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**Glossary of terms:**  
 (OJS)

Open Journal System.

(ECIMED)

Editorial de Ciencias  
 Médicas.

(ORCID)

Open Researcher and  
 Contributor ID.

(COPE)

Committee on  
 Publication Ethics.

(STROBE)

Strengthening  
 the Reporting of  
 Observational Studies  
 in Epidemiology.

(PRISMA)

Preferred Reporting Items  
 for Systematic Reviews  
 and Meta-Analyses.

(Infomed)

Centro Nacional de  
 Información de  
 Ciencias Médicas.

(CPICM-G)

Centro Provincial de  
 Información de Ciencias  
 Médicas de Granma

## JOURNAL DESCRIPTION

The student scientific journal December 2, abbreviated in Revdosdic and edited at the Provincial Center of Information on Medical Sciences of Granma, has the aim to disseminate the scientific-technical work of Health Sciences students, supported by their tutors to improve the quality of medical services. It is registered under ISSN 2788-6786 and RNPS 2490. Each issue is published in its electronic version both in Spanish and English and is available on [www.revdosdic.sld.cu](http://www.revdosdic.sld.cu).

Authors are welcome to submit original articles, case reports, review articles, short communications, an image in medicine and a letter to the editor; containing necessary information that constitutes an advance in the scientific work within the field of Health Sciences.

Only original manuscripts that have not been previously published or are not under evaluation by a different editorial team will be accepted. If an article is available in digital format (totally or partially on the web pages of an event or congress), or on a preprint server (SciELO Preprints, Plos, PMC, MedRxiv, etc...) or academic social network (ResearchGate, Academia.edu, etc...), the editorial team needs to be informed together with the declaration of conflicts of interest at the time of submission.

The papers are reviewed by the editorial team, external reviewers associated with the journal and a scientific committee comprising professionals of high prestige in the research field. The refereeing process is peer-reviewed and double-blind, however, the journal allows the possibility of open peer review as long as the parties involved (authors, reviewers and editors) give their consent. All double-blind peer-reviewed manuscripts are subject to an ethical protocol in which anonymity is guaranteed during the review process. Rejections or cancellations are informed to each of the authors.

## AUTHORSHIP

The International Committee of Medical Journal Editors ([www.icmje.org](http://www.icmje.org)) declares that an "Author" is any person who fulfils the following conditions:

1. Make substantial contributions to the conception or design of the research/scientific work; or the acquisition, analysis and interpretation of data.
2. That he or she elaborates the final report or critically reviews its content.
3. To approve the final version of the report to be published.
4. To be responsible for all aspects of the research to ensure that questions regarding the accuracy or completeness of any part of the manuscript are adequately explored and clarified.

ECIMED recommends that authors declare in each article their authorship according to the CRediT taxonomy (Taxonomy of Contributor Roles). This taxonomy includes 14 roles and is available from: <http://revdosdic.sld.cu/index.php/revdosdic/pages/view/guidelines>.

## COPYRIGHT NOTICE

Those authors who have publications with this Journal agree to the following terms: authors will retain their copyright and will grant the Journal the right of first publication



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Authors may adopt other non-exclusive license agreements for distribution of the published version of the work (e.g., depositing it in an institutional telematic archive or publishing it in a monographic volume) as long as initial publication in this journal is indicated. Authors are permitted and encouraged to disseminate their work via the Internet (e.g., in institutional telematic archives or on their web page) before and during the submission process.

Once the articles are accepted to enter the editorial process and the first review is complete, the authors are encouraged to deposit their article in SciELO preprints (<https://preprints.scielo.org>) accelerating the dissemination of scientific results. The preprints will continue to be updated by the authors after the review process and proofreading.

## PRIVACY STATEMENT

The names and e-mail addresses entered will be used exclusively for the purposes specified by the student scientific journal "2 de Diciembre" and will not be available for any other purpose, entity or person.

## DIGITAL IDENTIFIER (ORCID)

The ORCID is a unique identifier, consisting of 16 digits, which provides researchers with an author code that clearly distinguishes their scientific production and avoids confusion related to scientific authorship or the existence of coinciding or similar names; therefore, its use has become an indispensable 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/>.

