Editorial Policy
Author Guidelines

Submission declaration and verification

The journal Tempus Actas in Public Health is regularly evaluated following rigorous criteria. Authors are responsible for the veracity of the information and for declaring the submitted work has not been previously published.

The authors should specify their individual contribution in the conception, outline, execution of the work, analysis, or data interpretation, the drafting and final approval of the manuscript. Sources of financing and of logistical research support should also be included. Tempus Actas regularly receives manuscripts from Brazilian and foreign authors and publishes articles that are submitted spontaneously or by invitation following their approval. Manuscripts can be sent in English, Portuguese, or Spanish and in accordance with the journal publishing guidelines.

Submitted works can address the following range of thematic areas:
1) Original articles on the evaluation of health situations, etiologic studies, epidemiological assessment of services, programs and technologies and evaluation of epidemiological surveillance (maximum of 20 pages excluding references, tables and figures);
2) Critical reviews on themes relevant to public health as well as updates on polemic or emerging issues (maximum issue of 20 pages);
3) Meeting reports or workshops that discuss relevant subjects in public health containing conclusions and recommendations (maximum number of 20 pages);
4) Letters to the editor, commentaries, views and opinions addressing specific issues as well as book reviews, one-page outlines of recent publications on the range of public health related subjects are also accepted for submission following the same guidelines.
5) Interviews, outlines, short summaries of recent publications on the varied aspects of public health (1 page-length).
6) Thesis and lecture summaries presented at Brazilian universities or others maximum one page. They should contain title of the thesis, name of the author, the supervisor, date and URL to access the document.

Submitted texts must adhere to the stylistic and bibliographic requirements of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals ´Vancouver Standards´

Structure of the article

1. Title and subtitle: At the front page and separated by two-points (:) and including the English and Spanish versions.
2. Abstracts should be in Portuguese, English, and Spanish providing a concise and clear idea of the study, its objectives, methodologies and results or conclusions not exceeding 250 words. Keywords or descriptors follow at the end.

3. Keywords (in Portuguese, English, and Spanish) which effectively describe the main themes in

accordance with the BIREME - Descriptors in health sciences (DeCS) http: /decs.bvs.br/.

4. The main text should be divided into sections and sub-sections following the NBR 6024, containing introduction and background, objectives, methodology, data interpretation and its discussion and should all be free of any reference to the author(s).

Example 1 – Citation in the body of the text.

...Williams syndrome (WS) is a rare genetic disorder (1 in 7,500 to 1 in 20,000 live births[1,2]) caused by a microdeletion at 7q11.23. The effects include facial dysmorphism, cardiovascular abnormalities and an unusual cognitive and psychological profile[3]. Individuals with WS show mild to moderate levels of learning difficulty (Average IQ 55 range 44-90)[4]...

References

1. Morris CA, Mervis CB. Williams syndrome. In: Goldstein S, Reynolds CR, editors. Handbook of neurodevelopmental and genetic disorders in children. New York: Guilford; 1999. p. 555-90.
2. Stromme P, Bjornstad PG, Ramstad K. Prevalence estimation of Williams Syndrome. J Child Neurol. 2002;17:269-71.
3. Lenhoff HM, Wang PP, Greenberg F, Bellugi U. Williams Syndrome and the brain. Sci Am. 1997;277(6):68-73.
4. Bellugi U, Lichtenberger L, Jones W, Lai Z, St. George M. The neurocognitive profile of Williams syndrome: a complex pattern of strengths and weaknesses. J Cog Neuroscience. 2000;12(Suppl. 1):7-29.
Example-2- Citation in the body of the text:

...A septicemia é uma complicação que pode ocorrer após a transfusão de plaquetas com contaminação bacteriana. Há vários casos relatados associando sepse após infusão plaquetária[1,18,19,21-24]...

