

# INFORMATION FOR AUTHORS Updated in January 2023

The journal **Infectio** is the official scientific publication of the Colombian Association of Infectious Diseases (*Asociación Colombiana de Infectología*) (ACIN). It publishes four issues per year with articles related to the specialty, in areas of clinical, pharmacological or microbiological research. All the manuscripts are assessed by the Journal Editorial Committee after receiving the evaluations of two external reviewers who assess the articles in the form of a blind peer review. It regularly includes Original Articles on the previously mentioned aspects, Reviews, Editorials and Letters to the Editor. Refusal rate of manuscripts is of 70% and the mean time between submission and final editorial decision is of 5 weeks.

# **Open access policies**

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# **Charges policies and waivers**

Once accepted a manuscript the journal have article processing charges of **U\$100** for authors non members of ACIN. Unsollicited reviews will be charged with U\$100.

**Waivers**: the charges for author members of ACIN is of U\$ 50. Editorials, letters to the editor and solicited reviews are without page charges.

# Language

The Journal receives articles in Spanish and English, as the *lingua franca* in science.

# Digital deposit policy

The Journal is digitally deposited in the Latin-American digital repository Scielo: http://www.scielo.org.co/scielo. php?script=sci\_serial&pid=0123-9392&Ing=en&nrm=iso **Policies of scientific publication**  The Journal adheres to the recommendations of the International Committee of Medical Journal Editors. (http://www. icmje.org/icmje-recommendations.pdf).

#### Submission of the manuscripts

Manuscripts must be submitted electronically at:

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#### Specific guidelines for each section

Original Articles: These are works on clinical or experimental research, in pharmacology, etiology, physiopathology, anatomopathological, zoonosis, epidemiology, diagnosis, treatment, clinical guidelines and expert's consensus in human infectious diseases that may be considered of use and interest by our scientific community. The maximum recommended length of the text will be 300 words for the structured abstract and 3.000 words for the text in pages DIN-A4, without including the Abstract and Keywords and up to a maximum of 50 literature references. Up to 6 figures or tables will also be allowed. For the preparation of controlled clinical trials, the CONSORT guidelines must be followed (JAMA. 1996;276:637-9). Available at: http://www.consort-statement.org/. Original articles should be structured in subsections: Introduction, Material and method. Results Discussion and References. If human subjects were included a statement about how informed consent was obtained should be included. Clinical guidelines can have a greater number of pages and should follow the recommendation of NICE organization http://www.nice.org.uk/guidelinesmanual or from the Colombia Minister of Health:

http://www.minsalud.gov.co/salud/Documents/ Gu%C3%ADa%20Metodol%C3%B3gica%20para%20la%20 elaboraci%C3%B3n%20de%20gu%C3%ADas.pdf

Expert's consensus can be justified if not enough evidence on a topic is available and can follow the recommendations of the *American Journal of Managed Care*:

http://www.ajmc.com/publications/issue/1998/1998-07-vol4-n7/Jul98-1122p1023-1029/

For guidelines and expert's consensus abstracts should be of 200 words unstructured and a maximal length of 10.000 words and up to 10 tables and 10 figures. It should have a maximum of 100 references. If required greater number of words or tables or figures authors should consult the Editor in Chief.

**Reviews:** Contributions will be included which give a complete update on any topic of interest on infectious diseases and could be invited or unsolicited; any person interested in contributing to this section should contact any member of the Editorial Committee beforehand. Reviews should describe literature search strategy, including search terms, period of inclusion and criteria for articles selection. Metanalysis on interventions should follow the Cochrane collaboration recommendations: http://methods.cochrane.org/sites/methods.cochrane.org/ files/MECIR%20Reporting%20standards%201.0.pdf

Reviews will have a maximum of 5.000 words in DIN-A4 pages of text, without including the corresponding Abstract of 150 words and Key Words, and up to a maximum of 80 literature references. Up to 6 figures or tables will also be allowed in the text.

**Clinical cases reports:** Report of unusual cases or report of adverse events, related to human infectious diseases. Abstract of 150 words unstructured, maximum length of 1.500 words and with subsections: Introduction, case description and discussion. Up to 10 references and one table or figure will be allowed.

Letters to the Editor: This section will contain objections and comments on articles published in the last two numbers of our journal. The maximum length of the text must not exceed 1.000 words, will not have an abstract and will contain up to a maximum of 5 authors and 10 literature references. The number of signatories is limited to four. Letters about articles previously published in the Journal will have priority in being published, as well as the right to reply. They will be submitted to the author of the original article, who will be able to answer in a letter of similar length within a period of one month. The letter and the reply will be published together.

Editorials (only for Editorial Committee or by invitation): Will cover states of opinion on aspects associated with human infectious diseases in general, and specifically related to topics in the *Infectio* journal, and preferably in connection with any of the articles published in the same Journal issue. These works will be commissioned by the Journal. Its length will be a maximum of 2.000 words and maximum 20 references, and with only one author; in exceptional cases two authors may be allowed or by all the editorial committee. It will not be divided into sub-sections. The use of tables and figures will be at the discretion of the Executive Committee.

