




*Investigación en Educación Médica* is a Mexican peer-reviewed journal. It aims to be the publication in Mexico and Latin America in the area of health sciences education with original and high-quality research paper as well as reviews and critical essays.

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The aim of the journal is to publish research, theoretical and empirical studies as well as discussions and controversies in the field to medical education and health sciences education.

The ultimate goal is to improve the academic, scientific and teaching level of teaching personnel and researchers in medical education and health sciences educational and healthcare institutions in our country and Latin America.

The articles published practical and curricular aspects practical of teaching, as well as at theoretical and problematic issues in education and human resources training in the area of health sciences. The journal will also include analysis and opinions by prestigious national and international experts in medical education. It will cover all levels of medical education: undergraduate, postgraduate, and continuous professional development, with the aim of analyzing experiences and stimulating new currents of thought in the field of medical education.

- **Targeted audience:** Institutions, academics, researchers, teachers, professionals, technicians and students in the field of medicine and health sciences, who are interested in the theoretical and practical aspects of health sciences education.
- **Mission:** To publish original scientific articles, reviewed by a committee of peers in the area of medical education and health sciences. The works published are characterized by their theoretical and methodological soundness as well as their modernity and practical relevance in terms of factors or elements that affect the education of human resources in the field of medical and health sciences.
- **Vision:** To be the international benchmark for medical education publications in Spanish-speaking countries, with high standards and **methodological rigor**.

## Manuscripts categories

*Investigación en Educación Médica* publishes original research paper, reviews, and methodological papers on medical education research, editorials, critical essays, commentaries and letters to the editor. Specific guides for each category are described below:

- **Original research papers:** This will be research work that has not been published previously. Research results will be published clearly and precisely, with the aim of offering information that contributes to development of the field of medical education or health sciences.

The context of the paper (with references to existing literature) and the selections of methods must be clearly showed in the text. Quantitative, qualitative or mixed approaches are all equally acceptable. All manuscripts must clearly show how the findings they describe add to understanding of the subject studied. Manuscripts quality control or purely descriptive experiences which are predominantly of local interest and hardly relevant outside the institution where they occurred do not satisfy criterion.

- **Review articles:** these manuscripts will have the aim of aiding comprehension of a particular subject and will go beyond mere summaries of the relevant literature. Narrative or traditional narrative revisions a will be by **only by express invitation of the Editor**, please contact the Editor if you have any suggestion for a specific subject or author.
- **Papers on medical education research methodology:** these will cover a range of methodological and analytical questions in connection with the research process in health science education. Articles on methodology are **only by express invitation of the Editor**, please contact the Editor if you have any suggestion for a specific subject or author.
- **Letters to the Editor:** up to 400 words, with up to three references according to the Vancouver format (<http://www.ncbi.nlm.nih.gov/books/NBK7256/>).

## Preparation of the manuscript:

### Original papers

1. The maximum **length** is 3000 words, while longer papers may be considered as an exception. This count excludes summaries, references, figures, tables or annexes.
- **All articles** are submitted to an electronic editorial manager, so it's necessary to separate the manuscript in three parts: first page, anonymous manuscript, tables and figures.
2. The section corresponding to the first page should contain the following information:
  - Manuscript title in Spanish and English: **up to 15 words**.
  - Short title in Spanish and English of **up to 10 words**. This is used as a page heading.
  - Complete name of each author.
  - Institutional affiliation/s of each author, as well as their academic degrees and position in the institution of origin.
  - Contact information of the corresponding author for the manuscript (email, complete address and phone).
  - Authorship: describe the contribution of each of the authors to the research work. Note the name of the authors **only** by their initials, in order to preserve the anonymity of the manuscript.
  - Acknowledgements. For those collaborators who do not meet the requirements to be co-authors of the manuscript.
  - Previous presentations: Report previous presentations of the manuscript in a different form, for example, at a conference or a meeting. Indicate "None" when applicable.
  - Financing: Once you submit your manuscript to the editorial manager, you will declare what is relevant in a special box. Please **do not include** this information in the manuscript.

