



## PUBLICATION STANDARDS 2023

### INTRODUCTION

**Revista de Ciencias Médicas de Pinar del Río** is a specialized electronic publication of the province of Pinar del Río with the purpose of satisfying the need to socialize scientific information from achievements made by professional authors and other workers of health sciences or linked to them and experiences in the teaching-learning process, research and other relevant activities in the development of public health in the university and its scenarios in the provincial network of institutions. Each issue is published in electronic version on the journal's website <http://www.revcmpinar.sld.cu> and once published, it is available through the Open Journal System (OJS) and can be reproduced by other means. Being under the open access policy of a scientific publication, it will require citing its origin without modifications to the original text, acknowledging authorship.

In **Revista de Ciencias Médicas de Pinar del Río**, authors may publish editorials (at the request of the editor), letters to the editor, original articles, brief communications, case reports, among others, as long as it is relevant information for the development of scientific activity in the province and beyond, in accordance with the purpose of sharing with the international scientific community.

**Revista de Ciencias Médicas de Pinar del Río** only accepts manuscripts that have not been previously published, nor are being evaluated for possible publication in another journal. If an article is published totally or partially in the web pages of an event or congress, in a preprint server (SciELO Preprints, PMC, Plos, MedRxiv) or academic social network (ResearchGate), the editorial staff should be informed.

The papers are selected and reviewed by external reviewers and a scientific committee through double-blind peer review arbitration, however, the journal is open to open peer review as long as the parties involved (authors, reviewers and editors) give their consent. Manuscripts and their authors receive appropriate ethical treatment in the editorial process and authors are informed of rejections.

**Revista de Ciencias Médicas de Pinar del Río** is indexed in: SciELO, Scielo Citation Index, EBSCO, DOAJ, REDIB, medigraphic, Latindex 2.0, ROAD, SeCiMed, BASE, CUMED, GFMER, virtual library in Health, WorldCat, Google academic, LILACS, HINARI, University of Zurich and GENEVA.

## **AUTHORHIP**

According to the recommendations for the conduct, reporting, editing and publication of academic papers in medical journals, published by the International Committee of Medical Journal Editors ([www.icmje.org](http://www.icmje.org)), an "Author" is one who meets all of the following conditions:

1. Substantial contributions to the conception or design of the research/scientific work; or the acquisition, analysis and interpretation of data.
2. Writing/preparing the final report or critically reviewing its contents.
3. Approval of the final version of the report to be published.
4. Being responsible for all aspects of the work to ensure that questions regarding the accuracy or completeness of any part of the work are properly investigated and resolved.

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Authors who have publications with this journal agree to the following terms: Authors will retain their copyrights and grant the journal the right of first publication of their work, which will be publication of their work, which will be simultaneously subject to the Creative Commons Attribution License (CC-BY-NC 4.0) that allows third parties to share the work as long as its author and first publication in this journal are indicated.

Authors may adopt other non-exclusive license agreements for distribution of the published version of the work (e.g.: deposit it in an institutional telematic archive or publish it in a volume). Likewise, and according to the recommendations of the Medical Sciences Editorial (ECIMED), authors must declare in each article their contribution according to the CRediT taxonomy (contributor roles). This taxonomy includes 14 roles, which can be used to represent the tasks typically performed by contributors in scientific academic production. It should be consulted in monograph) whenever initial publication in this journal is indicated. Authors are allowed and encouraged to disseminate their work through the Internet (e.g., in institutional telematic archives or on their web page) before and during the submission process, which may produce interesting exchanges and increase citations of the published work. (See The effect of open access). <https://casrai.org/credit/>

## PRIVACY STATEMENT

Names and e-mail addresses entered in this journal will be used exclusively for the purposes stated by this journal and will not be made available to any other purpose or person.

## DIGITAL IDENTIFIER (ORCID)

The Open Researcher and Contributor ID (ORCID) is a unique identifier, composed of 16 digits, which aims to provide researchers with an unambiguous author code that clearly distinguishes their scientific production and avoids confusion related to scientific authorship and the existence of overlapping or similar names; therefore, its use has become a mandatory requirement for scientific publications and communications.

