

# Publication Criteria – Instruction for Authors

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The Brazilian Journal of Sexually Transmitted Diseases (Jornal Brasileiro de Doenças Sexualmente Transmissíveis; *DST – J Bras Doenças Sex Transm* ISSN 0103-4065), is a quarterly publication of Scientific Divulgence of the Brazilian Society of Sexually Transmitted Diseases, of the Latin American and Caribbean Association for STD Control, of the International Union Against Sexual Transmission of Infections (for Latin America) and of the Sexually Transmitted Diseases Sector (MIP/CMB/CCM) of the Fluminense Federal University. The journal is directed to professionals working in the field of STD/AIDS, infectologists, dermatologists, urologists, obstetricians, gynecologists and professionals in related fields, and serves the purpose of publishing original contributions, subjected to review, about relevant topics in the field of STD/HIV-AIDS and related fields. Both national and international contributions are accepted. In the selection of manuscripts for publication, originality, topic relevance and quality of scientific methodology used will be evaluated, and also how well it suits the editorial criteria of the journal. All of the manuscripts submitted to the journal will be sent to at least two anonymous reviewers, secrecy will be assured during the whole process. **The material from rejected articles will not be returned.** The contents of submitted material must not have been published previously nor have been submitted elsewhere. For publication in another journal, even if only partial, written consent of editors is necessary. A copy of the reviewers' comments will be sent to the authors. The accepted

manuscripts and the ones pending will be sent to the authors for the required modifications and to notify them of the necessary changes in the editing process. The authors should return the text with the requested modifications or, if it is the case, send the reasons for not following the suggestions. If there is no answer from the authors in a period of six months, it will be considered that the authors do not have any interest in the publication.

The authors are completely responsible for the concepts and declarations presented in the work. The manuscript submitted for publication should be written in Portuguese, English or Spanish and should belong to one of the different articles categories of the journal.

## Instructions for Author

The following rules were based in the format proposed by the International Committee of Medical Journal Editors, published in: Uniform requirements for manuscripts submitted to biomedical journals, which was updated in October of 2004 and is

available online at: <http://www.icmje.org/>.

## Journal Sections

1. **Original articles:** complete prospectives, experimental or retrospective. Manuscripts containing the results of original clinical or experimental research will have priority in publication.

# Publication Criteria – Instruction for Authors

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2. **Preliminary notes:** of studies in the final stage of data collection, but whose results are relevant and justify its publication.
3. **Case Report:** of major interest and well documented from the clinical and laboratorial points of view.
4. **New techniques:** presentation of innovations in diagnosis, surgery and treatment techniques, as long as they are not advertising drugs or other products.
5. **Articles with reviews or updates,** including systematic evaluation and critics of the literature, describing the procedures used, demarcation and limits of the topic, and presenting conclusions and references, which can include meta-analysis. These must be up-to-date.
6. **Editorial comments:** when requested to the members of the Editorial Board.
7. **Summary of thesis,** presented and approved in the last 12 months, counting from the day the summary was sent (see instructions for summaries of thesis in “Preparing the manuscripts”). It should contain, approximately, 250 words and follow the usual rules related to format and contents, including at least three keywords or key expressions. The summary should be sent in a floppy disk together with a printed copy. In a separated file, the following items should be presented: the full names of the author and advisor, the members of examining board, date of presentation and identification of the

Sector or Department where the thesis was developed and presented.

8. **Letters to the Editors:** about editorial topics or others. The letters may be summarized by the editorial board, keeping its major points. In the case of critics of a published article, the letter will be sent to the authors, so their answer can be published simultaneously.
9. **Technical reports:** from organs of the public service, discussing topics of major interests in public health and related to STD/HIV-AIDS issues.

## General information

1. Manuscripts should be typed in double-spaced lines throughout, from the cover page to the references, tables and captions. Each page should have, approximately, 25 lines in one column. The font Times New Roman, size 12, of MS Word® text editor is preferred. Do not highlight parts of the text: underlined or bold letters should not be used. All pages should be numbered, starting from the cover page.
2. Do not use capital letters in given names (except for the first letter) in the text or in the bibliographic references. Do not use dots in abbreviations (OMS instead of O.M.S.). Abbreviations should be explained in the first instance of use.
3. When printing, use white sheets of paper, with a minimum of 2,5 cm for each margin. Each section should be on a

# Publication Criteria – Instruction for Authors

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separated page: cover page; abstract and keywords; main text; acknowledgments; bibliographic references; individual tables and captions for the figures that were not typed.

