista" adopts (except in specific cases, described below) the "Uniform Requirements for Manuscripts Submitted to

Biomedical Journals," published by the International Committee of Medical Journal Editors, Vancouver style, available at http://www.icmje.org.

Include the DOI in all references as the electronic access option, ensuring a permanent link to the electronic article. For articles or texts published online that do not have a DOI, provide the full URL address along with the access date when it was consulted.

- The reference list formatting must use single spacing (1.0) and a spacing of 0.6 after each entry. Font size should be 10, justified alignment, with no paragraphs, indentation, or margin offsets.

- Preferably, at least 70% of the references should be from the past five years.

- Preferably, at least 70% of the references should be from national and international journals.

- In the text, references must be numbered consecutively in the order they are mentioned for the first time. References should be listed in the same order they are cited in the text, ignoring alphabetical order of the authors.

- References must be identified in the text using Arabic numerals, without mentioning the authors, except when strictly necessary for the sentence construction. In such cases, the name (without the year) and the corresponding number must appear.

- When citing authors sequentially, separate them with a hyphen (e.g., 4-7 instead of 4,5,6 and 7). For non-sequential citations, use commas (e.g., 6,8,12). If citing a sequence of only two numbers, use a comma (e.g., 5,6).

- List the names of the first six authors and then use the expression "et al." for any additional authors.

- The accuracy of the references is the responsibility of the author(s) and must follow the Vancouver style.

- Journal titles should be abbreviated according to the NLM format.

(*Title Abbreviation* – https://www.ncbi.nlm.nih.gov/nlmcatalog).

Please find below some examples of references, adapted to **"Extensão em Revista"**:

Articles with DOI:

Carvalho BJ, Padilha IM, Borenstein SM, Carlos DJD. O cotidiano dos estudantes de um curso de graduação em Enfermagem (1969-1975). Hist Enferm Rev Eletr. 2021;12(1):21-30. https://doi.org/10.51234/here.21.v12n1.a2.

Electronic Articles (without doi)

Matos DON, Souza RS, Alves SM. Inclusão da disciplina de primeiros socorros para alunos do ensino básico. Rev Interdiscip [Internet]. 2016 [citado 12 ago. 2020];9(3):168-78. Disponível em: https://revistainterdisciplinar.uninovafapi.edu.br/index.php/revinter/article/view/923.

Scientific Article up to 6 authors:

Petitti DB, Crooks VC, Buckwalter JG, Chiu V. Blood pressure levels before dementia. Arch Neurol. 2005;62(1):112-6. https://doi.org/10.1001/archneur.62.1.112.

Scientific Article more than 6 authors:

Hallal AH, Amortegui JD, Jeroukhimov IM, Casillas J, Schulman CI, Manning RJ, et al. Magnetic resonance cholangiopancreatography accurately detects common bile duct stones in resolving gallstone pancreatitis. J Am Coll Surg. 2005;200(6):869-75. https://doi.org/10.1016/j.jamcollsurg.2005.02.028.

Book

Jenkins PF. Making sense of the chest x-ray: a hands-on guide. New York: Oxford University Press; 2005. 194 p.

Internet Book

Higgins JP, Green S, editors. Cochrane handbook for systematic reviews of interventions [Internet]. Version 4.2.6. Chichester (UK): John Wiley; 2006 [cited 2018 Oct 15]. 257 p. Available from: http://www.cochrane.org/resources/handbook/handbook.pdf.

Scientific article with an erratum:

Scuderi A, Letsou A. Amnioserosa is required for dorsal closure in Drosophila. Dev Dyn. 2005 Mar;232(3):791-800. https://doi.org/10.1002/dvdy.20306. Erratum in: Dev Dyn. 2005 May;233(1):249.

Book up to 6 authors:

Jenkins PF. Making sense of the chest x-ray: a hands-on guide. New York: Oxford University Press; 2005. 194 p

Book more than 6 authors:

Iverson C, Flanagin A, Fontanarosa PB, Glass RM, Glitman P, Lantz JC, et al. American Medical Association manual of style. 9th ed. Baltimore (MD): Williams & Wilkins; c1998. 660 p.

Dissertations and Thesis:

Nóbrega MFB. Processo de Trabalho em Enfermagem na Dimensão do Gerenciamento do Cuidado em um Hospital Público de Ensino [dissertação]. Fortaleza: Universidade Estadual do Ceará; 2006. 161 p.

Bernardino E. Mudança do Modelo Gerencial em um Hospital de Ensino: a reconstrução da prática de enfermagem [tese]. São Paulo: Universidade de São Paulo, Escola de Enfermagem; 2007. 178 p.