ORCID also provides a place to register papers and other data, which can be shared and linked with other identification systems (ResearcherID, ScopusID, Publons, among others). If you have not yet created your ORCID, you can do so at the following link: <https://orcid.org/>

## DATABASE

**Revista de Ciencias Médicas de Pinar del Río** promotes the openness of research data, so authors are invited to publicly post and reference the data used in their research, so that they can be shared and reused, which favors the transparency and credibility of science. In addition, each original article, as well as brief communication must be accompanied by the analyzed database (uploaded as complementary material), in an Excel (.xlsx or .xls) or SPSS (.sav) modifiable format.

## ETHICAL PRINCIPLES

Papers submitted to **Revista de Ciencias Médicas de Pinar del Río** must have been prepared in accordance with international recommendations on clinical research with human subjects and laboratory animals (Declaration of Helsinki of the World Medical Association). In addition, they must have been approved by the Ethics Committee and the Scientific Council of the institution. The undersigned authors accept the responsibility defined by the International Committee of Medical Journal Editors ([www.icmje.org](http://www.icmje.org)).

The articles and opinions published in the journal are the sole responsibility of the authors and do not necessarily reflect those of the institution or its editorial board. Any ethical violation related to the document or the process will be resolved using the protocols established by the International Committee on Ethics in Scientific Publication (COPE) (<https://publicationethics.org/resources/guidelines>), as well as those established in the Ethical Principles exposed in the journal's website ([www.revcompinar.sld.cu](http://www.revcompinar.sld.cu)).

## **JOURNAL ANTI-PLAGIARISM POLICY**

Authors are asked to declare, through the letter of originality and assignment of rights, that they own the moral rights over the paper and that it has not been sent for review or published, partially or totally, in any other national or foreign journal. If it has been deposited in any preprint server or in any congress, this should be made clear at the time of submission. The signatories are solely responsible for ensuring that their contribution complies with these requirements.

The editors of the journal perform the plagiarism detection process using the URKUND system before being accepted or rejected to the editorial process. In addition, the editors will use it before starting the editing and proofreading process of the articles and will check the bibliographic references to detect possible plagiarism. If the percentage of similarity between texts is significant, it could be plagiarism, in which case the authors of the paper will be contacted to clarify the circumstances or to evaluate the rejection of the paper.

If a previous version of an article has been published previously, this should be expressly indicated in the notes. The new version should have substantial novelties and be motivated to its recovery. The journal will reject articles that are plagiarism, informing the authors and their institutions; as well as establishing regulations to the authors involved for their access to the journal.

## **OPEN ACCESS POLICY**

This journal **DOES NOT APPLY CHARGES FOR PROCESSING OR PUBLICATION OF ARTICLES**. It complies with the declaration of open access to information; to reproduce an article it is necessary to acknowledge the authors, not modify the text and cite its availability on the site <http://www.revcmpinar.sld.cu/>

## **FREQUENCY OF PUBLICATION**

**Revista de Ciencias Médicas de Pinar del Río** follows a continuous publication model, that is, it incorporates articles to a single annual issue, guaranteeing greater immediacy in the publication of research. The number of articles per issue may vary depending on the editorial flow.

## **GENERAL INSTRUCTIONS**

All manuscripts must necessarily comply with the publication guidelines (Table 1), otherwise they may be rejected without peer review.

The metadata of each of the authors should appear on the journal's website ([www.revcompinar.sld.cu](http://www.revcompinar.sld.cu)), as well as the metadata referring to the article:

- Full name(s) (Nieves María and not Nieves M.).
- Surname(s). Place hyphen (-) between the surnames ( )
- Individual e-mail address
- ORCID Identifier
- Institution
- Country
- Conflict of interest
- Bibliographic abstract
- Title and abstract in the original language of the submission
- Bibliographic references

Although a maximum number of words is established for each type of articles, the editorial team will be flexible with the length of the manuscripts depending on their quality and scientific impact.