References:

1. Niu MT, Knippen M, Simmons L, Holness LG. Transfusion-transmitted Klebsiella pneumoniae fatalities 1995 to 2004. Transfus Med Rev. 2006;20:149-57.
18. Walther-Wenke G, Schrezenmeier H, Deitenbeck R, Geis G, Burkhart J, Höchsmann B, et al. Screening of platelet concentrates for bacterial contamination: spectrum of bacteria detected, proportion of transfused units, and clinical followup. Ann Hematol. 2010;89:83-91.
19. Hsueh JC, Ho CF, Chang SH, Pan FZ, Chen SC, Shi MD, et al. Blood surveillance and detection on platelet bacterial contamination associated with septic events. Transfus Med. 2009;19:350-6.
21. Muder RR, Yee YC, Rihs JD, Bunker M. Staphylococcus epidermidis bacteremia from transfusion of contaminated platelets: application of bacterial DNA analysis. Transfusion. 1992; 32:771-4.
22. Fang CT, Chambers LA, Kennedy JM, Strupp A, Fucci MC, Janas JA, et al. Detection of bacterial contamination in apheresis platelet products: American Red Cross experience, 2004. Transfusion. 2005; 45:1832-5.
23. Chang AH, Kirsch CM, Mobashery N, Johnson N, Levitt LJ. Streptococcus bovis Septic Shock Due to Contaminated Transfused Platelets. Am J Hematol. 2004; 77:282-286.
24. Coutinho H, Galloway A, Ajdukiewicz K, Cleeve V. Platelet contamination causing Staphylococcus aureus septicaemia. J Clin Pathol. 2010; 63:262-263.

5. For the elaboration of the References section see: Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. Available at: http://www.nlm.nih.gov/citingmedicine.

6. Glossary (if it had) List in alphabetical order of words or technical expressions of restricted use in the text, accompanied by the respective definitions.

7. Appendices- Text or document prepared by the author, in order to substantiate an argument without affecting the basic unit of the work.

8. Annexes- Text or document not prepared by the author that serves as foundation, verification and

illustration.

Graphics, Tables and Other

1. Margin: Left and superior 3cm; upper and lower 2 cm.

2. Font- Times New Roman or Arial.

2.1- Size: Type 14 for title and subtitle of the sections. Type 12 for: Text. - Type 10 for: Long citations; Endnotes; References; Legends of the illustrations; Data of the tables.

2.2. Negrito for ranking and identification of sections: Negrito and Negrito + italics.

2.3 Italics - Used to point out words or phrases in a language other than that of the article and in order to point out narrative spans.

3. Spaces - In the text the space between lines should be 1.5; - Simple space for long quotes, footnotes, subtitles of illustrations/graphs and tables; - The references should also be keyed in simple space and be double-spaced.

4. Numeration of the sections (NBR 14724, 2005) Indicative numerical of the sections: precedes the title aligned to the left and separated by one space of characters; - Titles of the sections should be separated from the text by two simple spaces; - Titles of the subsection: should be separated from the text that precedes and follows by a simple space.

5. Abbreviations and acronyms cited for the first time should be fully detailed adding the acronym/abbreviation, in parentheses "()." Examples: Brazilian Association of Technical Standards (ABNT); Unified Health System (*UHS);

6. Illustrations: The identification of tables, figures, pictures/photographs, flow charts, drawings, maps and others should appear in the upper part using Arabic numerals and should be placed as close as possible of the text to which it refers.

7. Tables: Tables should be identified in Arabic numerals, sequentially, appearing in the upper part of the figure, preceded by the word Table. The title should contain a full title at the top of the Table indicating its nature and the scope of its content. Source: the source should be placed immediately below the table in upper case/lower case letter to indicate the identification of the data and/or information on the table. References should have graphic uniformity in terms of font, number, use of capital letters and lower case and graphic signs used. If a table is too long to fit onto one page, the table number and headings should be repeated above the continuation of the table.

Checklist for submission

1. The contribution is original and is not being evaluated for publication by any other journal. Contrary to that, the author must send a justification in the section "Observations to the Publisher".
2. The manuscript file is in Microsoft Word (.doc) Format, OpenOffice (.sxw) or RTF (not surpassing 2MB).
3. All the addresses of pages on the Internet (URLs), including in the text (Previous. : http: /www.ibict.br) are active and ready to click.
4. The text and bibliographic references follow the guidelines described in Instructions for Authors, in the section About the Journal.
5. The identification of authorship has been removed from the file and the option Properties in Word, guaranteeing in this way the Journal's criteria of anonymity.

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