OBJECTIVES AND EDITORIAL POLICY

Revista da Associação Médica Brasileira (RAMB) is a bimonthly publication of the Brazilian Medical Association. It has been published continuously since 1954. The journal’s aim is to publish articles that contribute to the advancement of medical knowledge. RAMB is indexed by major biomedical and scientific indices, including SciELO, Scopus, Science Citation Index Expanded (SCIE), Web of Science, Institute for Scientific Information (ISI), Index Copernicus, LILACS, MEDLINE, and CAPES - QUALIS B3. Currently, RAMB publishes six issues per year and also offers a free version online (www.ramb.org.br). The print edition contains the articles in the original language (the journal accepts manuscripts in Portuguese, English or Spanish). All full-text content, in English, is simultaneously published online. The online edition of RAMB is made freely available upon publication (www.ramb.org.br).

RAMB accept articles for publication in the following categories: Original Articles, Review Articles, Letters, Point of View, International Scenery, Insights from Brazilian Medical Journals, Comments, At Bedside, and Image in Medicine. The editorial board strongly recommends that authors read the online version of RAMB and analyze the published articles as a model for preparation of their papers.

GENERAL INFORMATION

MANUSCRIPT SUBMISSION

All articles and letters should be sent only via website:

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The journal accepts manuscripts in Portuguese, Spanish or English. All submitted manuscripts must contain the manuscript title, authors full names, institution with which the work is associated, and the section for which the article is intended, in addition to an accompanying cover letter.

All material submitted for publication in RAMB can not be in the evaluation process, have already been published, or be submitted later to publication in other journals. All submissions are reviewed by the Editorial Board. In preparing the manuscript, authors should indicate which areas are related to the editorial article in order to be sent to a specific editorial review.

The Editorial Board strongly recommends that the authors do a search for articles related to the theme and previously published in this journal or other journals indexed in SciELO, using the same keywords of the proposed article. These items should be considered by the authors in preparing the manuscript in order to stimulate the scientific exchange between the SciELO journals.

WHAT HAPPENS AFTER SUBMISSION

Due to the large number of manuscripts received, the Editorial Board has adopted selection criteria for the peer-review process. On receipt, the manuscript is appraised by a RAMB editor for its conformity to the guidelines and preferences of the journal. As occurred with other journals, most submitted manuscripts do not pass this initial screening and are not sent out for peer review. Manuscripts are initially evaluated according to the following criteria: subjects fall within the scope of the journal and are relevant to our readership, the main topic has general medical interest, title and abstract are appropriate, writing is clear, study methods are well defined and appropriate (including, in the case of clinical trials, sample size, statistical analysis and Ethics Committee approval), results are clearly presented, and conclusions are reasonable and supported by the data. This procedure aims to reduce the time between date of submission and editorial acceptance or rejection, without hindering the submission process. Only manuscripts that have passed this initial screening by the editors will undergo complete peer review.

If a manuscript is deemed unsuitable for publication by the editors, the authors will be notified of this decision within 2 weeks (starting after the review for proper formatting). Peer-review reports with the reviewers’ recommendations about acceptance or rejection will be sent to the authors as soon as possible. Although there are strict time limits on the peer-review process, most journals count on the remarkable collaborative spirit of the scientific community, which, due to their numerous duties, cannot always meet deadlines. Authors who are advised that their manuscript must be revised are required to provide a document detailing their response to each reviewer’s comment upon resubmission. In addition, revised manuscripts should clearly indicate changes made to the text using red font, and the original text should be kept and marked as underlined text.

Papers are published on a first-come, first-served basis, but the Editorial Board reserves the right to make case-by-case exceptions. After acceptance for publication, the authors will receive page proofs for checking, but corrections should be limited to typesetting errors. Proofs should be returned within two days. After final approval by the authors, NO changes can be made to the paper.
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JOURNAL STYLE AND MANUSCRIPT PREPARATION
Manuscript pages should be typed in font size 12 pt, using 1.5 spacing. Leave a 3-cm margin on all sides. Manuscripts should not exceed 15 pages (30 lines each) in length. All pages should be numbered consecutively, except for the title page.