Because of the advantages it offers, the ORCID record of each author is guaranteed to be linked to the corresponding publication. To do so, authors must

specify their ORCID identifier at the time of submission.

## DATABASES

The Journal 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 each brief communication, should be accompanied by the database (uploaded as complementary material), in an Excel (.xlsx or .xls) or SPSS (.sav) modifiable format.

## PRINCIPIOS ÉTICOS

The papers will comply with the international recommendations on clinical research with human subjects and laboratory animals (Declaration of Helsinki of the World Medical Association). In addition, they must be approved by the Ethics Committee and the Scientific Council of the institution where the study was performed. 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 the opinion of the institution or the editorial board. Any ethical violation with the document or the process will be solved using the protocols established by the COPE (<https://publicationethics.org/resources/guidelines>), as well as those established in the Ethical Principles exposed in the journal's website ([www.revdosdic.sld.cu](http://www.revdosdic.sld.cu)).

## JOURNAL PLAGIARISM POLICY

Authors are asked to declare through the letter of originality and assignment of rights, that they own the moral rights of the research article and that it hasn't been sent for review or hasn't been published, partially or totally, in any other national or foreign journal. If the article is available in a preprint server or a congress record, it must be highlighted at the time of submission. The authors will ensure that their contribution complies with these requirements.

The editors of the scientific student journal 2 de Diciembre carry out 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 higher than 20%, it could be plagiarism, in which case they will contact the authors of the paper to clarify the circumstances or consider rejecting it.

If a previous version of an article has been published before, this should be expressly indicated in the notes. The new version must have substantial novelties and the reasons for its recovery must be stated. The Journal will reject plagiarised articles, informing the authors and their institutions, as well as establishing regulations for authors about publishing in the Journal.

### OPEN ACCESS POLICY

**This journal makes NO CHARGE for processing or publication of articles and complies with the open access to information statement, its texts are available on its website ([www.revdosdic.sld.cu](http://www.revdosdic.sld.cu)).**

### FREQUENCY OF PUBLICATION

The student scientific journal 2 de Diciembre will be published quarterly (January-March, April-June, July-September and October-December). Its issues start on the first day of the initial month and end on the last day of the final month of the period. The journal follows a continuous publication model. Similarly, the journal follows an advance publication model, publishing articles that have already been processed but have not yet been incorporated into an issue.

### GENERAL INSTRUCTIONS

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

The metadata of each author, as well as that of the article, must appear on the journal's website:

- - Full name(s) (Juan José and not Juan J.)
- - Surname(s) separated by a space (Medina Santana).
- - Individual e-mail address.
- - ORCID identifier.
- • - Institution.

- - Country.
- - Conflict of interest.
- - Title and abstract in the original language of the submission.

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

The format will be as follows:

- - Sheet type: letter (21.59 x 27.94 centimetres).
- - Margins: all margins 2.5 centimetres.
- - Font: Verdana.
- - Font size: 12 point.
- - Line spacing: 1,5.
- - Alignment: justified, except for bibliography.
- - Spacing between paragraphs: 1 integer.

Each section of the manuscript must 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. Sub-paragraphs should be in bold.

Our instructions are based on the recommendations contained in the International Committee of Medical Journal Editors' uniform requirements for the preparation of manuscripts submitted to biomedical journals, in addition to using the Vancouver style.

Each article will be uploaded to the system as follows:

- Main document, including the first page, as supplementary files:

Extra documentation requested:

- Database in Excel, SPSS or others

### FIRST PAGE

- - Type of article (original articles, clinical cases, review articles, short communications, image in medicine and letter to the editor).
- - Title in Spanish and English (up to 18 words and no more than 160 characters, including spaces, no "Title", no inverted commas, no full stop).
- - Full names and surnames of all authors, one below the other, together with the corresponding



affiliation in Arabic numerals and in superscript.