The format will be as follows:

- Sheet type: letter (21.59 x 27.94 centimeters).
- Margins: all margins of 2.5 centimeters.
- Font: Verdana
- Font size: 10 points
- Line spacing: 1.15
- Alignment: Justified
- Paragraph spacing: 1 enter

Each section of the manuscript should be properly headed (**UPPERCASE SUSTAINED AND BOLD**), but no page breaks or separate pages should be used, except for tables (see corresponding sections). Italics should only be used for words or phrases in other languages. Subheadings should be in bold type. Our instructions are based on the recommendations contained in the uniformity requirements for the preparation of manuscripts submitted to biomedical journals, from the International Committee of Medical Journal Editors. In addition, it uses the Vancouver style. Each article will be uploaded to the system as follows:

- Main Document: the entire text or "body" of the manuscript that does not include the first page, figures or supplementary material. This main document should not contain any identifying data of the authors. To facilitate the work of the Editorial Committee, the title (in Spanish or English) should be included before the abstract.
- Supplementary files:
  - ✓ Requested documentation
  - ✓ Database in Excel and/or SPSS (Required for original quantitative articles and short communications).

**FIRST PAGE**

- Title in English (up to 160 characters), including spaces. Avoid the use of quotation marks, abbreviations or acronyms, period or the word "Title".
- Full names and surnames of all authors should be placed two spaces apart, one below the other with the successive Arabic numeral in superscript, ordered according to their participation.
- The ORCID identifier should be placed next to each name as a mandatory element ([www.orcid.org](http://www.orcid.org)).
- Following three spaces, the Arabic numeral in superscript should also be used as appropriate for each author, indicating the institutional affiliations of each one (NOT POSITIONS OR STUDY AND/OR SCIENTIFIC DEGREES). Following the scheme: University. Faculty/Hospital/Polyclinic/Other institution. City, Country.

Example:

Nieves María Arencibia Parada<sup>1</sup>, <http://orcid.org/0000-0000-0000-0000>.

<sup>1</sup>Universidad de Ciencias Médicas de Pinar del Río. Facultad de Ciencias Médicas "Dr. Ernesto Che Guevara de la Serna". Pinar del Río, Cuba.

- Author for correspondence (e-mail).
- If the research is a clinical trial, the registration and verification number of the trial should be stated.

**Table 1.** Summary of the general rules that manuscripts submitted to Revista de Ciencias Médicas de Pinar del Río must comply with.

Type of articles	Characteristics of the articles					
	Title (characters)	Authors	Abstract	Length (words)*	Bibliographic references	Figures + tables
Editorial	They are requested by the Editorial Committee of the journal.					
Letter to the editor	160	2	Not required	1 500	6	2
Original Article		6**	Structured (250 words)	4 500	15 to 20	6
Brief Communication		4		2 500	Up to 15	3
Review Article		3		5 000	23 to 30	5
Case Presentation		4		2 500	13 to 15	4

\*Excluding the front page, abstract, tables, and references.

\*\*Articles may contain a larger number of authors, provided their contributions are substantial and justified.

## **ABSTRACT**

Abstracts (except case presentations) should be structured in **Introduction-Objective-Method-Results-Conclusions**. Case presentations should be structured as follows: **Introduction-Case Report-Conclusions**. They should not present abbreviations or references. Maximum limit of 250 words and must be written in past tense. Only the abstract in Spanish is required.

### **Key words**

Separated by semicolon (;), and each word should begin with a capital letter. They must be concrete and representative of the semantic content of the document, both in the main and secondary contents. They should contain between 3 and 10 key words or phrases. It is recommended to use the thesaurus DeCs (Descriptors in Health Sciences) <http://decs.bvs.br/E/homepagee.htm> .

## **BIBLIOGRAPHIC REFERENCES**

The **Vancouver Norms** will be used for bibliographic references, with the use of the numerical system style in order of appearance, using Arabic numerals, in superscript and between parentheses and after the punctuation mark. Abstracts will not be accepted as references, nor will unpublished observations or texts that cannot be made available to a reader. <http://bvs.sld.cu/revistas/recursos/vancouver2012.pdf>

Citations of published documents will be accepted and with more than 75 % of the total referred to be updated (last five years of the study), where 50 % of the total referred to is from the last three years. The bibliography should be submitted as normal text, without using codes from bibliographic management programs.

Bibliographic references consulted online, should contain the URL, publication dates and consultation access, which will allow the editors, firstly, and readers in due course, to be able to access the article referred to.

**Medical Journal:** Authors. Title of the article. Journal. Year; Volume: Pages.

Up to six authors, all authors are included; if more than six, the first six are included and the following is added

et al., Spanish translation of the Latin particle et al.