4. The journal will not accept editorial material with commercial interests.
5. The authors will be informed, by post mail or electronic mail, about the arrival of the submitted article and the journal protocol number assigned to it. The articles prepared according to the Publication Rules – Instructions for Author and within the scope of the editorial policy of the journal will be sent to two reviewers recommended by the editor.
6. The number of authors for each article is limited to nine. Articles in cooperative authorship (institutional) should have the responsible people Collaborative articles and multi-center studies should have as authors the researchers responsible for the applied protocol (maximum of seven). The other collaborators can be cited in the acknowledgments section or as “Additional information about authorship”, at the end of the article. The concept of co-authorship is based in a substantial contribution of each one to the conception and planning of the study, data analysis and interpretation, or to text composition or review critics. The inclusion of names whose contributions do not fit the criteria cited above is not

justified. All named authors should agree with the final version to be published.

7. Conflict of interest: any situation that could influence inappropriately the article progress or conclusions should be disclosed. Amongst these situations are cases of partnership in the companies of drugs or equipments mentioned or used in the article, as well as in the competing companies. Any support received for the work, subordinate work or consulting relationships are also considered as conflict of interest.
8. In the cases of research on humans, a copy of the approval letter from the Ethical Committee of the institution where the study was done should be sent;
9. For original manuscripts, do not exceed 25 pages of typed text. The tables and figures should be limited to the number necessary for presenting the results to be discussed (as a general rule, limit it to five). For case reports or equipments and techniques manuscripts, do not exceed 15 pages, reducing also the number of figures and/or tables. The preliminary notes should be presented as brief texts, consisting of no more than 800 words, five references and two illustrations (see Preparing the manuscript – results).
10. The originals that do not agree with these instructions will be returned to the authors for the necessary modifications, before Editorial Board evaluation.

# Publication Criteria – Instruction for Authors

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11. The copies of the manuscripts should be sent together with a reference letter, signed by all authors. In this letter it should be made clear that the authors agree with the editorial policy, the review process and the transfer of copyrights to the journal. The published material becomes property of the Brazilian Journal of STDs, thus reproduction, complete or partial, is only permitted with the consent of the journal.

12. Send floppy disk (preferably CD) with proper identification, with the file containing main text, tables, graphics and captions of other figures (photographs). Send also three printed copies of

the manuscript. Electronic mail should be used when requested by the editorial board, for the whole article or parts of it, after review.

## **Dispatch of the manuscript and of the final version:**

The documents should be sent to:

Mauro Romero Leal Passos, Sociedade Brasileira de DST – AMF, Avenida Roberto Silveira, 123, Icaraí, Niterói, RJ – Brasil. CEP: 24230-150.

## Checklist for the manuscript

Before sending the manuscript, check if the instructions for the authors as well as the items listed below are in order:

- Reference letter signed by all the authors;

- Citation of the study project approval by the Ethical Committee for Research (in the section Patients and Methods);
- Conflict of interest: when it is the case, that it was mentioned, without omission of relevant information;
- Cover page containing all the required information;
- Summary and abstract organized in topics and compatible with the main text of the article;
- At least three keywords related to the text;
- Floppy disk (preferably CD) with a file containing the complete main text, tables, graphics and proper identifications;
- Tables and figures: all correctly mentioned and numbered in the main text. The captions allow the understanding of the tables and figures;
- Photographs properly identified and attached to the correspondence;
- References: numbered consecutively in order of appearance in the text and correctly typed. All the references mentioned are in the reference list and all the listed references are mentioned in the text.

## Preparing the manuscript

**Cover page.** Present the title of the article in Portuguese and in English; full name of the authors without abbreviations; name of the institution where the work was done, authors' institutional affiliations, information on support received in the form of grant, equipments or

# Publication Criteria – Instruction for Authors

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drugs. Indicate the name, address, telephone, fax and e-mail of the author to whom the correspondence should be sent.

**Summary of the article**, in the second page. For completed articles, write a summary organized in topics, divided in the identified sections: **Introduction, Objectives, Methods, Results and Conclusion**. It should have, approximately, 250 words. The summary should contain the relevant information, allowing the reader to get a general idea of the article. It should include summarized description of the methods and the statistical analysis used. Present the most relevant numerical results and not only indication of the statistical significance found. The conclusions should be based on the results of the study and not on literature. Avoid the use of abbreviations and symbols. Do not mention bibliographic reference in the summary.