- - The **ORCID** identifier must be placed next to each name as a mandatory element.
- - The institutional affiliations of each author must begin with the corresponding annotation as described above. **NO POSITIONS OR DEGREES OF STUDY AND/OR SCIENTIFIC DEGREES.** The following scheme is followed: University, Faculty/Hospital/ Polyclinic/Other institution. City. Country. Example: University of Medical Sciences of Granma, Faculty of Medical Sciences Celia Sánchez Manduley. Granma. Cuba.
- - Declaration of authorship.
- - Declaration of conflict of interest: E.g.: the article is not published or under review in another journal. For example: "This manuscript has not been published in whole or in part, nor is it being reviewed by another journal".
- - Declaration of funding sources.
- - Statement on use of Artificial Intelligence: e.g., in the course of developing this work, the author(s) used [NAME TOOL/SERVICE] for [REASON]. Following the use of this tool/service, the author(s) carefully reviewed and modified the content and takes full responsibility for the contents of the publication.

This statement does not apply to the use of standard tools for checking grammar, spelling and references, in

which case the statement does not need to be included.

**- Author for correspondence (e-mail. The telephone number is optional and facilitates contact by the editors via messaging service (WhatsApp, Telegram, etc...)).**

- **If the research is a clinical trial, the registration and verification number must be added.**

**MAIN DOCUMENT**

This is the entire text or "body" of the manuscript including the first page and figures, except for supplementary material. This main document may or may not contain author identification data depending on the type of peer review chosen (open or double-blind). To facilitate the work of the editorial team, the title (in English and Spanish) should be included before the abstract.

**Abstract**

No abbreviations or references. Only the abstract in the language of submission is required. Abstracts (except for clinical cases), should be structured in Introduction-Objective-Method-Results or Development-Conclusions. Clinical cases will be structured in Introduction-Case Presentation-Conclusions.

**Key words**

**Table 1. Summary of the general rules that manuscripts submitted to the journal must comply with.**

| Type of articles     | Characteristics of the articles                          |         |                        |                 |                          |                    |
|----------------------|--|---------|------------------------|-----------------|--------------------------|--------------------|
|                      | Title (characters)                                       | Authors | Summary                | Length (words)* | Bibliographic references | Figures and tables |
| Editorial            | They are requested by the journal's Editorial Committee. |         |                        |                 |                          |                    |
| Special Feature      |  |         |                        |                 |                          |                    |
| Letter to the Editor | 160  | 2       | Does not require       | 1 500           | Up to 6                  | 2                  |
| Original article     |  | 6*      | Structured (250 words) | 4 500           | From 15 to 30            | 6*                 |
| Short communication  |  | 4       |                        | 2 500           | Up to 15                 | 3                  |
| Review article       |  | 3       |                        | 5 000           | From 20 to 70            | 5*                 |
| Clinical cases       |  | 4       |                        | 2 500           | From 13 to 15            | 5*                 |
| Image in medicine    | 100  | 2       | Does not require       | 350             | Optional                 | 3                  |

Caption: \*At the discretion of the editorial committee and depending on the complexity of the research in question, it may be considered to exceed the amount established for each characteristic according to the type of article.

They must appear in the original language of the submission and in English, separated by a semicolon (;) and each word must begin with a capital letter. They must be concrete and representative of the semantic content of the document, both in the main and secondary content. They must contain between 6 and 10 key words or phrases. It is recommended to use the descriptors: DeCS, Descriptor in Health Sciences and MESH for the English language

### Bibliographical references

The Vancouver Standards will be used for bibliographical references, with the use of the numerical system style in order of appearance, using Arabic numerals, in superscript and in parentheses, after punctuation marks. Abstracts, unpublished observations and those texts that cannot be made available in full text to the reader will be accepted as references, on the condition that they have been peer-reviewed or endorsed by an official academic institution.

Citations will be accepted from published papers that are more than 75% up to date (last five years from the date of submission) of the total referenced, preferably 50% of the last three years. The bibliography should be submitted as normal text, without using codes from bibliographic management programmes. Bibliographic references consulted on-line should contain the URL, dates of publication and access for consultation, to enable 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(Number):Pages.*

*If there are more than six authors, the first six will be included and the Latin particle "et al." will be added. Example:*

*- Moreno Martínez S, Aladro Miranda IF, Ibagollín 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.*

*Revista Médica in electronic format:*

- Medina Campaña CE, Hernández González E. Diabetes mellitus in the context of COVID-19. Revdosdic

[Internet]. 2020 [cited (DD MM YYYYY)];3(3):[approx. 8 p.]. Available from: <http://revdosdic.sld.cu/index.php/revdosdic/article/view/81>

*Book chapter:* AAAuthors of the chapter. Chapter title. 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:*

• - Calvo DM, Cires M, Cruz MA, Delgado I, Freijoso E, Pérez J, et al. Formulario nacional de medicamentos. Havana City: Editorial Ciencias Médicas, 2003.