### **Example:**

- Moreno-Martínez S, Aladro-Miranda IF, Ibarra-Hernández RS, Vega-Fleites LF, Nodarse-Valdivia JR, Lara-Pérez NR, et al. Circumflex angioplasty in patient with double anterior descending artery type IV. Proposal to update the Spindola-Franco classification. Arch Cardiol Mex. 2012; 82:297-302.

### **Medical Journal in electronic format:**

- Dorantes Sánchez M, Bazán Milián M. Anthracycline-induced cardiotoxicity. Univ Méd Pinareña [Internet]. 2020 [cited 01/05/2020]; 16(2): e425. Available from: <http://www.revgaleno.sld.cu/index.php/ump/article/view/e488>

Book chapter: Authors of the chapter. Title of the chapter. In: Editors. Book title. Edition. City: Publisher, Year; Pages.

### **Example:**

- Valencia Serrano FM, Moreno Martínez FL. Pressure guide in intermediate lesions of the left coronary trunk and tandem coronary lesions. In: Gómez Menchero AE, Sánchez González C, eds. Manual de técnicas de diagnóstico intracoronario. Madrid: Ergon; 2014. p. 89-97.

Book: cite specific pages, if applicable.

### **TABLES**

They should be elaborated in **Web Table 1 format**. They should be numbered according to order of appearance (Table 1,2,3...). A title representative of the content should be included. The rows containing titles must be in bold. If in a cell, the value is 0, the hyphen (-) should not be used, this will be reserved for when it is impossible to determine (e.g.: prostate cancer in women). At the end of the table the source of the data will be exposed, as well as the necessary abbreviations. Tables in figure format are not accepted.

### **FIGURES**

Include graphs, drawings, photos and images obtained directly from diagnostic imaging equipment. They must be unpublished, otherwise they must have the corresponding reproduction permission and clearly state the original source.

They should be sent in digital format (JPEG, PNG, BMP or TIFF), with a sufficient resolution to guarantee their printing quality (not less than 300 dpi).

They should be ordered with Arabic numerals according to their order of appearance in the text. Graphic elements, symbols, letters, etc., must be of sufficient size to be clearly identified when reduced (manual lettering will not be accepted, except for excellent works). Special details are indicated with arrows, asterisks and arrowheads, using maximum contrast with respect to the figure.

Tables and graphs should be placed in the results section after commenting on them.

### **SUPPLEMENTARY MATERIAL**

Authors may submit supplementary material (applications, images or audio files) to improve their article. Supplementary material will be published online as submitted (Excel or PowerPoint documents will appear online as such). Please submit the material along with the manuscript and provide a short descriptive text for each of the files. If



you wish to make changes to the supplementary data at any stage of the process, you must submit a new updated file with the corrections, not simply annotations to the original file. Be sure to disable the "Change Control" tool in Microsoft Office files, otherwise they will be displayed when they are published as supplementary material.

## Section Policies

### **EDITORIAL**

**Scientific Editorials.** They represent a rigorous update or an interesting point of view on a certain topic.

**Opinion editorials.** They gather points of view or socio-scientific positions of the scientific community on a certain topic of common interest for researchers and health professionals. Their length may reach up to four pages without including figures or tables.

They are requested by the editorial committee. If an author wishes to propose one, he/she should contact the Editorial Committee. It can only be signed by one author, who is encouraged to send a photo, which can be published with the editorial.

### **LETTERS TO THE EDITOR**

Letters to the editor constitute a brief commentary in agreement or disagreement, mainly the latter, with aspects contained in published works and which may be related to concepts, methodologies, interpretations, results, or other aspects of those already published in **Revista de Ciencias Médicas de Pinar del Río**.

They can be motivated by issues related to the journal's mission for the development of public health as long as the letters allow the exchange of ideas and opinions between authors and readers of the journal, being this activity as interesting as the original article that triggers the exchange of correspondence.

They should be dynamic and offer the journal added value by allowing the scientific community to publish a brief research result, to present their own results from an original article, not yet published or an original article that promotes reanalysis of data already available and its subsequent explanation in letter format, or to develop opinions, ideas and hypotheses to be shown to the scientific community and health professionals.

**Guidelines for writing letters.** The title should be informative and concessions not accepted in other original articles are allowed. They can be striking, in interrogative or exclamatory form or by the use of word play. It must begin with an explicit and clear reference in relation to the fact that motivates it, whether it is the article that appeared in the magazine or another cause, and from there an expository scheme and in progressive form. The following paragraphs should be the argumentation for or against; or additional comments regarding the reason for the letter.

