

General rules of publication in SANUM

## GENERAL RULES OF PUBLICATION IN SANUM

### GENERAL ASPECTS OF PUBLICATION IN SANUM

1. The papers submitted for publication in the SANUM magazine must be **original, unpublished, not accepted or sent simultaneously for consideration in other journals**. In the event that the work has been presented at any conference, Congress or similar event, the full name of the congress, dates and venue, as well as its presentation form (poster, oral communication or presentation) must be indicated. As well as if it has been published in the summary of the official book of the congress, estimating that in the case that it was the complete text, they are not considered unpublished.
2. The authors of the works must be health professionals or other non-health professionals or those related to the health field. The maximum number of authors accepted in the works will not exceed in any case the **five authors**.
3. Authors must have prior **authorization** to present complete or modified data or figures that have already been published. Publish photographs that allow the identification of people. Mention the persons or entities that appear in the acknowledgments.
4. The authors **implicitly waive the publication rights**, so that the accepted works become the property of the SANUM magazine. In case the authors need to incorporate their article in repositories, the magazine accepts the self-archiving and will allow it in pre-print, post-print and PDF-print, it is essential to request authorization from the editorial board and obligatory to cite its origin.
5. The editorial and scientific management may submit to the authors the modifications they deem necessary for the publication of the work. In these cases, the authors must send the original with the proposed modifications within **a period not exceeding 15 days**; If this deadline is not met, the work will be rejected.
6. The sending of the work to this magazine implies the **INTEGRAL ACCEPTANCE** of all the criteria dictated in the rules of presentation of articles proposed by the Editorial and Scientific Council of the SANUM magazine.
7. Once the work has been accepted, the correspondence author will receive a notice letter by e-mail with the decision taken and if it is published when the article is going to be published, indicating the date and number of the publication of the article.

8. All authors of the work must **sign and send by mail the model declaration of AUTHORITY and transfer of copyright in the original document** as the last prerequisite and inexcusable to the publication of the manuscript.

**THE REVIEW AND PUBLICATION OF THE ARTICLES IN THE SANUM SCIENTIFIC-SANITARY MAGAZINE IS FULLY FREE.**

SANUM publishes original works, review articles, editorials, clinical cases or case studies, protocols and other specific articles related to any professional health area of health sciences and that favor the development and dissemination of research, knowledge and skills. from the same. All papers received are submitted for evaluation by the editorial committee and by external reviewers. Manuscripts should be prepared following the recommendations of **the International Committee of Medical Journal Directors in their** latest version and conform to the publication standards set forth herein. The lack of consideration of these recommendations and instructions will inevitably cause a delay in the editorial process and in the possible publication of the manuscript, and may also be cause for rejection of the manuscript.

### **ORIGINAL SHIPPING FORM: EMAIL**

**The only way to send the works** will be through the following e-mail: **consejoderedaccion\_revistasanum@yahoo.es** and following the rules and recommendations of presentation of the works.

It must be sent by the main author: **AUTHOR OF CORRESPONDENCE.**

- The job title should be written in capital letters in the **SUBJECT** of the message.
- The title of each of the attachments sent with the message must be indicated in the **HEAD** of the message. In addition, the name and surname of the authors, professional category and current work activity must be indicated.

Once the work has been received in this way and according to these recommendations, a response will be sent after its structural review by the Technical Secretariat of the editorial board. In case of receiving any work sent without these recommendations, it will not be attended or reviewed, considered **as work not accepted.**

Once it has been verified that the article meets the structural characteristics accepted by this journal, the Secretary of the editorial board will send the **manuscript to the editorial and scientific committee for a documentary, ethical and scientific rigor review**, necessary conditions for the article to be accepted and published in this magazine.

Once the article is admitted by the editorial and scientific council, it will be reviewed by external reviewers, who will submit a report with the opinion of its review and in any case the correspondent will be notified of the decision taken. In case of being accepted, the authors will be notified for their next publication, which will depend on the queue of existing articles at that time and that are pending publication in the journal with the order of publication decision issued by the editorial committee and scientific.