Kasper E. O ensino de saúde pública prepara adequadamente o profissional da saúde? [tese]. Porto Alegre: Universidade Federal do Rio Grande do Sul; 2006 [citado 05 fev. 2018]. Disponível em: https://lume.ufrgs.br/handle/10183/10853.

Newspaper article:

Gaul G. When geography influences treatment options. Washington Post (Maryland Ed.). 2005 Jul 24;Sect. A:12 (col. 1).

News articles with organization as author:

Associated Press. Mumps outbreak spreading in Midwest. Richmond Times-Dispatch. 2006 Apr 20; Sect. A:3 (col. 1).

Official Publications:

Ministerio da Saúde (BR). Conselho Nacional de Saúde. Resolução no 573 de 31 de janeiro de 2018. Diretrizes Curriculares Nacionais para o curso de graduação em enfermagem [Internet]. 2018 [citado 20 jan. 2025]. Disponível em: em: http://www.in.gov.br/materia/-/asset_publisher/KujrwoTZC2Mb/content/id/48743098/do1-2018-11-06-resolucao-n-573-de-31-de

Organização Pan-Americana de Saúde (OPAS). Resposta da representação da OPAS/OMS no Brasil para a epidemia do vírus da Zika e suas consequências [Internet]. Brasília (DF): OPAS; 2016 [citado 30 maio 2016]. Disponível em: https://www.paho.org/bra/images/stories/SalaZika/boletim%20quinzenal%2015%20zika%20-%20opas.pdf?ua=1

MANUSCRIPT PRESENTATION IN TERMS OF CONTENT

INTRODUCTION/INITIAL CONSIDERATIONS

Follow the guidelines for margins and paragraphs as outlined in the instructions to the authors mentioned above.

Avoid using subtitles, but if they are indispensable, begin them with uppercase letters and bold formatting. Ensure compliance with the norms regarding the use of references, abbreviations, and figures.

Provide a detailed discussion of the topic, supported by literature, to frame the study's problem. Contextualize the research problem, highlight the knowledge gap in the studied area, and emphasize the study's relevance and contribution.

OBJECTIVE

Begin with a verb in the infinitive form. The objectives must align with the type of methodology employed in the study.

METHODS

Ensure the use of appropriate subtitles according to the manuscript category. It is mandatory to address the ethical aspects involved in conducting the research, even if the study did not involve human subjects.

When describing the research method, highlight the following: The type of study, The stages of the methodological procedures, The method of data collection, organization, and processing, The method of analysis (including the theoretical-methodological framework). For original research and accounts of experiences involving human subjects, present the ethics committee approval document.

Specify which checklist was used, depending on the type of submitted manuscript, in the case of original studies.

Ensure all subtitles are formatted in bold.

RESULTS

The results must be presented in a logical sequence using tables, charts, and figures (if applicable). All of them must be cited/referred to in the text. Avoid using expressions like "above" or "below." Instead, refer to them as Figure 1, Chart 1, or Table 1, and place them as close as possible to their citation. Each type should have its own numbering system, increasing consecutively.

Subtitles must be formatted in bold.

Follow the IBGE tabulation standards specified in the Instructions for Authors. Tables, charts (in editable format), and other figures (such as flowcharts and diagrams) should be inserted within the manuscript with high quality and a resolution of 300 dpi.

For Tables or Charts, the title must be placed above the image, and the source must be indicated (e.g., prepared by the authors and year, or the reference number cited).

For Figures, the title must be placed below the image.

Pay attention to abbreviations. In the titles of figures and subtitles, abbreviations should be written out in full. Other abbreviations should be explained in a note.

Make sure to follow all guidelines outlined in the Instructions for Authors.

DISCUSSION

The discussion section must always be presented separately from the results.

It should include a comparison of the study's results with existing literature, the authors' interpretation of the findings and the implications of the findings.

Subtitles must be highlighted in bold.

In the final paragraphs, include **the Limitations of the Study and Contributions to Extension according to the category of the manuscript**

CONCLUSIONS or FINAL CONSIDERATIONS

The final considerations should summarize the main ideas highlighted in the investigation without repeating what has already been stated. They may suggest

new investigative opportunities or establish connections with the present as a reflective aspect. This section **must not** include references.

Emphasize which objectives were achieved and highlight their implications.

REFERENCES

1. Create a numbered list.
2. Use font size 11.
3. Verify there are no duplicate references.
4. Follow the Vancouver guidelines.
5. Include the access link or DOI.
6. Do not exceed the maximum number of pages allowed.
7. Disable **active macros** (e.g., Mendeley, Endnote, etc.); references must be ready for standardization.
8. Ensure the number of references aligns with the type of manuscript submitted.