If original data are going to be presented, the main characteristics of the methodology should be explained in a very summarized way (more summarized than in the original article). The following paragraphs should contain the discussion of the reasoning or data provided and end with a final paragraph as conclusions. One author is recognized although, depending on the purpose, up to two are accepted. The length of the letter will be up to two pages, up to 1 500 words maximum. If necessary, up to six current bibliographical references are accepted.

## **ORIGINAL ARTICLE**

It will include the following order: (1) front page, (2) abstract [in the original language of the article] and keywords, (3) introduction ending with the objective, (4) methods, (5) results [figures and tables are included] (6) discussion, (7) conclusions [which may be included as the final paragraph of the discussion], (8) financing, conflict of interest and authorship contribution [by CRediT methodology], (9) bibliographical references.

- *Conduct OBSERVATIONAL studies per the Strengthening the Reporting of Observational Studies in Epidemiology (STROBE) statement. Systematic review articles or articles containing meta-analyses should be developed using the Preferred Reporting Items for Systematic Reviews and Meta-Analyses (PRISMA) statement format. For health economic evaluations use the CHEERS guidelines, and for clinical trials use the CONSORT guidelines.*

**Introduction:** brief and provide only the explanation necessary for the reader to understand the text that follows. Address the background, as well as epidemiological, incidence or prevalence data. It should not contain tables or figures. It should end with a final paragraph in which the objective of the work is clearly stated.

**Methods:** identify the classification of the type of study proposed. The universe and the sample with clarity and the way of selection of the subjects (observed or who participated in the experiments: patients or laboratory animals, including witnesses). Mention the methods used, in case of using manual instruments, reagents or measuring equipment (name and address of the manufacturer in parentheses and its calibration or quality control standard), so that what is being measured or weighed is valid, and the procedures with sufficient details so that other researchers can reproduce the results.

Provide references to accredited methods, including those of a statistical nature only when it is a method not widely known to readers and briefly explain methods already published but not well known; describe new or substantially modified methods, stating the reasons why they were used and evaluating their limitations. Accurately identify the medications and chemical products used, without forgetting the generic names, doses and routes of administration.

- It is unnecessary to express in the text if it was processed in Word or that the tables and graphs were made in Excel or another tabulator, nor is it necessary to write that tables and graphs were used for better understanding.

When reporting on experiments on humans, laboratory animals or others, state whether the procedures followed were in accordance with the ethical standards of the committee (institutional or

regional) that oversees human experimentation or with the Declaration of Helsinki of 1975, as amended in 1983.

Detailed descriptions or photographs of individual patients, either of the whole body or parts of the body (including physiognomic features) are sometimes key documentation in medical journal articles. The use of such materials can lead to revealing the identity of the patient, sometimes even indirectly, through a combination of seemingly innocuous data. Patients and their families have the right to anonymity in published clinical documentation. Details that may identify patients should be avoided unless they are essential for scientific purposes. Covering the eyes in photographs of patients may be an insufficient protection of anonymity.

If identification of patients is unavoidable, their informed consent must be obtained, so the informed consent notice should be attached to the submission at the time of uploading the manuscript to the system. Patient data will not be modified in order to protect their anonymity. It should be written in past verb, impersonal voice.

**Results:** this is a fundamental part in the publication of scientific articles. In some papers a large number of results are obtained, which obliges the author to select the most important ones according to his objectives. The first form of presentation is the text. Tables, graphs and illustrations should be used as an alternative to express the results following a logical sequence and no more than necessary (maximum of six in total). Avoid repetitions in the text of data from tables, charts, or illustrations available to the reader, highlight or summarize briefly and clearly only the most important observations without reading them to the reader. It should be written in past tense, impersonal voice.

**Discussion:** the author will discuss the results of the research in logical order to its objective, with emphasis on the new and important aspects of the study and the conclusions derived from them. Do not repeat in detail the data or other information already presented in the previous sections. Show the relationships between each result and the facts you stated. State your own opinions on the subject.

Explain in the discussion the significance of the results and their limitations, including their implications for future research. Relate the observations to those of other relevant studies using up-to-date citations. Establish the linkage of the findings to the objectives of the study, but refrain from making general statements and drawing conclusions that are not fully supported by the data.