### Tables

They should be prepared in Web Table 1 format. They should be numbered in order of appearance (Table 1, 2, 3...). A title representative of the content should be included. 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). The source of the data, as well as the necessary abbreviations, should be stated at the end of the table. Tables in figure format are not accepted.

### Figures

Include graphs, drawings, photos and images obtained directly from imaging equipment. They must be unpublished, otherwise they must have permission to reproduce them and clearly state the original source. They must appear implicitly in the document, with a resolution sufficient to guarantee their print quality (not less than 300 dpi).

They must be arranged in 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 marked with arrows, asterisks and arrowheads, using maximum contrast to the figure.

### Additional material

Authors may submit additional material (applications, images or audio files) to enhance their article. Additional



material will be published online as submitted by the author(s) (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 additional data at any stage of the process, you must submit a new, updated file with the corrections, not simply annotations to the original file. Please ensure that you disable the "Change Control" tool in Microsoft Office files, otherwise these will be displayed when they are published as additional material

## SECTION POLICIES

### Editorial

**Scientific editorials:** they provide a rigorous update or an interesting point of view on a specific topic.

**Opinion editorials:** these contain points of view or positions of the scientific community on a specific topic of common interest to researchers and health professionals.

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

### Artículo original

Original article

Its characteristics are set out in Table 1. It will include the following order: (1) front page, (2) abstract [only in the original language of the article] and keywords, (3) introduction ending with the objective, (4) method, (5) results, (6) discussion, (7) conclusions [which may be included as the final paragraph of the development or discussion], (8) bibliographical references, (9) figures and tables. Conduct **OBSERVATIONAL** studies by **STROBE** statement. **SYSTEMATIC REVIEW** articles or those containing **METAANALYSIS** should be developed using the **PRISMA** statement format.

**Introduction:** be brief and provide only the explanation necessary for the reader to understand the text that follows. It should 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 clearly stating the objective of the work.

**Method:** identify the classification of the type of study proposed, the universe and sample clearly and how the subjects (observed or participating in the experiments: patients or laboratory animals, including controls) were selected. Mention the methods used, in case of using attachments, reagents or measuring equipment (name and address of the manufacturer in brackets and their calibration or quality control standard), to validate what is being measured or weighed, and the procedures with sufficient details so that other investigators can reproduce the results.

Provide references to reputable methods, including statistical methods 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 assessing their limitations. Accurately identify the drugs and/or chemicals used, including generic names, dosages and routes of administration. It is unnecessary to state in the text whether it was processed in Word, or that 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, indicate 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. State the approval by any Ethics Committee and Scientific Council.

**Results:** in some works a large number of results are obtained, which obliges the author to select the most important ones in accordance with his/her objectives. The first form of presentation is the text. Tables, graphs and illustrations should be used as an alternative to express the results in a logical sequence and no more than necessary. Avoid repetition in the text of data from tables, charts, and illustrations available to the reader. Highlight or summarise briefly and clearly only the most important observations without reading them to the reader. Speak in the past tense, using the impersonal (found predominance of...). The explanation of the tables will only contain the most important and relevant data, where, at the end of the explanation will be placed (table or figure XX), which represents the



table or figure explained.

**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 data or other information already presented in the Introduction and Results sections. Show the relationships between each result and the facts you presented. State your own views on the topic.

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. Link 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.

This section includes the conclusions you will summarise on the particularity of the work, which should be inferred in the discussion. Conclusions are presented as part of the discussion, usually at the end.

**Acknowledgements:** these are not essential. Collaborations that need to be acknowledged but do not justify authorship, such as the general support of the head of department, acknowledgement for technical help received, etc., may be specified among other reasons.

