

PROTOCOLS FOR SCIENTIFIC JOURNALS

PROTOCOLS FOR THE AUTHORS

(Protocols that the journal will make available to its potential contributors (on the website or hard copy) to improve the presentation of their manuscripts and facilitate the editorial process)

1. CHECKLIST

(Its purpose is to require the author(s) to review the manuscript one last time as regards its fundamental formal and methodological aspects.)

2. WRITING THE FIRST PAGE OF THE MANUSCRIPT

(Also known as the Identification Sheet or Title Page, this protocol provides the author with the appropriate format for providing the manuscript identification data. These data are important not only for the final version of the manuscript that is to be published, but also for indexing in the databases.)

3. COVER LETTER, RIGHTS TRANSFER AND CONFLICT OF INTERESTS STATEMENT

(The purpose of the Cover Letter is to help make the manuscript review and decision-making process as quick and efficient as possible, in that it provides information and summarizes the most important aspects and details, required by the journal to take the work into consideration, such as justification for choosing the journal, work contributions, authorship and originality statement, ethical and conflict of interest responsibilities, etc.)

1. CHECKLIST	
To facilitate the Reading Committee's work, acceptance of the manuscript for processing and speeding up its possible publication, the author(s) must carry out a final review of the manuscript, verifying the issues included on this list. Once completed, the list must be submitted together with the manuscript. Remember that failure to complete any of the items may be cause for the manuscript to be returned.	
1. Attached are ___ complete copies of the manuscript, or, if by e-mail, ___ files in _____ format, double-spaced, including the bibliographic quotations, and ___ sets of figures in _____ format.	<input type="checkbox"/>
2. The full title of the manuscript is included in Spanish and English.	<input type="checkbox"/>
3. The abbreviated title of the manuscript and the key words are included in Spanish and English.	<input type="checkbox"/>
4. The summary complies with the publication standards as regards the number of words, and it includes objectives, design or material and methods, results, conclusions and/or discussion.	<input type="checkbox"/>
5. The summary has been translated into English and, when possible, reviewed by an expert in that language.	<input type="checkbox"/>
7. The institutional and/or professional affiliations of each author are included	<input type="checkbox"/>
6. The address, telephone number, fax number and e-mail address of the main author or the person responsible for correspondence are included.	<input type="checkbox"/>
7. When applicable, grants, aid or financial support have been stated. Source.	<input type="checkbox"/>
8. The manuscript follows the structured required in the publication standards and the specifications from the section to which it is addressed.	<input type="checkbox"/>
9. The manuscript describes all sources, materials, equipment and elements used, both in terms of research groups and in the whole of the study.	<input type="checkbox"/>
10. An expert in the subject matter covered by the manuscript could reproduce the study, experiment, analysis, etc. based on the methodology described.	<input type="checkbox"/>
11. The conclusions are based on the results obtained.	<input type="checkbox"/>
12. When appropriate, statistical analyses were used, reviewed by an expert in statistics or epidemiology.	<input type="checkbox"/>
13. The Bibliographic References have been reviewed and they comply with the style and format in the international standards required by the journal. The quotations in the text are in accordance with the Reference List sorting format.	<input type="checkbox"/>
14. When applicable, the figures and tables provide additional information, not repeated in the text. Their graphical quality has been verified.	<input type="checkbox"/>
15. When appropriate, the units system used has been reviewed.	<input type="checkbox"/>
16. Abbreviations are detailed the first time they are mentioned in the text.	<input type="checkbox"/>
17. When appropriate, the ethical standards used are cited.	<input type="checkbox"/>
18. When appropriate, the informed consent forms for experimentation with humans or animals, as well as reproduction permission, are attached to the manuscript.	<input type="checkbox"/>
19. The checklist and cover letter are attached, indicating originality, novelty of the work and the section of the journal to which it is addressed.	<input type="checkbox"/>
20. The cover letter includes an annex signed by the authors, taking responsibility for authorship and transferring the copyright to the publisher.	<input type="checkbox"/>

2. PREPARING AN IDENTIFICATION SHEET
Given the importance of the identification data for the manuscript (First page of the manuscript or Title Page), follow the structure in the following template.
TITLE: EFECTO DE PEPTIDOS SINTÉTICOS EN UN MODELO EXPERIMENTAL DE..... EFFECT OF SYNTHETIC PEPTIDES IN AN EXPERIMENTAL
ABBREVIATED TITLE PÉPTIDOS SINTÉTICOS SYNTHETIC PEPTIDES
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DISSEMINATION HISTORY (when applicable) Presented in part as a speech to the "20th XXXXXXXXX Congress", Helsinki, Finland, held on XXXXXXXXXX
SECTION TO WHICH THE ARTICLE IS ADDRESSED Original Articles

3. COVER LETTER AND COPYRIGHT TRANSFER

To the Editor in Chief of the Journal _____

Having carefully read the Authors' Instructions and analyzed the coverage of the journal _____, I believe that the publication that you manage is appropriate for disseminating our work. I therefore request that you take into consideration for possible publication in the _____ section the attached manuscript titled _____. The authors are _____, with _____ being responsible for correspondence.

The original and new contributions made, in our opinion, be that above-mentioned manuscript to the study of _____ are summarized below: _____

The authors certify that this work has not been published, in whole or in part, in any other medium, nor is it under consideration for publication in any other journal.

The authors are liable for its content and for having contributed to the conception, design and execution of the work, analysis and data interpretation, and for having participated in writing and reviewing the text, as well as approving the final version to be submitted.

Likewise, we accept the introduction of changes to the content, if necessary subsequent to review, and of changes to the style of the manuscript by the journal's editorial staff.

COPYRIGHT TRANSFER AND CONFLICT OF INTEREST STATEMENT

The undersigned authors transfer the copyright for this work to _____ as the publishing organization that sponsors the Journal _____

We further state that we are free of any personal or business association that could represent a conflict of interest regarding the article submitted, and we have respected the research ethics principles.

Signed:

Roberto A. XXXX-XXXXX ; Luís A. de XXXXXXXX ; José XXXXX-XXXXXXX