In the same page of the summary, mention at least three keywords that will be used to make the annual index of the journal. They should be based on the DeCS (Descritores em Ciências da Saúde) published by Bireme, which is a translation of the MeSH (*Medical Subject Headings*) of the *National Library of Medicine* and available in: <http://decs.bvs.br>.

In another page, an Abstract in English should be printed, as an accurate version of the Portuguese summary organized in topics (Introduction, Objectives, Methods, Results, Conclusion). The keywords also should have their English version.

**Summaries for case reports** should not be organized in topics and should not have more than 100 words. For preliminary notes, there is no need for **summary**.

**Introduction:** Repeat at the top of the first page of the introduction the complete title in Portuguese and in English. In this section, show the current situation of knowledge about the topic being studied, the divergences and the gaps that may, eventually, justify the study, but without an extensive review of the literature. For case reports, present a summary of the knowledge related to the condition being described and an explanation for presenting it as an isolated case. Present, clearly, the objectives of the study.

**Methods:** Begin this section indicating the study planning: if prospective or retrospective; clinical or experimental trial; if the cases' distribution was random or not, and so on. Describe the criteria for patient or experimental group selection, including the controls. Identify the equipments and reagents used. If the applied methodology has been used elsewhere, mention the references, along with a summarized description of the method. Explain also the statistical methods used and the comparisons for which each test was applied. It is indispensable to mention the project approval by the Ethical Committee for Research of the institution where the study was done. Studies whose objective is the evaluation of the efficiency or tolerance of treatments or drugs must include appropriate control group. For additional information on the outline of this kind of study, consult ICH Harmonized Tripartite Guideline –

# Publication Criteria – Instruction for Authors

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Choice of Control Group and Related Issues in Clinical Trials ([http://www.hc-sc.gc.ca/hpfb-dgpsa/tpd-dpt/e10\\_e.html](http://www.hc-sc.gc.ca/hpfb-dgpsa/tpd-dpt/e10_e.html)).

**Results:** Present the results in a logical sequence, with text, tables and figures. Present the results relevant to the objective of the study that will be discussed. Do not repeat in this section, all the data from tables and figures, however, describe and emphasize the most important data without interpretation.

In the **Case Reports**, the Methods and Results sections will be replaced for the case description, maintaining the other sections.

**Discussion:** The new and original information obtained in the study should be highlighted. Do not repeat data and information already mentioned in the Introduction and Results sections. Avoid mentioning tables and figures. Emphasize the suitability of the methods used in the study. Compare and relate your observations with the ones from other authors, commenting and explaining the differences found. Explain the implications of the findings, their limitations and the derivative recommendations. For case reports, the discussion should be based in a broad and updated literature review. Eventually, list the information found in the literature for comparison.

**Acknowledgments:** directed to people that collaborated intellectually, but whose contribution does not justify co-authorship, or for those who provided material support.

**References (Vancouver Model):** All the authors and articles mentioned in the text should be listed in this section and vice versa. The references should be numbered consecutively in order of appearance in the text and these numbers should be used for citation in the text. Avoid an extensive list of bibliographic references, selecting the most relevant ones for each statement, with preference for the most recent studies. Do not use citation of difficult access for the journal readership, such as abstracts of

studies presented in a congress or in other publications of limited circulation. Do not use references such as “unpublished observations” and “personal communication”. Articles accepted for publication can be mentioned followed by the expression: *accepted and waiting for publication* or *in press*, with the periodical indicated. For citation of authors’ other publications, select only the original ones (do not mention chapters or reviews), printed in revised periodicals and related to the topic being discussed. The number of bibliographic references should be limited to 25. For preliminary notes, the number of references should be limited to 10. The authors are responsible for the correctness of the data listed in reference.

For every reference, all authors should be quoted for articles with up to six authors; if there are more than six authors, the first six should be quoted followed by the expression *et al*, according to the following examples:

**Journal articles:**

# Publication Criteria – Instruction for Authors

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- **Printed format**

Teixeira JC, Derchain SFM, Teixeira, LC, Santos CC, Panetta K, Zeferino LC. Avaliação do parceiro sexual e risco de recidivas em mulheres tratadas por lesões genitais induzidas por Papilomavírus Humano (HPV). BRGO 2002; 24(5): 315-320.