# **COVER LETTER**

All manuscripts must be accompanied by a mandatory cover letter, which will be included in the "Attach Files" section of the Manuscript Scholar One platform, in which it will indicate:

- 1) the Journal section in which you wish to publish the article;
- the declaration that the work is original and is not in any evaluation process by another scientific journal;
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5) The list of scientific events, congress or symposium or working papers where preliminary or partial results have been presented. In the event that part of the article has been published previously in another journal (Redundant or Duplicate publication), the details should be specified here and declare that you are in possession of the necessary permissions of its author and its editor (Read the section "Guarantees and transfer of intellectual property rights").

The authors can propose persons who they consider qualified to make a critical review of the manuscript. The proposed reviewers must not have been collaborators or co-authors in the 3 previous years and must not have contributed by substantially reviewing the manuscript.

#### **Obligations of the author**

Al authors should include their ORCID codes during the registry at the editorial manager platform of *Infectio*. ORCID is available free at: https://orcid.org/

<u>All manuscript should include an ethic statement at the end</u> of the manuscript text and before the references section

#### **Ethical considerations**

1. Protection of persons and animals. When experiments that have been performed in humans are described, it should be indicated whether these procedures were performed in accordance with the ethical guidelines of the corresponding ethics committee (institutional or regional) and the Declaration of Helsinki of 1975, with the current review, available at:

http://www.wma.net/en/30publications/10policies/b3/

When experiments with animals are described, it should be indicated that the guidelines of the institution or international research council or national regulations were followed for the care and use of laboratory animals.

2. Confidentiality. The authors are responsible for following the protocols established by their respective health care centers to access the data of the clinical histories in order to be able to make this type of research/information for the community and thus they should declare having complied with this requirement. The author is required to assure that the requirement of having informed all the patients included in the study and that he/she has a signed document from them stating that they have received sufficient information and that their written informed consent to participate in it has been obtained. The authors should mention in the section "Methods" that the procedures used in the patients and controls have been conducted after obtaining an **informed consent**  or that Ethic Committee or Institutional Board Review Commission has determined that it is not needed in the case of retrospective studies based on clinical charts data or studies using serum bank or laboratory clinical samples. In all cases the date and number of act of the Commission should be mentioned in the material and method section.

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  - 1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
  - 2. Drafting the work or revising it critically for important intellectual content; AND
  - 3. Final approval of the version to be published; AND Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
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The authors should state that these criteria have been met both on the title page and in the Add/ Edit/Remove Author section and this statement should be included in the cover letter.

They should declare that they have read and approved the manuscript and that the requirements for the authorship have been met.

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# **Authors contribution**

The contribution of each one of the authors in the development of the research (conceptualization, experiments, data analysis and preparation of the document) must be indicated in the manuscript, in order to provide credits and responsibilities. In this section, the initials of each author and their contribution must be indicated, separated by commas, and end by noting that all the authors contributed, read and approved the version of the manuscript sent.

Example: AB, CD, and EFG contributed to the research conceptualization, AB and CD performed the experiments, AB and EFG performed the data analysis, and AB, CD, and EFG wrote the draft and final manuscript. All authors contributed to, read, and approved the version of the submitted manuscript.

# Other ethical and intellectual property aspects

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# General presentation of the manuscript

The manuscripts must be written in Spanish or English, in paper format with size DIN-A4 pages, double spaced with a (Arial font, letter type of 12 characters per inch). Abbreviations will be introduced after the complete term it represents when it is first used in the article, except in the title. The metric international system (periods for thousands, comma for decimals) should be preferred but the anglosaxon system is also permitted (comma for thousands, periods for decimals), however **the use of either system should be consistent through the text**. Chemical, clinical and biological units should be defined strictly. The following data will be presented in the order given here:

- a) First page: title of the article (in Spanish and in English), short title of a maximum of 50 characters, full name and one or both surnames (joined by a hyphen) of the authors, place of work (institution, department, city and country). It will state whether there was any grant or financial support. The academic degrees or position of authors should not be included. It will contain the statement by each one of the authors on whether or not there are conflicts of interest. It will include the full name, e-mail address, telephone and fax number, and full postal address of the author for correspondence, who will also be responsible for correcting the proofs. The first page must be submitted in a separate file from the rest of the manuscript.
- b) **Second Page; Abstract and Key Words** They must be attached in Spanish and in English. The abstract should follow the recommendations of each specific section. That of originals will be **structured** into the following sections:

- "Objective", mentioning the basic purpose of the work;
- "Material and method", explaining the design of the study, the evaluation criteria of the diagnostic tests and the temporal direction (retrospective or prospective), it will mention the patient screening procedure, the inclusion criteria, and the number of patients who started and finished the study;
- "Results", will mention the most relevant and significant results of the study, as well as their statistical evaluation;
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At the end of the abstract here must be 3 to 10 key words, in Spanish in accordance with the DEcS (*Descriptores en Ciencias de la Salud*), available at: http://decs.bvs.br/E/homepagee.htm in accordance with these included in the Medical Subject Headings (MeSH) of Index Medicus/MEDLINE, available in English at: http://www.nlm.nih.gov/mesh/meshhome. html and translate them to Spanish.