Do not claim any kind of provenance or mention unfinished work. Propose new hypotheses when there is justification for doing so, but clearly identify the hypotheses. This section includes, together with the discussion, the conclusions that will summarize the particularity of the work, which should be inferred in the discussion. Conclusions are presented as part of the discussion, generally at the end, which are only presented as a section in the abstract at the beginning of the article.

**Acknowledgements:** they are not essential. Collaborations that need to be acknowledged but do not justify authorship status, such as general support from the head of the department, acknowledgement for technical help received or for material support, specifying the nature of the support, and financial relationships that may give rise to a conflict of interest, may be specified among other reasons.

Persons who collaborated intellectually in the article but whose participation does not justify authorship can be cited by name, adding their function or type of collaboration; for example, "scientific advice", "critical review of the proposal for the study", "data collection" or "participation in the clinical trial". These persons should give their permission to be named or at least be aware of it and give their agreement. It is the authors' responsibility to obtain written authorization from the persons mentioned by name in the acknowledgements, since readers may infer that they support the data and conclusions, and will assume shared responsibility in the event of any conflict.

The maximum length of the text will be 4,500 words, between 15 and 20 bibliographic references will be cited, with more than 75 % of the total number of references being up to date (last five years of the study), where 50 % will be from the last three years. The bibliography will be sent as normal text, without using codes from bibliographic management programs, in correspondence with their respective URLs.

### **BRIEF COMMUNICATION**

Short communications are scientific articles that are not very long, with the objective of making known a hypothesis, or partial results of a research, that needs to be made known to the scientific community, they include **Abstract, Introduction, Objective, Methods** explaining the essential elements for the development of the work, **Results if any, a Discussion** that should not be very long expressing its essential elements, Conclusions and Bibliographical references.

### **REVIEW ARTICLES**

This type of article offers a critical evaluation of published works, in which the current state of a particular topic is compiled, analyzed and synthesized. The purpose of the review, sources and search methods of references should be indicated.

The article should include: **Title, Abstract, Introduction, Development, Conclusions** of the review. Optionally, the paper may include tables and figures. The review articles should be elaborated with the most updated bibliography possible of the subject that is approached in its access in networks. The introduction should be broad, suppressing material and methods (unless original data are presented).

The **Methods** section will include the methods used, the databases and search strategies; as well as the criteria used for the selection of the articles cited. It does not require results, but it should expand the discussion as a secondary article.

Its fundamental characteristic is to use a greater number of bibliographical references of the most current relevance possible, it should contain 23 to 30 citations, and it is usually long, between 10 and 50 pages or up to five thousand words without the bibliographical references.

The review article, although it sometimes contains new data, has the purpose of examining the previously published bibliography and placing it in a certain perspective, offering a critical evaluation of the object of study and should arrive at important conclusions for the reader, based on the analyzed works.

## **CASE REPORT**

These are articles that describe one or several clinical cases of exceptional or novel observation, aspect of a previously known disease or syndrome, which represent a contribution of special interest for the knowledge of the subject or the process described in the world today. Before writing a case report or presentation, it should be checked in the international literature to see if it has value as a publication. Brevity will be the fundamental characteristic of this type of article. Its structure includes Abstract, Introduction, Presentation of the case, Discussion, Bibliographical references.

The maximum length of the text will be up to five pages or 2500 words, 13 to 15 bibliographic references will be cited with their corresponding URLs and topicality (see original article).

## **SUBMISSION PROCESS**

The article submission process will be carried out completely online (from the journal's Internet site) and the authors will fill in all the metadata available for this purpose. Electronic submission saves time, postage and facilitates the handling of the manuscript in the different phases of the editorial process (e.g., sending it to external reviewers). For electronic submission of a manuscript, please consult and follow the instructions for journal authors on the web page of the **Revista de Ciencias Médicas de Pinar del Río**.

## **PEER REVIEW PROCESS**

The **Revista de Ciencias Médicas de Pinar del Río** follows the policy of double-blind peer review of scientific articles submitted by authors, which meet the publication standards. In all cases, this review process protects both the authors and the experts who review the manuscripts, maintaining special care with the established ethical standards and avoiding conflicts of interest. The process will be carried out by reviewers external to the journal's editors, and will be in charge of specialists in the corresponding topics. Once the article has been accepted to the editorial process, it will be evaluated by at least 2 referees.