- Conflict of interest: Once you submit your manuscript to the editorial manager, you will declare what is relevant in a special box. Please **do not include** this information in the manuscript.
3. In the corresponding section within the editorial manager, as well as in the anonymous manuscript include the **Abstract in Spanish and English**. This must be written in the past tense and third person, not up to 300 words. It must completely reflect the content of the manuscript. For reports on research and systematic reviews the abstracts should be divided into five sections: Introduction, Objective, Method, Results (expressed quantitatively if possible) and Conclusions. Five key words (in Spanish and in English) should be included at the end to help with indexing preferentially using MeSH terminology (*Medical Subject Headings*).
  4. In the section corresponding to the **main body of text or anonymous manuscript**, sections of the text must be clearly marked with headings. The sections in research works are: **Introduction, Method, Results, Discussion, Conclusions and References**. Exceptionally these headings may vary if the authors so decide, depending on the type of work and its design. For the content of each manuscript section we suggest that the author consults the recommendations of the Uniformity Requirements for Manuscripts Sent to Biomedical Journals, of the International Committee of Medical Journal Editors <http://www.icmje.org>. **If your study design uses an instrument (an examination, questionnaire, survey or other), please include it when you send it in, as it will aid evaluation and interpretation of the data. If you do not wish to disclose the instrument, please include it to help the review process, or at least include some of its items as an example.** The statistical analysis used must always be explained within the context of the study. When methods are particularly complex or uncommon it is recommended that a detailed explanation be offered, preferentially as an appendix. It is imperative that **at the end of the Method section**, a small section titled **"Ethical Considerations"** must be included, in which it should be made explicit regarding Informed Consent and indicate if any ethical protocol was followed in the institution where the study was carried out, in addition If all participants were aware of the purpose of the research and if their participation was voluntary. The **limits to the study together with its strengths and weakness** must be included in the Discussion, and the areas of opportunity and improvement.
  5. **Tables and figures** must be separated of the anonymous manuscript, but all of them in a common file, with the title at the top and the explanation and symbols at the bottom. All **figures** must be separated from the text file but grouped in a single file, with individual figures separated by page breaks, and must be cited in the text. The total number of figures and tables must be five at the most. At the moment of incorporate the manuscript to the editorial manager, tables and figures should also be included in a file, never in the anonymous manuscript. Tables and figures should be used preferentially when the information they contain cannot be clearly placed or summarized in the manuscript, or where this information is of core importance in the manuscript. All photographs, graphs, sketches and diagrams must be referred to as **Figures** and be numbered consecutively in the text with Arabic numerals (e.g. Figure 1). Tables must be created in *Word* (using the table function), and they must be written in closed lines (single space). The title of each table must be comprehensible independently of the manuscript. In general, the type of data should be included together with the number and type of subjects and the place and year of the study. Titles must be placed above the table, not in a data cell. Columns must be clearly labelled, including the measurement unit. Use notes at the foot of a table when: information is needed to make more comprehensible when it does not easily fit the title of the table or the data cells. Place notes at the foot of the table, not in a data cell. The symbols to be used in the tables are \* † ‡ §. Preferentially use scales of grey, because **colors are not used** in the printed journal. Figures must be produced as close as possible to the final size in which it is wished to show them. Files must be 300dpi or larger, in JPEG, GIF, TIFF, EPS, PNG formats, It's in the best interest of the author to use the best possible format for figure quality. We recommend that the author use the guides for the preparation of figures of the *BMC Medical Education* journal, available at: <http://www.biomedcentral.com//info/ifora/figures>
  6. The authors are responsible for the accuracy and completeness of the **References**. The style it's to be according to Vancouver regulations. It is suggested that <http://www.biomedcentral.com//info/ifora/figures> be consulted. The list of references must be in 1.5 lines and at the end of manuscript. Biographical reference numbers must agree with the order in which they are referred to in the manuscript (not alphabetical order) with the number in superscript and **without parentheses**. Unpublished sources and personal communications must not be included as references, and otherwise must be show in the text of the manuscript in brackets, at the end of the sentence they support.
  7. All work involving **research in human beings** must be governed by the principles of the **Helsinki Declaration of the World Medical Association** <http://www.wma.net/es/30publications/10policies/b3/index.html> and the authors must confirm when necessary, that they obtained informed. The authors must seek approval to appropriate body the institution, such as the Research or Ethics Committees, for research work in education. They must ensure that there is no potential for harm to those being educated or their teachers who take part in the work, while guaranteeing the anonymity of participants.
  8. Keep a **copy of the final version** of the manuscript as send to the journal, for reference during the revision process. An email will be sent through the electronic manager to acknowledge receipt of the manuscript, and you will be kept informed of the process and the final decision by the same means.
  9. The electronic management will separate the first page (the one containing personal data) of the manuscript, so that the resulting version is **anonymous**. The authors must not include any data which would allow them or their institution to be used for review (in the title, abstract, material and methods, etc.) This includes ensuring that the names of the file and the page header or footer do not contain the names or initials of the authors.
  10. The manuscript must be 1.5-line spacing, with justification to the left, Arial 12-points font, and with margins of at least 2.5cm in letter-size paper. All pages must be numbered. Avoid the use of gerunds and of unconventional abbreviations, and if they are necessary, describe them the first time they are used. Scientific units must be expressed using the International System of Units. Before sending the manuscripts please eliminate computing program fields for automatic referencing and inactivate the "control of changes" in the word processor.
- ### Review papers
- Only by express invitation of the Editor** The manuscript must have to the following characteristics:
1. It must be less than 4,000 words long.
  2. The manuscript must contain a cover as the first page with the following information:
    - Manuscript title, in Spanish and English, up to 15 words.
    - Short title in Spanish and English, up to 45 characters, to use as the page header.
    - The complete name of each author.
    - The institutional affiliation/s of each author.
    - Contact information of the corresponding author of the manuscript (email, complete address, telephone and fax).
  3. In the next page include the Abstract in Spanish and English. It must be written in the past tense, third person and be no longer than 300 word (in both languages). It must completely reflect the content of the manuscript. The main body of text of the manuscript must start on a separate page, and the sections defined by the author must be clearly marked with headings. At the end include up to five keywords in Spanish and English, preferably with MeSH terms (*Medical Subject Headings*). It is recommended that the authors subject the paper to revision of the translation by an expert in the English language.