#### Page three and onwards; the text

- a) Introduction. It will be brief and must only give the information necessary so that the reader understands the text that follows next. It will give the intention and the fundamentals of the investigation. It must not contain tables or figures. In a last paragraph it must clearly state the objective/s of the study. Only quote references that are strictly necessary.
- Material and methods. The material used in the study will b) be mentioned; human or experimental, its characteristics, selection criteria and techniques employed, giving the necessary literature or direct data, so that the experiment could be repeated by the reader: it will mention compliance to good clinical practice and animal experimentation guidelines. The name of patients should not be mentioned. Generic names instead of commercial names of drugs should be used. A short description of the ethical guidelines followed by the investigators in studies on humans as well as on animals will be given. Studies on humans must have the express approval of the local ethics and clinical trials committee, and this must be mentioned in the manuscript including the date and number of act of the Ethics or Institutional Board review Commission (see "Obligations of the author").
- *c) Results.* The observations made with the method employed are stated, not interpreted. These data will be shown in the text accompanied by tables and figures.
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tical application of the results; considerations on the possible inconsistency of the methodology and the reasons why the results may be valid; the relationship with similar publications and comparison between areas of agreement and disagreement, and the indications and the lines for future investigations. On the other hand, it should be ensured that the discussion does not become a review on the subject and that concepts already expressed in the introduction are not repeated. The results of the study should not be repeated here either. The conclusions of the study will be expressed in a final paragraph of the discussion.

- e) Acknowledgements. Only the persons or entities who have notably contributed to make the work possible should be mentioned: a) contributions that must be acknowledge but do not justify being included as an author, and b) the acknowledgement for technical help must be recognized in a separate paragraph.
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Non-compliance to these requirements could lead to the rejection of the work for publication.

**Original article:** Surnames and initials of all the authors, when there are six or less, They should be followed by the expression "et al" if there are seven or more authors. When indicating the initial and final pages of a document only the digits that differ from the initial page must be included (e.g., 34-9, and not 34-39; 136-41 and not 136-141). The journal

names must be abbreviated according to the style used in Index Medicus (List of Journals Indexed included in the January edition of Index Medicus and on the website of the NLM library: http://www.nlm.nih.gov).

# The DOI (Digital Object Identification) always should be included when available.

Examples:

- Less than six authors: Menard KL, Haskins BE, Denkers EY. Impact of *Toxoplasma gondii* Infection on Host Noncoding RNA Responses. Front Cell Infect Microbiol. 2019 May 14;9:132. doi: 10.3389/fcimb.2019.00132.
- Más de seis autores: Velásquez S, Matute JD, Gámez LY, et al. Characterization of nCD64 expression in neutrophils and levels of s-TREM-1 and HMGB-1 in patients with suspected infection admitted in an emergency department. Biomedica. 2013;33:643-52. doi: 10.7705/biomedica. v33i4.805.
- **3.** More than six authors: Velásquez S, Matute JD, Gámez LY, et al. Characterization of nCD64 expression in neutrophils and levels of s-TREM-1 and HMGB-1 in patients with suspected infection admitted in an emergency department. Biomedica. 2013;33:643-52. doi: 10.7705/biomedica.v33i4.805.
- 4. Electronic journal: Bility MT, Cheng L, Zhang Z, et al. Hepatitis B virus infection and immunopathogenesis in a humanized mouse model: induction of human-specific liver fibrosis and m2-like macrophages. PLoS Pathog. 2014;10(3):e1004032. doi:10.1371/journal.ppat.1004032.
- Journal supplement: Takagi M. Neutral proteinases and their inhibitors in the loosening of total hip prostheses. Acta Orthop Scand. 1996;67 Suppl 219:29–33.
- **6. Books**: Auwels F. Atlas zur Biomechanik der gesunden und kranken Hu'fte. Wurzburg: Springer Verlag; 1973.
- Book's Chapter: Denis K, Kennett RH, Kinman N, Molinario C, Sherman L. Defining the B-cell repertoire with hybridomas derived from monoclonal fragment cultures. In: Kennett RH, McKearn TJ, Bechtol KB, editors. Monoclonal antibodies. Hybridomas: a new dimension in biological analyses. 2<sup>nd</sup> Ed. New York: Plenun Press; 1981. pp. 49-59.
- Doctoral thesis: García-Rueda FJ. Alteraciones del osteoclasto en la enfermedad de Paget [tesis doctoral], Salamanca, Universidad de Salamanca, 1987.
- **9. Technical report:** Dirección General para las Drogodependencias y Adicciones. Catálogo de los servicios asistenciales de los centros de tratamiento ambulatorio de Andalucía. Sevilla: Junta de Andalucía; 2003.
- **10. Homepage/ Web site:** eatright.org [Internet]. Chicago: Academy of Nutrition and Dietetics; c2016 [cited 2016 Dec 27]. Available from: https://www.eatright.org/.

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