**DESCRIPTION**

*Atención Primaria Práctica* is a new, peer reviewed, online open access journal. It is a Spanish and English language international journal that publishes articles of interest for health professionals that wish to become familiar with the practical aspects of the discipline. Although it is included in the group of "case report" journals, it is not limited to publishing clinical cases, as it also approaches all those aspects that are of interest in Primary Care practice, such as projects on the improvement of clinical quality, patient safety, patient-centred care, community programs, ethical conflicts, or organisational innovations that improve Primary Care.

Descriptive studies of cases and unique experiences are situated at the bottom of the scientific evidence pyramid, and for this reason they are not usually accepted in journals that publish biomedical research; however, these works provide knowledge that can be very useful for the clinician, the student, and the researcher. They are of interest for identifying rare or new diseases, to evaluate the effects of therapeutics, their adverse effects, or the cost of interventions, as well as contributing to problem-based learning and non-repetition of errors. They serve to encourage the creation of guidelines or clinical practice pathways or to suggest future research projects.

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GUIDE FOR AUTHORS

INTRODUCTION

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Types of article

EDITORIALS

Articles that refer to the most current in Primary Health Care or to any of the articles published in the issue. It is expected that the articles of this section are opinions and reflections of interest in Primary Health Care, that might stimulate debate, or present new perspectives on a topic. Opinions of authors that do not necessarily correspond to those of the publisher or those of the editors should be considered.

The maximum number of authors is 3. The manuscript should include:
- Cover letter (see general guidelines).
- First page (see general guidelines).
- Text (maximum: 1,000 words. not counting the bibliography).
- Tables and Figures (maximum: 1 (See general guidelines).

Each one of the previous parts must be started on a new page. With the aim of helping in its understanding, it is recommended that the text is structured as follows: establishment of the problem, positioning of the author, arguments in favour, arguments against, and conclusions. It is important that the discussion is presented logically and that it cites the type of tests on which the key statements are based (personal or expert opinions, observational studies, clinical trials, systematic reviews).

ORIGINAL ARTICLES

In this section, manuscripts are included that describe an innovative experience such as clinical safety projects, organisational changes in care, implementation of new technologies or quality improvements, as well as community health programs, or a series of clinical cases. The structure of the works must be as follows:

Cover letter (see general guidelines).

First page (See general guidelines). The number of authors should normally be between 4 and 6.

A structured resumen/abstract in Spanish and in English (maximum: 250 words) (There are specific guidelines for each type of original article)

Text: a maximum of 2500 words, not counting Tables, literature references or the resumen /abstract.
(There are specific guidelines for each type of original article)

From 3 to 6 key points. Study outline (if applicable, according to the specific guidelines for each type of original article)

Tables and Figures: maximum 6 (See general guidelines).

Each one of the previous sections must be started on a new page.

Acknowledgements: To individuals or institutions that, although not having fulfilled the requirements of authorship, may have collaborated in the performing of the work, provided material, technical, or financial help. The type of contribution should be mentioned. They must be included on the first page.

Bibliography: A maximum of 30 literature references is recommended, which must be as recent and relevant as possible, and carefully written in accordance with the Vancouver format.

Key points: All original works must include a Table with the key points to help in the understanding of the work by those readers that do not wish to read the full article. It must include a maximum of 3 short and precise sentences that indicate what is known on the topic before carrying out the study and the need to have carried it out (under the heading "What is known on the topic"), and another maximum of 3 sentences that indicate what this study has contributed to the previous knowledge of the topic (under the heading What this study contributes).
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This format is suitable for presenting works on safety, quality, or outcomes of the health services or programs or health policies
- The guidelines for this type of original follow the Revised Standards for Quality Improvement Reporting Excellence (SQUIRE 2.0): http://squire-statement.org/index.cfm?fuseaction=Page.ViewPage&pageId=471

TITLE
Mention that the manuscript refers to an initiative to improve Primary Care (quality, safety, effectiveness, patient-focused care, costs, efficiency, equity, or community programs)

STRUCTURED ABSTRACT:
Besides including the title of the work, it should describe the essential aspects of the manuscript and should have the following structure: Context / Local problem/ Methods /Interventions/ Results / Conclusions

TEXT:
It must be adapted to the Introduction/Materials and Methods/Results and Discussion / bibliography structure, following the recommendations set out below:

Introduction: It should explain the justification of the project. It must mention the nature and significance of the problem to intervene, a summary of what is known of the problem; include previously conducted studies. The framework, concepts or theories that explain the problem and the reasons that justify the intervention are also presented, as well as the reasons that leads to thinking that the intervention may be effective. This section must contain the aim of the study and of the manuscript that is presented. The introduction must be as brief as possible and be supported in a limited number of key literature references.