TITLE PAGE
The title page should contain the following information:

a) Title of the paper, concise and not exceeding 75 characters or one line, with the corresponding translation into Portuguese.

b) First and last names of each author, with their current affiliation.

c) Name and address of the institution with which the work is associated.

d) Cover letter signed by all authors listed on the manuscript, who must have approved the submitted manuscript and be responsible for reported research. Only one author should be indicated as the corresponding author. Provide full contact details for the corresponding author, including full mailing address, telephone and fax numbers, and e-mail.

e) Ethical aspects: the cover letter should disclose any potential conflicts of interest associated with the publication of the article (e.g., professional or financial conflicts and/or direct or indirect benefits) that might be perceived to influence the results or discussion reported in the paper. The cover letter should also include, if applicable, the date of approval from the Research Ethics Committee of the institution to which the authors are affiliated.

MANUSCRIPT COMPONENTS
Original articles must contain the following sections: Introduction, Methods, Results, Discussion, Conclusions, and References.

FOOTNOTES
Footnotes should be kept to the minimum necessary, being marked in the text and listed on a separate sheet of paper after the abstract, under a subheading “Footnotes”.

ACKNOWLEDGMENTS
All those who contributed significantly to the manuscript, but do not meet the criteria for authorship, should be listed in this section. This section should appear at the end of the text, prior to the References.

ABSTRACT
The abstract should not exceed 250 words and must include the following headings: Objective, Methods, Results, and Conclusion. After the abstract, the authors should provide a maximum of six keywords in accordance with the Medical Subject Headings (MeSH) elaborated by the National Library of Medicine. Keywords in Portuguese and Spanish should be in accordance with the Health Science Descriptors (DeCS) elaborated by the Latin American and Caribbean Center on Health Sciences Information (BIREME).

The abstract and keywords in Portuguese should be followed by a abstract and keywords in English. Articles written in Spanish should have an abstract in English and in Portuguese. Articles written in English should also have an abstract in Portuguese.

REFERENCES
References should be numbered sequentially in the order in which they are cited in the text.

The names of all the authors up to six should be included, but when authors number seven or more, list the first six authors followed by “et al.” Abbreviations of journal names should conform to those in Index Medicus for the current year, available at http://www.nlm.nih.gov/tsd/serials/lji.html or http://www.nlm.nih.gov/citingmedicine. If this is not possible, journal abbreviation should comply with the Brazilian Technical Standards Association (Associação Brasileira de Normas Técnicas, ABNT).

Examples are given below:


References to “unpublished data” and “personal communications” should be set in parentheses immediately after mention of the individual(s) name(s) in the text. For example: Oliveira AC, Silva PA and Garden LC (unpublished data). The author must obtain permission to use a “personal communication”.

REFERENCES IN THE TEXT

Citations in the text are indicated by superscript Arabic numbers in the order in which they appear in the text. For example: In situations where normoglycemia is maintained,6 …

FIGURES, TABLES, GRAPHS, SUPPLEMENTAL MATERIAL

All tables, photographs, graphs, figures or supplemental material should be embedded within the manuscript. All material should provide clear and concise data that enhance, not duplicate, information in the text and should not exceed a TOTAL OF THREE.

a) Submit only black-and-white, good-quality original figures (do not submit photocopies). Letters and symbols should be defined in the legend.

b) Figure and table legends must be self-explanatory and intelligible without reference to the text.

c) Each table, with title and legend, should be on a separate page.

d) Figures and tables, on separate pages, should have a title, show the first author’s name, and be numbered separately using Arabic numbers in the order in which they appear in the text.

ABBREVIATIONS

The use of abbreviations should be kept to a minimum. When abbreviations are used, give the full term followed by the abbreviation in parentheses at the first mention in the text. The abbreviation may appear in the text thereafter. Abbreviations used in tables and figures should be explained in the legend.

Use only generic names of drugs in the text.

TERMINOLOGY