### **FORMAL ASPECTS OF ORIGINALS:**

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- Document format: A4.
- Minimum number of complete pages without images: 10 pages.
- Maximum number of complete pages without images: 20 pages.
- All pages must be numbered in the lower right.
- Source: Times New Roman. Font size of 12 points, double spaced.
- Text without bullets.
- Files in Word format. Save files with extension .doc, .docx or .rtf
- 72 pp color images.
- Tables, maps and graphs can be presented in Excel format with clarity and precision; they must invariably include the source or origin of origin, and the exact placement must be indicated in the text of the work. The maximum number of these elements must not exceed six elements in total, including images, tables or graphs.
- Calls must be numerical.
- Citations should be inserted in the text by opening a parenthesis with the author's last name, the year of publication and the page.
- For acronyms, acronyms or abbreviations, the first time they are used, the full or unleashed name must be written; then, in parentheses, the form that will be used later. Examples: World Bank (WB), United Nations Organization (UN), gross domestic product (GDP).
- Items will be received with the corresponding spelling and style correction.

- The publication of the articles will be subject to the availability of space in each issue.

## **SECTION POLICIES**

***The sections that are admitted following the editorial policy of the magazine are the following:***

### **• Editorial:**

This section will contemplate comments and reflections on some novel topic of current health or scientific relevance, related to Health Sciences, Medical Sciences, Nursing or other health or clinical discipline, which has interest for health or non-health professionals.

This section will usually be prepared by commission of the magazine's editorial team or management, although the magazine is open to proposals on topics and authors that can develop them as experts in the field to be presented. The editorial does not express the official position of the SANUM editorial committee, unless it is expressly stated in the editorial itself.

All publishers should try to be impartial and discuss novel, controversial or very little literature topics, and should reflect the different existing positions. Publishers will have a maximum length of 500 words, up to 10 bibliographic references, and without any graphic element. Summary should not be included.

This section is published as a magazine header article.

### **• Letters to the editor:**

This section will publish scientific and formally acceptable observations on the articles published in the SANUM magazine, of the two previous issues published. It is also a space for readers to send their comments on current issues, in any aspect related to health sciences that may be of interest to health and non-health professionals. It is the ideal section for the exchange of ideas and opinions among the readers, authors and editorial team of the magazine, in which we invite you to participate. The maximum length will be 500 words. A table or figure will be admitted (see rules for publishing tables and figures) and up to 6 bibliographic references.

**• Original Articles:**

Full description of an essential research work or clinical practice that provides sufficient information to allow a critical assessment. These works will have a quantitative or qualitative methodology related to any aspect of research in the health or socio-health field of the different disciplines of Health Sciences. The manuscript will not exceed 3,000 words (excluding the summary, acknowledgments, bibliography and figures and / or tables). The maximum number of bibliographic references will be 35, and the number of tables or figures will not exceed 6.

The following sections must be organized in an orderly manner: Introduction, Methodology, Results, Discussion and Conclusions. The units of measure in any section will be expressed in a conventional system or in the international system (SI).

In addition to the previous structure, this manuscript must include a SUMMARY, which can be structured or unstructured and at least 3 KEY WORDS, both in Spanish and English.

**• Short originals:**

Works with the same characteristics described in the originals, but which are published in a more abbreviated way with more specific objectives and results. The maximum length of the text will be 1,500 words, admitting up to a maximum of 3 tables or figures. The structure of these manuscripts will be the same as that of the originals (Introduction, Methodology, Results and Discussion) with a maximum of 15 bibliographical references. The abstract must be structured and the rest of the structure must be the same as the originals.

**• Reviews:**

Bibliometric studies, systematic reviews, meta-analysis and metasyntesis on relevant and current topics in Health Sciences, which should include: Introduction, Methodology, Results, and Discussion and Conclusions. The maximum length of the text will be 3000 words, and up to a maximum of 6 tables or figures will be admitted (see rules of the tables

and figures standards). The review works will include a structured summary of 250 words and a maximum of 50 bibliographical references. It can include keywords.

For the preparation of systematic reviews or meta-analysis it will be advisable to follow the indications published in the PRISMA statement (<http://www.prisma-statement.org>).

**• Protocols or procedures. Field Notes:**

This section will publish manuscripts on the current state of knowledge in specific aspects, experiences of professional practice that are of great interest, innovative and relevant based on the professional experience of the author or authors.