Methods: It attempts to explain what has been done. It has to contain aspects such as the contextual elements that explain the intervention, the timeline, the characteristics of the intervention, with sufficient details so that it can be reproduced, as well as the characteristics of the team that performed it. The approach used to assess the impact of the intervention, and to explain that the results are due to the intervention. The methods used to study the process and the result of the intervention, justifying the validity and quality of the data. The quantitative and qualitative methods employed to extract the data, as well as the ethical aspects. The use of headings is recommended to organise the information (study population, interventions, follow-up, statistical analysis).

Results: It should describe what has been found, mentioning the initial phases of the intervention and any changes. Data on process indicators and results, the contextual elements that have influenced the intervention, as well as the relationship between the contextual aspects, the intervention and the results. The positive unexpected consequences should also be presented, as well as the problems, failures and costs. Also include the details of the missing data. Headings may be used to make the presentation clearer. It is advised to use Tables and Figures without the unnecessary repetition of the data in the text. It is recommended to highlight the Table or Figure that contains the main results of the study, with a description of these in the legend.

Discussion: It reflects on the significance of the work done. It is recommended to begin with a summary of the key findings, relating them with the main reason for the intervention, as well as the strengths of the intervention. An interpretation of the findings is then presented: the relationship between the results and the intervention, the comparison with other studies, impact of the study on the population or the health system, the relationship between the results obtained and those expected considering the context, its costs. The limitations of the study must also be mentioned, in relation to their generalisation, their internal validity and the efforts made to minimise the limitations. It must finish with some conclusions on the usefulness of the project, its sustainability, its possibility of being applied in other contexts, its implications for clinical practice, as well as the indications for steps to follow in the future. It is advised to structure it with sub-headings.

Guidelines for ORIGINALS: SYSTEMATIC REVIEWS (META-ANALYSIS)
This section will include all works that present systematic reviews of the literature and other sources of evidence, which are critically evaluated in order to provide an answer to a particular question; therefore, narrative type reviews or knowledge update articles are not included.

ABSTRACT.
It must have the following structure:
Objective: clear identification of the main purpose of the review. If there is more than one, it is advised to point out the primary one and any secondary ones. Design: It study must be identified as a systematic review. Data sources: Data bases consulted, period covered and main characteristics of the search strategy of the individual studies used. Selection of studies: selection criteria of the studies, number of studies included and excluded, main characteristics of the studies included.
Data extraction: method for assessing the validity of the studies and data collection, and main variables collected. Results: main quantitative results, identifying the type of measurement used and its corresponding confidence intervals. Where applicable, it should include the level of statistical significance. Where applicable, the results of the sensitivity analysis should be included. Conclusions: the main conclusions arising from the results of the study, including their practical application.

TEXT

It must be adapted to the Introduction /Materials and Methods/ Results and Discussion structure, following the recommendations set out below: Introduction: It must present the current situation on the knowledge of the topic and the context in which the study is framed. The question that the review seeks to answer must be clearly defined. The introduction must be as brief as possible and be supported in a limited number of key literature references. Material and methods: The strategy for identifying the relevant studies must be described, including the data bases consulted and the descriptive terms used, the inclusion and exclusion criteria of the studies, the procedure for assessing their validity, the data extraction methods and the analysis strategy, as well as the statistical tests used for the data analysis. It must be written with sufficient detail so that the study could be repeated. The use of headings is recommended in order to organise the information (identification of studies, selection of studies, data extraction, analysis...). Results: It must present, not interpret, the principle findings associated with the aims of the review. Headings may be used to make the presentation clearer. It is advised to use Tables and Figures without the unnecessary repetition of the data in the text. It is recommended to include a Table with a breakdown of the main characteristics and results of the studies included in the review. The main results must include the corresponding confidence intervals, and must clearly indicate the type of measurement and the statistical tests used, where applicable. It is recommended to graphically present the confidence intervals in a Figure. When the significance level is less than .20, it is preferable to present its exact value. It is recommended to highlight the Table or Figure that contains the main results of the study, with a description of these in the legend.