### Short communication

**Short communications are not very long scientific articles, which aim to make known a hypothesis, or partial results of a research, and which need to be transmitted to the scientific community. They include an Abstract, Introduction, Objective, Method (in which the essential elements for the development of the work are explained), Results (if any), a Discussion (which should not be very long and which should express its essential elements), Conclusions and Bibliographical references.**

### Clinical case

**These are articles describing one or more clinical cases (up to 10) of exceptional observation, or novel aspect of a previously known disease or syndrome, which represent a contribution of special interest to the knowledge of the subject or process described in the world today. Before writing a case report or**

**presentation, it should be checked in the international literature for its value as a publication. Brevity will be the key feature of this type of article. Its structure includes Abstract-Introduction-Objective-Case presentation-Discussion and Bibliographical references.**

### Image in medicine

**This section aims to show images of interest in the practice and learning of Health Sciences. The image should capture important visual information obtained from the physical examination or diagnostic tools used for the clinical evaluation of a patient.**

**The image(s) should be of good technical quality, may be single or divided into several appropriately marked panels (Panel A, Panel B, Panel C). If necessary, signage can be used to define structures referred to in the accompanying text.**

**If photos of patients are presented, use elements that make it difficult to identify them. Include relevant clinical information on the patient's history, clinical and laboratory findings, evolution and treatment (if used). It is important to emphasise that this is not a case report, that the fundamental element is the image and that the accompanying text is for commentary.**

### Review article

This type of article offers a critical evaluation of published works, compiling, analysing and synthesising the current state of a particular topic. The purpose of the review, sources and reference search methods should be indicated.

The article should include: Title, Abstract, Introduction, Method, Development, Conclusions and Bibliographical references. Optionally, the paper may include tables and figures. Review articles should be written with the most up-to-date bibliography possible on the subject being addressed and its access in networks.

The introduction should be comprehensive. The method 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 should expand the discussion as a secondary article.

The review article, although sometimes containing new



data, aims to examine the existing previously published literature and place 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 works analysed. It should situate the science according to the considerations of the authors always in an ethical way.

### Special article

This will be a short article that presents novel aspects related to the medical scientific field in which the readers and authors of the journal are positioned. If it includes a bibliography, it must present the characteristics described in the original articles.

### Letter to the Editor

Letter to the Editor is a brief commentary in agreement or disagreement, mainly the latter, with aspects contained in published papers and which may be related to concepts, methodologies, interpretations, results, or other issues about the articles that have been published in the last 8 weeks. They should not be long articles, trying not to exceed two pages, which may or may not be supported by bibliographic citations, and should include a title in English.

They may be motivated by issues relevant to the journal's mission for the development of public health, provided that the letters allow for an exchange of ideas and opinions between authors and readers. This activity can be as interesting as the original article triggering the exchange of correspondence.

They should be dynamic and offer the Journal added value by allowing the scientific community to publish a short research result, to present their own results from an unpublished original article or an original article that promotes re-analysis of already available data and its subsequent explanation in letter format, or to develop opinions, ideas and hypotheses to be presented to the scientific community and health professionals.

los trabajos analizados. Debe situar la ciencia según las consideraciones de los autores siempre desde una forma ética.

The title should be informative and concessions not accepted in other articles are allowed. They may be striking, in interrogative or exclamatory form, or by the use of puns. It should begin with an explicit and clear reference to the fact that motivates it, whether it is the article that appeared in the journal or another cause, and from there an expository outline and in a progressive form. Subsequent paragraphs should be the argument for or against; or additional comments regarding the reason for the letter.

### Book of abstracts

The student scientific journal 2 de Diciembre will allow the publication of abstracts of papers presented at different national and international scientific events. The abstracts must have a structured format according to the section to which they belong. All abstracts must have the full names of the authors, institution and e-mail address of each one. If possible, the ORCID of the authors should be displayed. Papers whose abstracts are published in these books, especially if they have been awarded prizes, will be prioritised in the editorial process. Only the editors of the journal can prepare and submit this type of article.

This journal allows for thematic supplements to be proposed. In order to do so, those interested must send their article proposal (about 65% of them must be original). In addition, they will participate as guest editors, they will have to coordinate with a group of specialists in the subject, who together with the editorial committee will process the proposed articles.

For this purpose, the curriculum vitae of the guest editors and the group of reviewers proposed should be sent to the editorial office (with emphasis on their experience as authors in journals and experience as editorial team, assistantship or specialities, courses and other relevant data).