Its theme may include not only problems in the healthcare field, but also issues of teaching, research or management content. The structure will include Introduction, Development, Conclusions and Bibliography. The maximum length will be 2000 words and a summary of no more than 500 words, in Spanish and English. A maximum of 3 tables and / or figures, and 20 bibliographic references will be admitted.

**• Clinical cases:**

This section will publish manuscripts that must be essentially descriptive works of one or several clinical cases, of exceptional interest, either because of their low frequency, and either because of their unusual evolution or because of their contribution to the knowledge of clinical practice in any of the disciplines of health sciences. Professionals should present the new or illustrative aspects of any area of health knowledge of clinical practice and express them in a standard way and that is understandable to the rest of the professionals. They must be adequately argued and explained. Its maximum length should be 1000 words and follow a specific structure appropriate to its description. You can include up to 3 tables and / or figures and up to 10 bibliographical references.

**• Special items:**

Manuscripts referring to other works that do not conform to the previous types of work and that may be of scientific interest in any health area will be published. These types of manuscripts will have a maximum length of 1500 words and 2 tables or figures. They will include a 250-word summary. It will not be necessary to structure this summary or the

main text in introduction, methods, results and discussion. A maximum of 15 bibliographic references are recommended.

**• Clinical images:**

The clinical images must strictly comply with the international terms of ethics and respecting the integrity of the patients and complying with what informed consent is.

Images of any type (ectoscopic, endoscopic, radiological, microbiological, pathological, etc.) that are demonstrative and that contain in themselves a relevant message of scientific and current rigor. Its structure must contain title in Spanish and English, case presentation, diagnosis, evolution and brief comment as a discussion of the observed findings. It must not exceed 500 words and no more than 10 bibliographic citations and 3 authors maximum. It is recommended to include explanatory graphic resources (arrows, asterisks) in the image. The quality of it must be at least 300 dpi and not larger than half a page of the submitted manuscript. It will be subject to peer review.

**• Clinical practice guides.**

They are manuscripts where questions or health / clinical problems are raised and the best available scientific evidence is organized so that, in the form of recommendations, they are used in clinical decision making. They are defined as “the set of recommendations developed in a systematic way, to help clinicians and patients in the decision-making process, on what are the most appropriate interventions to solve a clinical problem in specific health circumstances” (Field MJ, 1990).

***The structure to follow is:*** Title - Stages in the development of the guideline - Choice of clinical condition / health problem - Specification of tasks - work plan - Systematic review of the literature and preparation of recommendations - Revised bibliography and Updated-Authors of the guide.

The Guide will be reviewed and once accepted, it will be proposed to publish it as a special article and the publication of the complete or extended guide as a monograph in the supplements section.

## **FORMAL STRUCTURE to be submitted by manuscripts.**

A standard structure proposed by the **International Committee of Medical Journal Editors**, which recognizes a generic structure of the Scientific Manuscript, must be followed. Therefore, the scientific article submits to this internationally accepted structure, in which each section has a purpose and an intention. This structure may vary depending on the type of article indicated above.

### **FIRST PAGE:**

- Full name and surname of each of the authors, profession and work center where appropriate, without abbreviations.
- Center where the work was carried out.
- Name, email address, and phone number of the author responsible for the communication of notices. **He is the correspondence author.**
- **Financing of the article:** the financial and material aid that the study may have had must be indicated, and indicate the organism, the agency, the institution or the company, and the project number, agreement or contract. In case of not having external financing, it will be recorded «Without financing». This information is required on all types of items described above.
- **Conflict of interests:** The authors, when submitting the manuscript, must indicate if there are any conflicts of interest (moral, economic, labor, research, etc.). The editorial board may require the authors that this declaration of conflicts be extended or detailed to the maximum when they deem appropriate. Similarly, if there is no conflict of interest, they must be explicitly stated.
- If presented as a presentation, oral communication, poster, etc. in some congress or day, indicating dates of celebration, place of celebration.

### **RECOMMENDATIONS TO BE TAKEN INTO ACCOUNT WITH THE TITLE OF THE ARTICLE:**

The '**article presentation card**' is considered in front of the research reader or member of the scientific community. It must be attractive to capture the attention of the reader and must identify precisely the main theme of the writing, it must be descriptive. If the study focuses on a specific population group (only women or only men, elderly people, immigrant population ...), in the title, said population group should be mentioned.