Barreto NA, Sant'anna RRP, Silva LBG, Uehara AA, Guimarães RC, Duarte IMD et al. Caracterização fenotípica e molecular de *Neisseria gonorrhoeae* isoladas no Rio de Janeiro, 2002-2003. DST – J bras Doenças Sex Transm 2004; 16(3): 32-42.

- **Online format**

Cabar FR, Nomura RMY, Costa LCV, Alves EA, Zugaib M. Cesárea prévia como fator de risco para o descolamento prematuro da placenta. Rev Bras Ginecol Obstet. [ periódico na Internet]. 2004 Out [citado 2005 Mar 19]; 26(9):[cerca de 15 telas]. Disponível em: [http://www.scielo.br/scielo.php?script=sci\\_arttext&pid=S0100-72032004000900006&lng=pt&nrm=iso&tlng=pt](http://www.scielo.br/scielo.php?script=sci_arttext&pid=S0100-72032004000900006&lng=pt&nrm=iso&tlng=pt)

Kremer LCM, Caron HN. Anthracycline cardiotoxicity in children [perspective]. N Engl J Med [serial on the Internet]. 2004 Jul [cited 2004 Sep 29];351(2):[about 2 p.]. Available from: <http://gateway.ut.ovid.com/gw1/ovidweb.cgi>

- **Book**

Tavares W, Marinho LAC. Rotinas de diagnóstico e tratamento das doenças infecciosas e parasitárias. São Paulo: Editora Atheneu; 2005.

Tavares W. Manual de antibióticos e quimioterápicos anti-infecciosos. 3ª. Ed. São Paulo: Editora Atheneu; 2001.

- **Chapters in a book**

Duarte G. DST durante a gravidez e puerpério. In: Passos MRL. Deesetologia, DST 5. 5ª. Ed. Rio de Janeiro: Editora Cultura Médica; 2005. p. 685-706.

Citation of web sites: only for official statistical information. Indicate the responsible entity, the electronic address and the name of the file. Include date and time of the file access when the mentioned data was obtained.

**Tables:** print each table in a separated sheet of paper, using double-space and the font Arial 8. The numeration should be sequential, using Arabic numerals, in the order of appearance in the text. All the tables should be titled and all the columns should have headings. The caption should contain sufficient information for the reader to understand the content of tables and figures, without reading the main text. The horizontal lines should be simple and limited to two on the top and one on the bottom of the table. Do not use vertical lines. Do not use functions to create, or horizontally align (left, center, right or justify) a table. Use tabs and not spaces to separate the columns and for new lines, press *enter*.

# Publication Criteria – Instruction for Authors

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Captions for abbreviations and statistical tests used should be in the table footnotes.

**Figures (graphics, photographs and illustrations):** The figures should be printed in separated sheets of paper and numbered sequentially, using Arabic numerals, in the order of appearance in the text. All the figures can be black & white or in color, with appropriate quality and should have the title in the caption, typed in font Arial 8. In the floppy disk or CD, they should be sent in a file separated from the text (an image in a text editor does not mean that the original image file were copied separately). To avoid trouble that can affect the journal standards, when digitizing the images (scans) the authors should obey to the following parameters: for graphics or schema use *800 dpi/bitmap* for drawings; for illustrations and pictures use *300 dpi/CMYK* or *grayscale*. In all cases, the files should have the following extensions *.tif* and/or *.jpg*. In the case it is not possible to send the electronic files of the figures, the originals should be sent in laser print (graphics and schema) or photographic paper to be properly digitized. Files with the extensions *.xls* (Excel), *.cdr* (CorelDraw), *.eps*, *.wmf* for illustrations in

curve (graphics, pictures, schema) will also be accepted. A maximum of five figures will be accepted. If the figures had been published elsewhere, they should come together with written permission from the author/editor, with the source disclosed in the illustration caption.

**Captions:** Print the captions double-spaced, together with the respective figures (graphics, photographs and illustrations) and tables. Each caption should be numbered using Arabic numerals, corresponding to each figure and table and in the order of citation in the text.

**Abbreviations and acronyms:** should be preceded by the complete name for which they stand in the first instance of use. When they appear in captions of tables and figures, they should come together with their complete names. The abbreviations and acronyms should not be used in the title neither in the abstract of the article.