



Universidade Federal de São Paulo
Escola Paulista de Enfermagem
Acta Paulista de Enfermagem



ACTA
PAULISTA DE ENFERMAGEM

Acta Guidelines for manuscript preparation





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Guidelines for authors

Manuscripts for submission to APE must be organized as follows:

- ✓ **Title page** (Title, Authors, Affiliations, Conflicts of interest, Institutions, Orcid and Correspondence information);
- ✓ **Main document** [Abstract, Descriptors, Introduction, Material and Methods, Results (including Tables, Charts, Graphs, and Figures), Discussion, and Conclusion] (word count ≤ 3000);
- ✓ **Acknowledgements, Collaborations, References, and Appendices.**

It is highly desirable that the author be familiar with his/her text editor (*MS Word*, etc.) being able to use the resources included in the *Revision* and *More Commands* menus.

The authors should also be familiar with typographic terms, such as upper case (UC*), lower case (lc*), and sentence case (UClc*), used in the management of as much as manuscripts as those received in the editorial office at Acta.

* UC: all capital letters, lc: normal letters, and UClc: capitalization in the first letter of either the word or the first word in the sentence, as specified.

Highlighted headings (**bold**, *italic*, etc) are also utilized to emphasize separation between sections in the text.

Headings (primary titles) in the main document must be written in bold type, as follows: **Introduction, Methods, Results, Discussion, and Conclusion.**

Remember not to exceed the limit of 3000 words in the main document.



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1. Title of article:

- a. The title must be written in Portuguese or English (word count \leq 12; Sentence case); example: Colonização nasal por *Staphylococcus* sp. em pacientes internados/ Nasal colonization by *Staphylococcus* sp. in inpatients.
- b. Names of cities or institutions should not appear in the title.

2. Authors:

- a. The names must be written in full, UClc, without abbreviation; example: Isabel Cristina Kowal Olm Cunha.
- b. Junior, Sobrinho, and Neto must be written in full; Netto is a surname.

3. Affiliations:

The institution name must be written in full, example: Escola Paulista de Enfermagem, Universidade Federal de São Paulo, São Paulo, SP, Brazil.

Names of institutions, as indexed in international databases, will be considered as indicators of scientific production. Therefore, they should not be translated.

- 4. Conflicts of interest:** The authors must declare whether or not conflicts of interest exist.

5. Dates of submission and acceptance:

Dates must be written in full, example: **Submitted:** February 10, 2014; **Accepted:** March 15, 2014.

6. Correspondence to:

- a. Name of the corresponding author (academic degree titles, such as Dr. and Prof., should not be used).
- b. Full institutional address (private address should be avoided; this information should not be translated).
- c. Zip code, City, State (two-letter abbreviations; UC), Country; example: Sonia Maria Oliveira de Barros
Rua Napoleão de Barros, 754, 04024-002, São Paulo, SP, Brazil.
- d. E-mail address.



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In the article title, remember not to exceed the limit of 12 words!

7. Article (Abstract) – word count \leq 250 words

The subheadings (**bold** type) must be placed in separate paragraphs; the text corresponding to the subheading should be written in the same line (normal, not bold, type). Write the abstract text in the same language as that of your manuscript. Abbreviations should not be used, except to express units (ml, mg, IU, h, min, s) and international symbols such as temperature, etc.

✓ **Objective:** Our aim was to investigate...

✓ **Methods:** The samples were diluted in...

✓ **Results:** Our results showed to be...

✓ **Conclusion:** Thus, concluded that...

✓ **Keywords**

The heading (**bold** type) must be followed by the terms (\leq 6; normal, not bold, not italic, types), listed horizontally, and separated by semicolons; example: **Keywords:** Public health; Nasopharynx/microbiology*; Nursing service, hospital*; Nursing; Pain (**Note: *Keywords with a slash (/) and those composed of two or more terms (separated by comma) cannot be modified**). Keywords are standard terms and are utilized to find the article in international databases; internationally recognized sources should be accessed to look for such words; example:

DeCS: <http://decs.bvs.br/>

MeSH: <http://www.nlm.nih.gov/mesh/meshhome.html>



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Remember not to exceed the limit of 3000 words in the main document!