**The characteristics that make a title suitable are:**

- You must describe the contents in a concrete way and although there is no specific rule about its size, it should **not be excessively long** and a limit of between **10 to 15 words** is established.
- It must be specific or concise in relation to the subject, avoiding generic terms. Clarity refers to the absence of ambiguous elements.
- The following phrases are not very informative and can be deleted from the beginning: Aspects of, Comments on, Studies of, Notes on, Comments on ...
- Avoid if possible the use of terms such as: Study, Research, Analysis, etc., which are superfluous because they are supposed to be part of the work as an original article.
- No acronyms, acronyms or abbreviations should appear.
- The fewer punctuation marks the better.
- Both the words and the syntax must be correct. Avoid subtitles or split titles.
- They must be written with an affirmative phrase, fleeing the interrogative tones.
- If the study focuses on a specific population group (only women or only men, older people, children, immigrant population ...), in the title, this population group should be mentioned.

It is therefore a question of describing the content of the article as faithfully as possible, so it is important that once the article is finished, the title is reviewed to verify that it reflects the actual content of the article or On the contrary, it needs some adaptation once we have the global vision of the finished work.

**What is a good title ? : The least possible number of words that adequately describe the content of an article.**

## **SUMMARY AND KEY WORDS**

### **SUMMARY**

It represents a synthesis of the essential content of the work, an abbreviated and precise representation of the content of the document, without interpretation or criticism, which helps the reader decide whether or not to read the full text.

The summary can be structured or unstructured. The structured summary must include a concretion of the main sections of the work: introduction, method, discussion, main conclusion. The unstructured summary is less recommended and should contain a clear synthesis of the outstanding features of the manuscript.

**The approximate length of the summary will be 250 words**, not exceeding the maximum of 350 words, it may vary according to type of work (read section policies).

***Characteristics that the summary section must meet:***

- Brief: The advisable extension should be between 150-250 words.
- Autonomy: The summary must be a coherent text and must be understood on its own.
- Accuracy: You must collect the most important concepts of the document.
- Clarity: The summary must be understandable, simple and informative.

***Recommendations to follow to elaborate this section of the work:***

- Be understood without reading the article partially or totally.
- The main points of the article can be developed in concrete terms.
- Be orderly observing the general scheme of the article.
- Start with the most important idea of the work, but not repeating its title.
- Write in 3rd person, impersonally., Using the present tense: "It is described, it is reviewed ..."
- Take special care of spelling correction and punctuation marks.
- Use professional, technical and scientific terminology, but avoiding abbreviations.
- Try to write the summary in two or three paragraphs, using short sentences.
- Do not include subjective assessments, or personal motivations that justify the work, etc.
- Avoid useless phrases and vague expressions.
- Avoid ambiguous words, with a meaning that can be confused.
- Avoid superlatives, unnecessary adjectives and clarifications of obvious information.
- Do not make particular references to a graphic or image.

It is recommended that both the **TITLE** and the **SUMMARY** be prepared once the article

is finished, as this allows a broader view of the study and helps to select the key aspects that should appear both in the Title and in the Summary.

### **KEYWORDS**

After the summary, no more than **5 keywords** will be presented, without explaining their meaning. These keywords should express significant terms of the work presented and describe the main content of the article. **Acronyms or abbreviations will not be accepted as keywords.**

They are used for inclusion in indexes or databases, allowing their selection when a bibliographic search is performed. To order a future bibliographic search by other authors and professionals should be placed in the order of appearance in the article.

**In medical sciences they must be extracted from the Medical Subject Heading (MeSH) whose translation in Spanish is "Descriptors in Health Sciences (DeCS)". Therefore, it is necessary to check these descriptors for use in the article. The access link: <http://decs.bvs.br/E/homepagee.htm>**

*Entering this page allows us to locate the same term with its exact translation and synonyms, which should be used as a keyword. In case of not being included, it should be sought other than if it is included or any synonym for it.*

**Other recommendations:** do not just repeat the words in the title. Do not use empty words (pronouns, adverbs ...), unimportant words (analysis, description, research ...) or infinitives.

