

## Information for authors – Updated in January 2020

### Infectio

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 60% and the mean time between submission and final editorial decision is of 5 weeks.

### Open access policies

**Infectio** is an open access journal:

<http://www.revistainfectio.org/index.php/infectio>

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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. Unsolicited 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&lng=en&nrm=iso](http://www.scielo.org.co/scielo.php?script=sci_serial&pid=0123-9392&lng=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 articles**

Manuscripts must be submitted electronically at: <https://mc04.manuscriptcentral.com/infectio>, where the information required for their submission can be found. The use of this resource enables the state of the manuscript to be followed through the page indicated. The text of the manuscript, with the Abstract, Keywords, Literature References, Tables and their Legends and Figure footnotes, will be included in a single file, while each one of the figures will be sent in separate files. These documents will be saved in the “Attach Files” section.

You may consult the general instructions in its tutorial for authors:

<http://mchelp.manuscriptcentral.com/gethelpnow/>

## **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 1.500

words in pages DIN-A4, without including the Abstract and Keywords and up to a maximum of 30 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%20elaboraci%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 5.000 words and up to 6 tables and 6 figures. It should have a maximum of 80 references

**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 1.000 words and maximum 10 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;
- 2) the declaration that the work is original and is not in any evaluation process by another scientific journal;
- 3) explanation, in a maximum of one paragraph, of what is the original contribution and the relevance of the work in the Journal;
- 4) that the Instructions for Authors and the ethical responsibilities have been taken into accounts, and should include a statement that all signing authors fulfil the authorship requirements, that agrees with present version of the manuscript and that all have declared whether or not there are conflicts of interest, both in the “Title Page” (Read the “Funding and Conflict of Interests” section included in these Guidelines);
- 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**

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

All manuscript should include an ethic statement at the end 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.**

3. *Privacy.* The author (s) is (are) responsible (s) to guarantee the right to privacy of the patients, protecting their identity in the writing of the article and images. Do not use names, initials or clinical history numbers of the hospital (or any other type of irrelevant data for the investigation that could identify the patient) in either the text or photographs unless such information is essential for the scientific purposes. In such case, they could be used in the article as long as the patient or his/her parent or guardian has given **written informed consent** for its publication. The authors are responsible for obtaining the written **informed consent**, authorizing its publication, reproduction and disclosure on paper and open access in internet.
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5. *Authorship.* The list of authors should only include those persons who have made an intellectual contribution to the development of the study. Having helped in data collection or some study procedure is not on its own right sufficient to warrant being an author (read “Acknowledgments”). In general, in order to be included as an author, an individual should have (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>)

Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND

Drafting the work or revising it critically for important intellectual content; AND

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.

In the case of group authorship, the names of the writers or those responsible for the manuscript followed by “and the Group, etc.” should be included when all the group members are considered to be co-authors of the work. If it is desired to include the name of the group, although not all its members are considered as co-authors, the formula that should be used is to mention the responsible authors followed by “on behalf of the Group...” or “by the Group ....” In any case, the names and institutions of the group members should be included in an annex at the end of the manuscript.

**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.

**Infectio** cannot be held responsible for any possible conflicts arising from authorship of the manuscripts published in the journal.

6. *Conflict of interests.* There is a conflict of interest when the author had/has economic or personal relationship that might have biased or inappropriately influenced his or her acts. The potential conflict of interest exists regardless of whether or not the interested parties consider that these relationships influenced their scientific judgment. The authors must describe any financial or personal relationship that they had or have, at the time of drafting or submitting the article, with persons or institutions, and which could give rise to a conflict of interest concerning the article submitted for publication in the Cover Letter. Their declaration will appear in the printed journal (also see section “Acknowledgments”).



## **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; "*Conclusions*", those which are directly supported by the data will be mentioned here, together with their clinical applicability; the same emphasis must be given to positive and negative findings

with similar scientific interest. 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.

*b) Material and methods.* The material used in the study will 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.