Article (Text):

- a. Write your manuscript in normal fonts, preferably in the direct order (subject, verb, complements, and circumstances).
- b. Italic fonts should be used only to express biological species (example: *Staphylococcus sp.*) or terms, words, and phrases in English, which have not been translated or have no translation into Portuguese.
- c. Numbers up to ten must be written in full, according to the writing guidelines.
- d. Hyphens traces, not bullets, should be used in the text.
- e. Citation of references in the text should be placed at the end of sentence, just after the period signal (when within a sentence), or after the full stop of the paragraph.^(within parentheses; superscript both numbers and parentheses)
- f. Sequential citation of reference numbers should be abbreviated with the first and last ones, separated by an hyphen.⁽³⁻⁷⁾ Sequential numbers for only two citations should be separated by comma.^(3,4) Non-sequential citation numbers should be separated by commas;^(3,5,7)
- g. Citation of illustration (tables, charts, figures, and appendices) in the text should be inserted within parentheses, example:

...our data (Table 1) were calculated..."

...demographic data (Chart 1) were obtained..."

...our data (Figure 1) were obtained..."

...our study (APPENDIX 1) include..."

Or not if they are cited in the context of a sentence, example:

...as shown in table 1."

...as shown in chart 1."

...as shown in figure 1."

...as shown in APPENDIX 1."

Important! In no case denomination of tables, charts, figures, or appendices should be abbreviated in the text.

- h. Medication and equipment trade names must be labeled with the [™] or [®] superscript symbols; additionally, equipment names must be referenced with the information necessary for their localization (trade name, model, supplier, City, ST, Country).

Article (Tables and Charts):

- i. Legends for tables and charts must have a denomination (Table or Chart followed by its sequence number, in Arabic numerals) and a title (short text without abbreviation; sentence case; normal, not bold, fonts for tables but bold fonts for charts) separated by a period. Full stop should not be used at the end of title text; example: Table 1. Characteristics of patients and their risk for.../ Chart 1. Demographic data of different populations in...
- j. All columns in tables and charts should have a header; sentence case (UC for abbreviations), and normal, not bold,



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fonts;

- k. In column headers, each dimension should be followed by its respective unit; example: Age, years; Mass, mg; Volume, ml; Time, h; etc.
 - l. Tables should not have any vertical line whereas charts can have vertical lines. Thus, tables and charts are laterally open and closed, respectively.
 - m. Three horizontal lines should be used in tables: two to enclose the table header and one at the bottom of table body. Intermediate horizontal lines should not be used in the table body. Differently, intermediate horizontal lines can be used in charts.
 - n. Data in the columns of body tables and charts should be aligned.
 - o. **Table and chart footnotes:** A dash (double hyphen) should be used to separate abbreviations from the corresponding definition or description; example: **MCV – mean corpuscular volume**. In footnotes, the font size must be smaller than that used in the table and chart body; the footnote items should be separated by semicolons and ended by a period; example: **Abbreviations: MCV – mean corpuscular volume; ABBREV2 – meaning2; ABBREV3 – meaning3**. Description on the nature of results (% , n, mean, median, etc.) and names of statistical tests used in the analysis should be mentioned in the table or chart footnote.
 - p. **Figures (Graphs):** Legends for both graphs and figures have a common denomination (Figure followed by its sequence number, in Arabic numerals) and a title (short text without abbreviation; lc; bold fonts) separated by a period; example: **Figure 1.** evolution of demographic data in...
 - q. Figures should not be inserted within frames.
 - r. Interpretation of data and other comments regarding data presented in this section should not be included in this, but in the Discussion section.
- 8. Acknowledgements:**
Acknowledgements for other types of contribution to the study, usually non-scientific work.
- 9. Collaborations:**
Specification of contribution of each author in the study.



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Remember not to exceed the limit of 35 references

10. References:

Acta follows the recommendations of the International Committee of Medical Journal Editors (ICMJE), also known as the Vancouver group (≤ 30 references).

The complete document is available at: <http://www.icmje.org/>

11. Appendices

Legends for appendices must have a denomination (APPENDIX followed by its sequence number; Arabic numerals) and a title (short text without abbreviation; sentence case) separated by a point (all in bold fonts). Full stop should not be used at the end of title text. Example: **APPENDIX**

1. Crude demographic data collected in...