Manuscripts will be reviewed anonymously by two experts in the object of study and/or methodology used. In the event that the experts have differing opinions, a third expert will be assigned. The reviewers have a period of seven (7) days to accept or not the review of the articles, and a period of 14 days from the sending of the request to complete the review process.

However, the Revista de Ciencias Médicas de Pinar del Río is aligned with Open Science, so it conveniently uses open peer review practices to favor transparency in the editorial and scientific communication process. For this purpose, the agreement of the parties involved (authors and reviewers) is requested.

The editorial staff of the journal will keep the authors informed of the papers received and their subsequent acceptance or not to continue in the process, and they will be able to know when they

are in the process; for this purpose, the OJS system will be used. The editorial board of the journal reserves the right to reject articles that it deems unsuitable for publication.

In all cases, the editorial committee will consider the value of the proposed papers for the development of the National Health System, regardless of the national or foreign origin of the authors or their belonging to one or another organization.

## **OF THE EDITORIAL PROCESS WITH THE AUTHORS**

In order to publish in the journal, the main author and/or co-authors must be registered. The manuscript, within ten (10) days from its entry into the system, must be defined its ACCEPTANCE or REJECTION to the review process. Exceptionally, up to twenty (20) additional days, depending on its complexity, will be available for expert consultations.

Once the review process is initiated, there are 90 days for the editorial process, which may be suspended if the author/co-authors do not respond to the referee's comments or communications from the editors. The extension of the deadline may be cause for rejection mainly due to the loss of validity of the selected topic, its relevance or the topicality of its citations.

After 100-120 days following receipt of the article, it will be scheduled for publication in an issue of the journal according to editorial decision.

The possibility of an article proposal to be accepted depends on two main aspects: the adequate scientific level of the information it offers, and a correct structure of the writing according to the presentation, scientific style, that is, the substance (what is said) and the form (how it is said) and the bioethical aspects, which will define its quality for the expected final decision.

**Revista de Ciencias Médicas de Pinar del Río** does not contain or accept advertising materials, is not responsible for the opinions or criteria of the authors, and does not accept works that have been previously published or are under the consideration of the Editorial Board of another national or foreign journal. The rules of publication should be consulted before submitting an article online in section policy.

## **ARCHIVING**

We have 3 means for the preservation of your publications (last updated November 26, 2019):

1. **internally**, it has storage on external hard drives that update their content quarterly.
2. **Long-term preservation**, this journal uses the LOCKSS system to create a distributed archive among participating libraries, allowing those libraries to create permanent archives of the journal for preservation and restoration purposes. The Keepers Registry.
3. **Revista de Ciencias Médicas de Pinar del Río** is governed by the current digital data preservation policy established by the Editorial of Medical Sciences (ECIMED) with the **National Centre of Medical Science Information** (Infomed).

## **CONFLICTS OF INTEREST**

Authors are obliged to declare the presence or absence of conflicts of interest in relation to the research presented.

A conflict of interest exists when an author (or the institution to which he/she belongs), reviewer, or editor has personal or financial relationships that may interfere or influence the preparation, evaluation, or publication of a manuscript. Financial cause is the most common among conflicts, but academic rivalry or intellectual passion may be observed. If a conflict of interest exists, it should be reported in writing immediately to the director of the Journal of Medical Sciences of Pinar del Río.

## **AUTHORSHIP CONTRIBUTION**

All authors must declare their participation according to the CRediT 2020 methodology.

### **EXAMPLE:**

ABC: participated in conceptualization, research, project management, supervision, visualization, writing - original draft, writing - revision and editing.

JOP: participated in conceptualization, research, visualization, writing - original draft, writing - review and editing.

YRR: participated in conceptualization, research, writing - original draft.

All authors approved the final version of the manuscript.

## **CONTRIBUTOR ROLES ACCORDING TO CRediT METHODOLOGY.**

- o Conceptualization: Ideas; formulation or evolution of overall research goals and objectives.
- o Data curation: management activities to annotate (produce metadata), delete data, and maintain research data (including software code, where necessary to interpret the data itself) for initial use and subsequent reuse.
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