## **STANDARD STRUCTURE**

The following sections of the manuscript must follow the structure proposed by the **International Committee of Medical Journal Editors**, which recognizes a generic structure of the Scientific Manuscript that includes the following sections: **Introduction, Material and Methods, Results, Discussion and Conclusions 'IMRAD'**. Therefore, the scientific article submits to this internationally accepted structure, in which each section

has a purpose and an intention. This general structure may change depending on the type of item proposed.

### **INTRODUCTION:**

The introduction has to expose “why this work has been done”, and a summary idea of the work done. It will outline the moment of the situation, **should describe the study problem and its background**, and argue with updated bibliographic references. And the objectives of the work will be clearly established.

The introduction establishes the argument of knowledge currently available on the subject of research (background), pointing to the existing knowledge gaps and to which of these our research is directed and tries to arouse interest in the publication.

Bibliographic citations must be the necessary ones and must be current (between 6 and 10 years depending on the subject, considering the ideal below 6 years), except for publications that constitute “milestones”, in the evolution of the knowledge of the subject under investigation.

It should not be too long that they can bore and pay too much attention to the reader regarding other sections of more weight (about 300 words) and the central structure of the article. This section is constructed based on a plot sequence in which it is important to take into account the following aspects:

- There should be no data or statements that later appear in the "Results" or "Conclusions" sections.
- It should not be extended to already consolidated knowledge.

The importance of research is obvious to the author, but not necessarily to the reader. **You have to answer the question What? And why was the investigation necessary?** We have to justify it. And explain below the importance of research for everyday practice.

The relationship between research and prior knowledge of the subject (the background) is established through a narrative supported by citations from the literature. It is not necessary to mention everything that is known about the subject, but to show that the subject is known. Only the most relevant contributions will be cited.

A common mistake is to start the introduction with very general information for the audience of the article. In this section the purpose and objective of the article must be explicit.

### **HYPOTHESIS AND / OR WORK OBJECTIVES:**

These two sections can be developed in a separate section, as is the case in research projects or added **within the writing of the article as final paragraphs of the Introduction.**

**HYPOTHESIS:** In relation to the hypothesis, the following aspects should be considered:

- The hypothesis represents the researcher's theory in relation to the research topic (it is not a research question).
- The hypothesis must be formulated directly and simply in a short text (several hypotheses cannot be formulated in the same paragraph).
- The hypotheses are contrasted, so they condition the design, methodology and analysis (what is not testable is not a hypothesis).

**OBJECTIVES:** they refer to what is intended to be achieved with the work. It is advisable to present a main objective and no more than 2-3 secondary objectives, taking into account that these must be justified during the development of the work, even if they have not been achieved. With regard to the wording of the objectives, consider:

- Represent the scope or achievements of the research project.
- Objectives are achieved or achieved (achievements not attainable are not objectives).
- Determine both the design and the methodological and analytical aspects.
- They must express themselves in terms of knowledge: Know, Estimate, Identify, Validate.
- Terms such as: Study, Analyze, Research should be avoided.
- They must be formulated in infinitive and express the ideas of what you want to demonstrate by exposing the work.
- It means the end you want to reach, the goal you intend to achieve with the development of the article.

## **MATERIAL AND METHODS (METHODOLOGY)**

There are two essential aspects when writing this section:

- a. The wording of this section should be such that it allows other researchers to repeat the study in order to reproduce the results.
- b. It must be in accordance with the hypotheses and objectives formulated.

**This section explains how the investigation was done**, we must give all kinds of details. Most of this section should be written in the past. The work must be able to be validated and repeated by other researchers, therefore it will be necessary to offer precise information so that other colleagues can repeat the experiment, this implies describing thoroughly and defending the design. The scientific method requires that the results obtained be reproducible.

**You should answer the following questions: What? How much? Where? When? The study has been carried out.**

In **materials**, it is better to refrain, if possible, from giving trade names, it is preferred to use generic names to avoid intrinsic advertising. It simply describes what has been used (surveys, tests and procedures, measuring devices or instruments, drugs, routes of administration, techniques used, etc ...).