*d) Discussion.* The authors have to express their own opinions on the topic. Mentioning here the significance and practical 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.

f) *Author Contributions Statement*. Please list only 2 initials for each author, without full stops, but separated by commas (e.g. JC, JS). In the case of two authors with the same initials, please use their middle initial to differentiate between them (e.g. REW, RSW). Examples of authors contribution are: Conceived and designed the analysis; Collected the data; Contributed data or analysis tools; Performed the analysis; Wrote the paper.

g) *Bibliography*. References that are considered important and have been read by the authors will only be included, and the number must not exceed the maximum allowed for each section of the Journal. All references must be mentioned in the text consecutively according to the order of appearance and identified using Arabic numerals in superscript. The references cited only in tables should be numbered according to the first identification of such table on the text. References should appear before the period or comma. The literature references must rigorously follow the reference format and style of the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, available at: <http://www.icmje.org/>. They will be set out on a separate page, in order of appearance in the text. Non peer reviewed references such as from meeting minutes or working papers are not acceptable as literature references. It will not include references of articles subject to examination. Accepted papers in press can be cited by including their DOI. For examples of the formats of literature references, the authors can consult the web page:

[http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html) .

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>).

Examples:

1. **Less than six authors:** González A, Estrada S, Álvarez H. Resistencia primaria a los medicamentos antituberculosos en pacientes VIH positivos y pacientes VIH negativos con tuberculosis en Medellín Colombia. *Infectio*. 2001;5:223-34.
2. **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.
3. **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.
4. **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.
5. **Books:** Auwels F. Atlas zur Biomechanik der gesunden und kranken Hu'fte. Wurzburg: Springer Verlag; 1973.
6. **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: Plenum Press; 1981. pp. 49-59.

7. **Doctoral thesis:** García-Rueda FJ. Alteraciones del osteoclasto en la enfermedad de Paget [tesis doctoral], Salamanca, Universidad de Salamanca, 1987.
8. **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.

### **Tables.**

They will be presented on separate sheets within the text file and numbered with Arabic numbers in order of appearance (example, table 1). If a table occupies more than one page, the headings will be repeated on the following page. Acronyms and abbreviations must also be accompanied with an explanatory legend at the foot. The journal will admit tables that will occupy a maximum of one printed page. The statistical significance level should be mentioned at the foot of the table, if it has not been included in the text of the table.

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reproduction in the electronic edition of the Journal; they will appear in black and white in the printed version. Images that may contain identifiable persons will be suitably masked and, if the face needs to be shown, their written permission must be available (see “Obligations of the author”). In photographs of histological preparations it must mention the type of stain used and the magnification at the end of the text (e.g., HE, 100 X). Whenever necessary, graph resources will be used (arrows, asterisks) to highlight the essential part of the image. Initials and abbreviations must always be accompanied by an explanatory footnote.

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### **Editorial process**

The author, using the record number which will be received with the acknowledgement of receipt, will be able to track the status of evaluation of his/her article Scholar One Manuscript. The editor in Chief will designate an Associate Editor which will be responsible to designate at least two reviewers and to communicate with the corresponding author. The evaluation process takes



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Whenever the Editorial Committee indicates making minor changes to the articles, the authors must submit the new version via the Scholar One Manuscript within a maximum of 3 months, together with a letter, written in the “Response to Reviewers” section, in which it will explain in detail the changes made, given in response to the reports of the reviewers. No article will be accepted in final form until all the corrections have been satisfactorily made. New rounds of evaluation, as needed, could be requested until the Associate Editor consider that a definitive decision can be made.

The Editorial Committee reserves the right to reject articles that it judges to be inappropriate, as well as to introduce changes in style and /or shorten texts if so required, promising to respect the contents of the original.

When it is accepted, the author for correspondence will receive print proofs for their correction when the article is ready for print, which must be returned to the Editorial Team within 48 hours of receiving them. These print proofs are for the purpose of detecting typing, spelling or formatting errors. Corrections that affect the content or change the article in its original form will not be accepted. If these proofs are not received by the Editorial team within the time set, the Editorial Committee will not be held responsible for any errors or omissions that could be published.

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