### SUBMISSION PROCESS

The article submission process will be carried out completely online (from the journal's website), filling in all the metadata available for this purpose. Electronic submission saves time and postage costs and facilitates the handling of the manuscript in the different phases of the editorial process (e.g. sending it



to external reviewers). For the electronic submission of a manuscript, please consult and follow the instructions for authors on the journal's website (<http://revdosdic.sld.cu>).

## OF THE EDITORIAL PROCESS WITH THE AUTHORS

The main author and co-authors must be registered in order to publish in the journal. After forty-five (20) days from the entry of the manuscript into the system, its **ACCEPTANCE** or **REJECTION** to the editorial process must be defined. Exceptionally, up to twenty (20) additional days, depending on its complexity, will be available for expert consultation. Once **ACCEPTED**, there are one hundred and forty (140) days to complete the editorial process, either rejection or publication of the article.

Once the review process is initiated, it may be suspended for a period of two (2) months if the author/co-authors do not respond to the referee's comments or communications from the editors. Exceptionally, and at the discretion of the editorial committee, the waiting period for a response from the authors will be extended by one (1) month.

The extension of the editorial process 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 this maximum period of 140 days following receipt of the article, if it has been accepted in the process at the end of the review process, it will be scheduled for publication in an issue of the journal according to the editorial decision.

The possibility of an article proposal being 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, i.e. 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.

This journal does not contain or accept advertising materials, is not responsible for the opinions or criteria of the authors, nor does it accept papers that have been previously published or are under the consideration of the Editorial Board of another national or foreign journal. The publication guidelines can be consulted online

in the section policy before submitting an article.

## PEER REVIEW PROCESS

**The journal follows a peer review policy for scientific articles submitted by authors, which comply with the publication guidelines. 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 is carried out by reviewers external to the journal editors, and is conducted by specialists in the relevant subject areas.**

**The editors 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. Manuscripts will be reviewed anonymously by two experts in the object of study and/or methodology used. The editors of the journal reserve the right to reject articles that they deem unsuitable for publication.**

**In all cases, the editorial board will consider the value of the proposed papers for the development of the Cuban National Health System, regardless of the national or foreign origin of the authors or their membership of one organisation or another.**

**Those who wish to belong to the journal as reviewers or be part of the editorial team, can send an e-mail to [revdosdic@infomed.sld.cu](mailto:revdosdic@infomed.sld.cu) adding their CV and topics of interest for article reviews.**

## ARCHIVING

**We have 3 ways to preserve your publications (last updated 02/08/2021):**

- 1. internally: it has storage on external hard drives that update their content quarterly.**
- 2. Long-term preservation: this journal uses the LOC-KSS system to create a distributed archive among participating libraries, allowing these libraries to create permanent archives of the journal for preservation and restoration purposes. The Keepers Registry.**
- 3. The journal abides by the current digital data preservation policy established by ECIMED with Infomed.**

## SUBMISSION PREPARATION CHECKLIST



As part of the submission process, authors are required to check that their submission meets all the elements shown below. Submissions that do not meet these guidelines will be returned to authors:

- The submitted manuscript implies that it is original and has not been previously published and is not being evaluated for publication in another journal and complies with the publication guidelines for the different sections.
- The manuscript is written in a file in Microsoft Word format. Tables, graphs and figures are placed in the text in the place corresponding to the results section.
- The text has 1.5 line spacing; the font size is 12 points; Verdana type, with left alignment. The annotations must be in parentheses, with superscript and after the punctuation marks.
- In the case of illustrations or photographs, make sure that these are implicit in the document.
- The article complies with the bibliographic and style requirements indicated in the rules for authors, which can be found in the **"About"** section of the Journal.
- The number of bibliographical references does not exceed those stated in the guidelines.
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- The article contains the ORCID of each author and the contribution of authorship and funding.

#### START OF THE YEAR

A retrospective Year in Review will be published in January, giving general information about the journal, articles published and the editorial process during the year that closed.

Members of the editorial team will be recognised by means of a certificate according to their role, which will be awarded once a year in January and will be retroactive. They will also have the option to be included in the Year in Review as annual contributors on request, which will be available online as a special publication in January each year.

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##### Student scientific journal December 2

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