### **Recommendations in its writing:**

- We must respond specifically to how and how much and sometimes when. If statistical methods have been used, the data should be presented and examined, in summary.
- The statistical methods of others should be described by bibliographic citations, but a long description of them will not be made.
- If a new method is used (there are no bibliographic citations), it must be described and possibly justified.
- Ambiguous terms should not be used such as: regularly, frequently, periodically....
- It is written in the past: It was counted, measured, etc ...

**The description of a clinical case as a center and development of the study can be used as a method. A bibliographic review can be used, describing how it was done.**

This section must meet the following **conditions**:

- Design aspects must be described in detail: type of study, sample, sample error, bias control, measurement methods, data source, period of data collection, recruitment, monitoring, etc.
- In the case of using standardized or validated methods, only their mention is necessary and should not be described in detail.
- Specify the ethical and confidentiality aspects.
- Statistical methods should be described with a level of detail that allows the analysis to be reproduced in the case of accessing microdata.
- Avoid using, outside the statistical scope, terms such as "significant", "correlation", "relationship", "association", etc.

### **RESULTS:**

This section is the core of the communication, where the **DATA obtained** are shown. Here the results of the investigation are communicated. The data can be offered by text, tables and figures (see below the format of tables and figures). Text is the fastest and most efficient way of presenting few data, tables are excellent for presenting accurate and repetitive data and figures are the best option for presenting data that shows important trends or patterns. The figure includes any possible illustration material: graphs, diagrams and photographs.

In writing this section, the researcher must always keep in mind the hypotheses and objectives formulated. This section is the basis for expressing the evidence obtained.

### **The main aspects to consider are:**

- It must be directed towards the verification of the hypothesis and the achievement of the objectives.
- Results not coming from data analysis should not be expressed.
- Both positive and negative results must be expressed.
- The information must be summarized by using tables.
- Figures should be used to emphasize results (they are not good tools for expressing exact numerical information).

- In general, Roman numeration should be used for the tables (Table I, Table II, etc.) and Arabic numerals for the figures (Figure 1, Figure 2, etc.).
- Avoid, in the text, the repetition of data expressed in tables or figures.

### **DISCUSSION:**

It will be exposed because this study has been done and to what results or consequences it has been reached, and the effects achieved can be included if it is a significant or research work. It is the **INTERPRETATION** of the results obtained, therefore the author should not express as conclusions those that do not derive directly from the results. Explain the meaning of the experimental data and compare it with results obtained by other similar previous works.

**They make reference to arguments and assertions related to experimental measurement data and logic:** science referring to rules and procedures to discern whether a reasoning (reasoning) is correct (valid) or incorrect (invalid).

With the conclusions, they constitute the final and proper part of the work developed and exposed.

This section should discuss the results obtained in the investigation. For this, the author must explain:

- The answer to the research question.
- Summarize the evidence found.
- Express the verification or not of the hypotheses and the achievement or not of the formulated objectives.
- Highlight the main findings.
- Face our results with other scientific publications.
- State the weaknesses of the study and its limitations regarding the scope of the results (critical evaluation of the authors).
- Analyze the potential causes of negative results.
- Ask questions for further research.



### **CONCLUSIONS:**

From this discussion we will draw our conclusions, which must be interpretive, not descriptive, therefore they cannot reproduce quantitative data and it is important that we make an effort to summarize the main applications or benefits in terms of health that our work can report.

### **REFERENCES BIBLIOGRAPHICS / BIBLIOGRAPHY.**

Bibliographic references must necessarily be numbered consecutively by superscript call and Arabic numerals in the order of appearance for the first time in the text, tables and figures. This section reflects the documentary base on which the research has been based and mainly supports the introduction, methodology and discussion sections.

Its wording should be such that it allows other researchers to repeat the study in order to reproduce the results.

It requires special care to follow universal citation requirements that allow any reader to retrieve any of the articles or works referenced in our study in case you need them.

To correctly reference each of the works we must use the Uniformity Requirements for Manuscripts, which we know as **VANCOUVER RULES**, which is available in the recommendations of the International **Committee of Editors of Biomedical Journals**.

In practical terms, they are a set of rules established to make communications and publications in biomedical journals uniform and thus ensure that they meet criteria shared by readers and researchers in the field of Health Sciences for citations used in their work.