Discussion: It is advised to structure it with the following headings (where relevant): limitations of the review, including suggestions on the effect of a possible publication bias, and comments on the homogeneity of the individual studies and the possible influence of variability on the final results; a comparison with the scientific literature, attempting to explain the differences observed; practical application of the results, performing an evaluation on their clinical relevance; and directions for future research on the topic. Study outline: A Figure will also be included with a diagram that indicates the number of studies selected in each of the stages of the review and the reasons for the exclusions. It is recommended that the outline follows the most up to date PRISMA statement, available at: http://www.prisma-statement.org/

Guidelines for ORIGINAL QUALITATIVE RESEARCH

Works will be included here that present studies that have used qualitative methodologies for the approach to the topic of the research.

ABSTRACT.

It must be structured, include the title of the work in Spanish and in English and should have the following structure:

Objective: clear identification of the main purpose of the study. If there is more than one, it is advised to point out the primary one and any secondary ones. Design: a description of the qualitative method and the methodological strategies used, as well as its temporal contextualisation. Setting: place where the study was performed and the type and level of health care (Primary Care, hospital, Community ...). Participants and/or contexts: Selection criteria and acquisition process. Method: sample design, description of the information and collection technique/s, mechanisms for ensuring information saturation, strategy and theoretical framework of the analysis. Results: the main findings, interpretations, topics and concepts identified, structure of the segmentation and categories constructed, and relationship within the conceptual framework. Conclusions: the main conclusions arising from the study and their use for the understanding of the problem and for action and change.

TEXT

It must be adapted to the Introduction /Materials and Methods/ Results and Discussion structure, following the recommendations set out below (adapted by: Fernández de Sanmamed Santos MJ). Adecuación de las normas de publicación en revistas científicas a las investigaciones cualitativas. (Adaptation of the guidelines published in scientific journals to qualitative research) Aten Primaria. 2000;25:502-4): Introduction: The current situation on the knowledge of the topic must be presented, the relevance and the context in which the study is framed, including the formal and informal documentary sources, opinions, intuitions and general theoretical and interpretative frameworks, where
necessary, all of them in the most concise and brief form as possible, being supported in a reduced number of key literature references. The objective of the study must be clearly defined. **Participants and methods:** It is recommended to structure this section into the following headings: Design: projected design and methodological strategies, justification for their use, temporal contextualisation, information collection techniques, changes in the design or emerging design, if applicable, etc. Sample and participants and/or contexts: sample design, number and description of participants and/or contexts, selection criteria of the informants and/or contexts, acquisition process, mechanisms for ensuring information saturation, etc.

**Participants and methods:**

It is recommended to structure this section into the following headings: Design: projected design and methodological strategies, justification for their use, temporal contextualisation, information collection techniques, changes in the design or emerging design, if applicable, etc. Sample and participants and/or contexts: sample design, number and description of participants and/or contexts, selection criteria of the informants and/or contexts, acquisition process, mechanisms for ensuring information saturation, etc.

**Analysis:** strategy and theoretical framework of the analysis, description and validation of the analysis, strategies for ensuring the reliability of the results, etc.

**Results and Discussion:** In qualitative research it is difficult to separate the results from the discussion. The results must be presented in a form that makes the analysis method and the structure of the segmentation and categories constructed clear, and associating them within the prior conceptual framework. An exhaustive presentation of the results must be avoided, only showing the most relevant and significant, that may be real contributions to the knowledge of that examined. It is advisable to use narrative fragments or observations to support the analytical synthesis, and to use illustrative matrices and Tables to facilitate the reading and comprehension of the results. It is recommended to highlight the Table or Figure that contains the main results of the study, with a description of these in the legend. **Conclusions, usefulness and limitations:** The key findings and interpretations of the research must be highlighted, along with their use in the knowledge of the problem and for action or change. The limitations of the study must also be included, as well as proposals for new questions or research lines.

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Results should be clear and concise.

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