TEMPLATE AND GUIDELINES TO FORMAT THE ARTICLE

**General Requirements**

* Article images in medical humanities: captures and illuminates the sense of visual discovery and variety, experienced by medical staf every day in clinical practice.
* The appropriate consents, permissions and authorizations to include case details, images or other personal information must be obtained in order to comply with all applicable laws and regulations concerning the privacy and/or security of personal information. Even when consent is obtained, identification details should be omitted if they are not essential.
* Formal consents are not requested for the use of completely anonymised images, such as X-rays, ultrasound images, CT scans, etc., as long as they do not contain patient identifying marks.
* If identifying characteristics are modified to protect the anonymity, guarantees about the modifications should be given in order to not distort the scientific meaning.
* A description of the image or photograph, no longer than 400 words, is recommended.
* It is recommended to include no more than six images, and six bibliographical references, APA standards latest edition.

**Format Requirements**

* The manuscript should be written in Cambria, size 11, single-spaced 1.0.
* A precise title that captures the reader's attention, with a word limit of no more than 12 words, is recommended.
* A short and concise abstract is recommended, with a word limit of no more than 100 words, avoiding the use of abbreviations.
* Keywords: between four and seven keywords must be included, chosen with the Decs (Health Sciences Descriptors) available in <http://decs.bvs.br>
* Images should be high resolution and high quality (PDF, GIF, JPEG, TIFF).

**Editorial Quality**

* The peer review process is rigorous in order to ensure the quality of the content published in the journal. We expect the authors to revise their texts following the suggestions of the evaluators.
* Some manuscripts may be of excellent quality, but poorly written in English. This may be the case for authors whose native language is not English. When we receive a negative review on communicative quality, we may ask the author to resubmit a new version of the article. We have an editorial service that can be hired by authors to improve the writing expression of their articles.
* Please carefully review the peer evaluation rubric prior to submission.

**Rubric**

Please find below the questions that Referees will be prompted to review regarding your submission:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Grade** | **Explanation** |
| The topic of the article is appropriate for the journal. | All the criteria on the left will be graded as follows:1. Unacceptable.
2. Poor.
3. Satisfactory.
4. Good.
5. Very good.
6. Excellent.
 | Unacceptable (0): the corresponding criterion is not acceptable.Poor (1): the corresponding criterion is of unsatisfactory quality and needs extensive revision.Satisfactory (2): the corresponding criterion is of good quality but needs some careful editorial revision.Good (3): the corresponding criterion is of high quality and may need minor revision.Very good (4): the corresponding criterion is of high quality, but can be improved or completed.Excellent (5): the corresponding criterion is acceptable without additional editorial revision. |
| The abstract is an accurate reflection of the content of the article. |
| Quality of writing and presentation correspond with academic good practices and APA 7ª manual of style. |
| The methodology, analysis, and interpretation of the data are clear and understandable. |
| Figures and tables are clear and justified. |
| The references are relevant, contemporary, and complete. |
| The article is a relevant and significant contribution to this research field. |
| \* Articles normally include: abstract, keywords, introduction, methodology, objectives, analysis, results, conclusions, and references. Changes in the structure of the text are accepted if they are justified. |

Title (12 words maximum)

Subtitle

Author 1 1, Author 2 2, Author 3 3

1 University, Country

2 University, Country

3 University, Country

**KEYWORDS**

*Keyword 1*

*Keyword 2*

*Keyword 3*

*Keyword 4*

*Keyword 5*

*Keyword 6*

*Keyword 7*

**ABSTRACT**

*Abstract in English. 100 words maximum.*

Received: XX/ XX / XXXX

Accepted: XX/ XX / XXXX

1. Heading

T

his is the first paragraph. Please use Cambria, font size 11. The opening paragraph has no indentation.

The second and subsequent paragraphs in sections must have 0.5 first line indentation. Text should be single spaced, and spaces should only exist between paragraphs when using block quotes.

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**Figure 1**. Figure title

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2.1. Subheading

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2.2. Subheading

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Quotations with 40 or more words are written in a separate block, with 1cm indentation, without quotation marks, without italics, with the same font size (Cambria 11). At the end of the quotation, the final punctuation mark is written before the bibliographical information —in quotations with less than 40 words, period is located after that information—. At the end of the block quotation, cite the source and the page or paragraph number between brackets after the final punctuation mark. They should have a left 1cm indentation, without quotation marks and they should end with the cite source between brackets. (Author's Last Name, Year Published, Page Number).

When inserting tables and figures within the body of the article, position them after the paragraph in which they are described. When citing the source information, it should be included at the bottom of the figure in a “source line.” Tables and figures should be labeled with numbers and a short, descriptive title.

**Table 1.** Title of table

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Column Title** | **Column Title** | **Column Title** |
| **Row Title** |  |  |  |
| **Row Title** |  |  |  |

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**6. Acknowledgements** [section at the end of the article, before the final list of references].

The paragraph of the project to which the research or acknowledgments belong should be included here. For example:

The present text arises within the framework of a CONCILIUM project (931.791) of the Complutense University of Madrid, "Validation of models of communication, business, social networks, and gender".

References

The complete list of references (APA 7ª citation style) should appear at the end of the article in Cambria 11, single-spaced, without blank spaces between authors and French indentation. When possible, include the DOI for each article in the bibliography and indicate the URL if you cite an open access paper. It is recommended to shorten URLs in case they take up more than one line. Examples:

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