The bibliography must be recent, as an orientation and as mentioned above, we can focus on bibliography that has been published in the last six years, but as it has also been mentioned, this aspect depends on the specific subject we are studying and sometimes we are forced to extend the study period, sometimes to reach a reasonable number of articles for review and sometimes for different reasons. We must also ensure that they are adequate and meet criteria of relevance to the proposed research topic. **Regarding the number of references, it must be reasonable and rarely exceed 40 citations.**

**All bibliographic citations of magazine articles, books, protocols or other material published or in electronic support should be made following these Vancouver standards.**

**GRAPHIC ELEMENTS: IMAGES, TABLES AND FIGURES.**

**Images:**

Images may be included in a maximum number of 3, which must follow the corresponding ethical norms and publication permits, including the corresponding sources of origin and authorizations. The source of origin can be referred to in the bibliography.

Den be related to the theme of the work and may be referred to someone other than the text, in which case it must be indicated in it, for example: (image 1).

They must be of sufficient quality and with a caption in their image caption and sent in an image format (jpg, tif, ...) and in **ATTACHED FILE apart from the manuscript**. They can also appear in the manuscript or indicate the place where you want to place, indicating it in red and what is the order of appearance.

**Tables and figures:**

These graphic elements represent a very useful and generally transcendent tool for presenting the data obtained in the study. Each element must contain a title and be numbered in the order of appearance in the text. A brief explanation of the graphic element that does not exceed a line of text can be included depending on the dimensions of the element.

In case of containing abbreviations or acronyms, their meaning should appear at the bottom of the graphic element and the numbering and title should be placed in the heading.

**OTHER SECTIONS TO INCLUDE AT THE END OF THE MANUSCRIPT** (placed after the conclusions and before the bibliography):

**Transparency statement:**

It is necessary to write this section in all cases. **This statement is written by the main author of the study in which you must ensure the quality**, rigor and transparency of the study, with its results and limitations; In addition to expressing the participation of the signatory authors of the manuscript with their total approval. An example of this section (recommended wording):

*“The lead author (defender of the manuscript) ensures that the manuscript is an honest, adequate and transparent article; which has been sent to the scientific journal SANUM, which has not excluded important aspects of the study and that the discrepancies of the analysis have been argued, being recorded when they have been relevant. All authors have contributed substantially to the design, analysis, interpretation, critical review of the content and final approval of this article.”*

**(It is recommended to read the section “ETHICAL DECLARATION OF PUBLICATION”)**

**Sources of financing:**

It is necessary to write this section in all cases and indicate the source of provenance if there is or if there is no source of funding, indicate: **“no sources of funding”**.

**(It is recommended to read the section “ETHICAL DECLARATION OF PUBLICATION”)**

**Conflict of interests:**

It is necessary to write this section in all cases. If there is no conflict of interest, it must be expressed on the author’s data page: **“no conflict of interest”**; or express the conflicts that arose during the development of the study.

**(It is recommended to read the section “ETHICAL DECLARATION OF PUBLICATION”)**

**Publication:**

It is necessary to write this section in all cases. It must be indicated if the study has been presented in any scientific event (conference, symposium or congress) and in the format presented (oral communication, poster, presentation ...) In that case, expose the title, dates of celebration and location of the same.

In case of not having been previously presented in any event, it should be indicated: "This study (work) has not been presented in any scientific event (congress or conference)".  
**(It is recommended to read the section "ETHICAL DECLARATION OF PUBLICATION")**

**Thanks:**

They should be directed to the institutions, organizations and/or persons who have **collaborated** significantly in the conduct of the study without the consideration of being an author. The authors have the responsibility to obtain the corresponding permits in their case. Thus, all persons specifically mentioned in this section of acknowledgments must know and approve their inclusion in said section.

**SUPPLEMENTARY MATERIAL:**

If you need to submit any supplementary material attached to the study, you may include any that you consider necessary to attach to improve the understanding of the work (surveys, list of diseases or others, tests used, analytical results, tables of values, etc.). This material will be placed at the end of the article, in its own section and each annexed element will be numbered in the order of appearance and with its title. These annexes will be referred to in the article in their corresponding place where they are referenced. The format of these elements can be image or in a separate Excel document.

**MATERIAL SUPLEMENTARIO:**

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