

Editorial standards

Revista Bioética is an open access scientific publication that provides, in Portuguese, Spanish and English, full bioethics and medical ethics articles approved in a double blind system. Conceived by the Brazilian Federal Council of Medicine (Conselho Federal de Medicina - CFM) to foster multidisciplinary and pluralistic discussion, it aims at the academic training and constant improvement of health professionals. Its editorial line and the composition and performance of the Editorial Board are completely independent from the CFM plenary. The authors are responsible for the information disclosed in the articles, which do not necessarily express the official position of CFM.

Criteria for the approval of works

Revista Bioética does not charge for the submission, editing or publication of manuscripts. Unpublished manuscripts of a conceptual, documentary nature, resulting from research or experiences in the field of bioethics or medical ethics, and critical reviews related to these topics will be accepted in online version only. All manuscripts will be submitted to the scrutiny of the editors, the Editorial Board and ad hoc reviewers in a double blind system, and must receive two evaluation approvals.

Revista Bioética shall refuse manuscripts which do not comply with the Founding Principles of the Brazilian Constitution, specifically articles 1; 3; and 4 which guarantee human rights and the repudiation of racism.

Upon receipt, the manuscript is checked for text size (max. 6,000 words) and abstract size (up to 150 words), formatted, and verified regarding its originality using Plagius Professional - plagiarism detector program. The results presented by the program are carefully analysed in order to verify if the indications refer to citations or to improper copies. At this stage, references are also checked to see if they are complete, correctly numbered and presented in the Vancouver style, in accordance with the editorial standards - which can be found, in Portuguese, English and Spanish, at <http://revistabioetica.cfm.org.br>. In case any correction or addition is required, the authors will have 30 days to do so, otherwise the work will be considered **withdrawn** from the publication content.

If all of these criteria are met, the manuscript is forwarded for initial editing, in which content, suitability to the editorial line, and spelling and grammatical aspects are observed, and the keywords are checked in the database of *Descritores em Ciências da Saúde - DeCS* (Health Sciences Descriptors). The manuscript shall then undergo the first editorial evaluation in which the corrections of the information regarding the use of the concepts, logic, methodology and adequacy of references will be checked.

If the need to amend or supplement some of these aspects is identified, the manuscript will be returned to the authors for adjustments and the authors will have another 30 days to make the changes. As in the previous stage, after this period the paper will be **withdrawn** from the publication content. If the quantity or characteristic of the identified changes is considered significant, the manuscript may be refused with advice regarding possible resubmission, by complying with the indicated specifications. If during this step it is not necessary to make any changes to the manuscript, then the next stage of the editorial process will begin.

After receipt of the rectified initial version, the paper's evaluation stage by reviewers begins. The members of the Editorial Board and ad hoc reviewers have 15 days after receiving the text to issue the evaluation, which may be: approved; require changes; need to be re-examined after modifications; or not approved. The criteria considered in the assessment are: fit to the editorial line, originality of the ideas presented, topicality, clarity of the text, adequacy of the language, relevance of information, coherence and logic of the concept and of the methodology.

In addition to these aspects, the title, the abstract, the indication and name of the parts of the manuscript, the indication of the objectives, the methodology, the presentation of results, the discussion and the final considerations are analysed. Furthermore, references are verified, considering their suitability and whether they are up to date.

The criteria for selection of reviewers aims at contemplating the broadest possible analytical diversity, in line with the interdisciplinarity of the bioethical field. Each article is sent to an evaluator trained in the specific area of the study (health and biology specialties, law, philosophy, social sciences, etc.), to another who studies or has already discussed the topic (health inequities, human rights, abortion, dysthanasia, genetics, research ethics, etc.), and also to a bioethicist with *lato* or *stricto sensu* training in bioethics for them to evaluate the use of concepts and ethical categories. For final approval, further adjustment or reformulation of parts of the article, title or references may be required, following the recommendations of the review process. The authors have 20 days to make any necessary changes.

At any stage, the editors reserve the right to make normative, orthographic and grammatical changes to the texts, in order to maintain the formal standard of language and ensure better understanding of the articles, while respecting the authors' style. If the authors decide not to publish the manuscript, after the initial editing process, the version edited by *Revista Bioética* will belong to the journal, and cannot be sent to another journal. The final diagrammed version of the paper will be submitted to the authors for approval. However, the final spelling and grammar review of the article in the three languages, and of the abstracts and titles in Portuguese and Spanish, which was done by specialised companies, the final printers proof, and the translation of the articles to Portuguese and Spanish published online on the journal's website. - will not be sent to the authors.

Requirements for the presentation of articles

- Unpublished manuscripts will be accepted in Portuguese, Spanish or English. Manuscripts published in institutional repositories are not considered unpublished.
- In each case, the current orthographic rules of the chosen language must be followed.
- The papers submitted should be posted on the webpage of *Revista Bioética* at: http://revistabioetica.cfm.org.br/index.php/revista_bioetica/about/submissions#onlineSubmissions in Word Rich Text Format (RTF).
- Papers may not have been concurrently submitted to other journals. It is requested that authors inform the journal if the work has already been presented and rejected by another journal, identifying the said publication.
- If the previous presentation has been to *Revista Bioética*, please add the reason why its publication was withdrawn or denied.
- The opinions and concepts presented in the articles and the origin and accuracy of the citations are the responsibility of the authors.
- Manuscripts that reproduce in whole or in part, without due reference, the works of other authors, as well as an article or a substantial part of it, previously published by the author, will be summarily rejected.

Identification of the articles

- The manuscripts should be accompanied by an initial page with the title of the article, full name of the author, his or her highest academic title, email address, institutional affiliation, as well as city, state and country.
- As a separate item, provide the full name of the first author, the postal address, which will be published in the footer of the article's initial page, and the telephone number, exclusively for the exchange of information with the editorial team in case of matters of urgency. The electronic address of all authors, which will also be published in the footer of the initial page, is also requested.

- In case the first author is not responsible for contacting the other authors with regard to the review process until the final approval of the paper, please specify the name, telephone number and email address of the person responsible.
- The individual contributions of each author in the preparation of the manuscript must be specified at the end.
- If the paper has been previously submitted to another journal and not published, the name of this publication should be provided along with, if necessary, confirmation that the manuscript will not be published in said journal.

Formatting of articles

- Articles should be formatted in A4 format, Calibri font, size 10pt, line-spacing 1.5, margins of 2.5 and justified text.
- Titles should be **highlighted in green** and written in the common format, this means, only the first letter of the sentence and names should be capitalized. There should be no paragraph indent or any other type of formatting that increases or decreases the distance between the words.
- Pages must be numbered sequentially.
- The maximum length of the text is 6,000 words. The word limit does not include the references, the identification of the paper and the abstract in the three languages, which are considered separately.
- Articles in English should contain a concise abstract, with a maximum of 150 words, as well as a translation into Portuguese and Spanish (*resumo* and *resumen*). The title should also be concise and explanatory (up to 10 words), presented in all three languages.
- Each abstract should be accompanied by a minimum of three and a maximum of seven keywords, describing the content of the paper, that can assist with its multiple indexing. The keywords should be taken from the database of Descritores em Ciências da Saúde – DeCS (Health Sciences Descriptors) - <http://www.bireme.br/php/decsws.php> - and listed at the end of the abstracts in the original language, in Portuguese and in Spanish, written with the first letter capitalized and separated by a period.
- It is suggested that the articles should be divided into sections, with titles and subtitles, when necessary. Each of these sections and subsections should be highlighted in **green**, never by progressive numbering. To make a subtitle explicit within a title, the italic feature must be used.
- When an author is quoted in the body of the text, only place the reference number at the end of the citation, in superscript, as in the example: Potter ¹.
- International treaties cited in the body of the text should be written in italics (example: *Declaration of Helsinki*).
- Papers with footnotes will not be accepted. Any explanation or observation should be included in the body of the text.

Research Articles

- The publication of research papers involving human beings is the responsibility of the authors and must be in accordance with the *Normas e Diretrizes para Pesquisa Envolvendo Seres Humanos - Resolução CNS nº 466/12* [Norms and Guidelines for Research Involving Human Beings - CNS Resolution No. 466/12], considering also the principles of the Declaration of Helsinki and of the World Medical Association (1964 and subsequent amendments prior to 2008), in addition to complying with the specific legislation of the country where the research was carried out. Research undertaken in Brazil should be accompanied by a copy of the approval by the Brazilian Research Ethics Committee (*Comitê de Ética em Pesquisa - CEP*) and the National Committee for Research Ethics (*Comissão Nacional de Ética em Pesquisa – Conep*).
- *Revista Bioética* supports the clinical trial registration policies of the World Health Organization (WHO) and the International Committee of Medical Journal Editors (ICMJE), recognizing the importance of these initiatives for registration and international open access disclosure of information regarding clinical trials. Therefore, research articles on clinical trials will only be accepted if they have received an identification number by one of the Clinical Trial Registries validated by the criteria established by the WHO/ICMJE, which should be presented at the end of the abstract.

- Bibliographic surveys performed by electronic means must identify the journals with [internet] address and date of access.
- Upon approval of research articles, authors should submit an affidavit regarding the content of the paper, certifying the absence of conflicts of interest that may have influenced the results.

Authorization for publication

Revista Bioética considers that the presentation of the manuscript and submission of the same for the recommendations of the editors and of the Editorial Board represent acceptance for publication. When the article is approved, all authors must provide authorization for the publication of the final version of the paper via electronic communication, while the main author must also submit such approval in letter form, signed in his/her own hand, addressed to *Revista Bioética*, following a template provided by the editors. The articles published are the copyright of *Revista Bioética*, which must be quoted in the case of total or partial reproduction in any media, print or electronic.

References

- The majority of references shall follow the guidelines proposed by the International Committee of Medical Journals Editors, in the Vancouver Style http://www.nlm.nih.gov/bsd/uniform_requirements.html
- Only articles with references cited literally or indicated in the body of the text will be accepted.
- References should be made in superscript Arabic numerals (for example: Potter²), and numbered consecutively in the order in which they are cited. All references must be listed at the end of the article in the corresponding numerical order.
- Articles with references listed using formatting tools of text editing programs such as “Footnotes” and/or “Endnotes” will not be accepted.
- Articles with references in alphabetical order will not be accepted.
- Personal communications will not be accepted as references, but may be transcribed in the body of the text, in parentheses, with the name of the person and the date.
- References cited only in tables or figure legends must conform to the established sequence.
- All citations from other sources presented in the text should be included in the references, including documents, treatises, reports, books and book chapters.
- In references, articles with multiple authors must include up to six names, followed by *et al.* whenever this number is exceeded.
- The authors should always seek the original reference they want to highlight and avoid reference to secondary sources, that is, when the cited author is referring to another. If this sort of reference is unavoidable, it should be explicit in the text. For example: “Analysing the work of Potter, Pessine³ describes...”.
- All references must be presented in a correct and complete manner. Book titles, publishers’ names and locations should not be abbreviated. The veracity of the information contained in the list of references is the responsibility of the authors.

Tables and illustrations

It is recommended that each article is accompanied by a maximum of three diagrams, tables or figures – formatted within the body of the text, open for revision and not copied in image format. They should be numbered sequentially and indicate the source of the information presented at the bottom. In tables, identify statistical measures of variations, such as standard deviations and standard errors of the mean.

Examples of reference citations

Journal articles

- List up to the first six authors. If there are more than six authors, list the first six and add “*et al.*”

Tongu MT, Bison SHDF, Souza LB, Scarpi MJ. Aspectos epidemiológicos do traumatismo ocular fechado contuso. *Arq Bras Oftalmol.* 2001;64:157-61.

Garcia ME, Braggio EF, Martins ABK, Goulart LQ, Rubinsky A, César LO *et al.* Análise de dados dos exames periódicos efetuados nos trabalhadores da Universidade de São Paulo. *Rev Med Hosp Univ.* 2000;10:29-33.

Books and other dissertations or theses

- *Individual authors*

Martin LM. A ética médica diante do paciente terminal: leitura ético-teológica da relação médico-paciente terminal nos códigos brasileiros de ética médica. Aparecida: Santuário; 1993.

Book chapters

Rego S, Palácios N, Schramm FR. Alocação de recursos na assistência materna-infantil. In: Schramm FR, Braz M, organizadores. *Bioética e saúde. Novos tempos para mulheres e crianças?*. Rio de Janeiro: Editora Fiocruz; 2005. p. 81-104. (Coleção Criança, Mulheres e Saúde).

Conference, congress and meetings records

Relatório Final da 10ª Conferência Nacional de Saúde: 1998 set 2-6; Brasília, Brasil. Brasília: Ministério da Saúde; 1998.

Other publications

- *Newspaper articles*

Scheinberg G. Droga é a principal forma de aborto. *Folha de S. Paulo.* 15 nov 1999; *Ciência:* 12.

- *Legal texts – Published legislation – NBR 6.028*

Brasil. Lei nº 8.974, de 5 de janeiro de 1995. Normas para o uso das técnicas de engenharia genética e liberação no meio ambiente de organismos geneticamente modificados. *Diário Oficial da União.* Brasília, v. 403, nº 5, p. 337-9, 6 jan 1995. Seção 1.

- *Dictionary and similar references*

Stedman. *Dicionário médico.* 25ª ed. Rio de Janeiro: Guanabara-Koogan; 1996. Apraxia; p. 91.

- *Classical texts*

The Winter's Tale: act 5, scene 1, lines 13-6. *The complete works of William Shakespeare.* Londres: Rex; 1973.

- *Unpublished material/ material awaiting publication*

Martins-Costa J. A reconstrução do direito privado: reflexos dos princípios constitucionais e dos direitos fundamentais no direito privado (mimeo ou no prelo).

- *Electronic material*

Fortes PAC. A bioética em um mundo em transformação. [Internet]. *Rev. bioét. (Impr.).* 2011 ago [acesso 22 dez 2011]. 19(2):319-27. Disponível: http://revistabioetica.cfm.org.br/index.php/revista_bioetica/article/view/630/657

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| | Add the six first names of the authors before the expression <i>et al.</i> This expression should be used for more than six authors and written in italics. |
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