4. The main text of the manuscript must start on a separate page and the sections decided by the author must be clearly marked with headings.
5. All tables and figures must be separated from the text file, but grouped in a single file in which each table or figure is separated by a page break, and they must be cited in the text. **There must be a total of no more than four tables and figures.** Preferentially, use tables and figures when the information cannot be shown or summarized clearly in the manuscript or when the information in question is of core importance in the manuscript. All photographs, graphs, sketches and diagrams must be referred to as Figures and numbered consecutively in the text with Arabic numerals (e.g. Figure 2). Tables and tables must be created in *Word* format (using the table function), and should be typed in closed line (one space). The title of each table should be understandable regardless of the manuscript. In general, the type of data, number and type of subjects, place and year of the study should be included. Titles should be placed above the table, not in a data cell. The columns must be clearly labeled, including the unit of measurement. Preferentially use scales of grey, because colors are not used in the printed journal. Figures must be produced as close as possible to the final size in which it is wished to show them. Files must be 300dpi or larger, in JPEG, GIF, TIFF, EPS, PNG to use the best possible format for figure quality. We recommended that the author use the guides for the preparation of figures of the BMC Medical Education journal, available at: <http://www.biomedcentral.com/info/fora/figures>
6. The authors are responsible for the accuracy and completeness of the References. The style is to be according to Vancouver regulations. It is suggested that <http://www.ncbi.nlm.nih.gov/books/NBK7256/> be consulted. The list of references must be 1.5 lines and at the placed at the end of manuscript. Bibliographical reference numbers must agree with the order in which they are referred to in the manuscript (not alphabetic order) with the number in superscript. Unpublished sources and personal communications must not be included as references, but rather must be show the text of the manuscript in brackets, at the end of the sentence they support.
7. **Systematic review** will follow the editorial process of an Original Paper. Regarding format characteristics please see points 7, 8, 9 and 10 of the section on original papers.

#### Papers on Medical Education Research Methodology

**Only by express invitation of the Editor** Manuscripts must have the following characteristics:

1. They must contain fewer than 3,000 words.
2. The manuscript will contain a front cover page with the following information:
  - Manuscript title in Spanish and English, up to 15 words.
  - Short title in Spanish and English of up to 45 characters for use as a page header.
  - The complete name of each author.
  - The institutional affiliation/s of each author.
  - Contact information of the corresponding author of the manuscript (email, complete address and telephone).
3. The Abstract must be included in the next page. It must be written in the past tense, third person and be no longer than 300 words. It must completely reflect the content of the manuscript the main body of text of the manuscript must start on a separate page, and the sections defined by the author must be clearly marked with headings. In the end include up to five keywords in Spanish and English, preferably MeSH terms (*Medical Subject Headings*). It is recommended that the authors subject the paper to revision of the translation by an expert in the English language.
4. The main text of the manuscript should start on a separate page, and the sections decided by the author should be marked clearly with headings.
5. All tables and figures must be separated from the text file, but grouped in a single file in which each table or figure is separated

by a page break, and they must be cited in the text. There must be a total of **no more than four tables and figures.** Preferentially, use tables and figures when the information cannot be shown or summarized clearly in the manuscript or when the information in question is of core importance in the manuscript. All photographs, graphs, sketches and diagrams must be referred to as Figures and numbered consecutively in the text with Arabic numerals (e.g. Figure 2). Tables and tables must be created in *Word* format (using the table function), and should be typed in a closed line (one space). The title of each table should be understandable regardless of the manuscript. In general, the type of data, number and type of subjects, place and year of the study should be included. Titles should be placed above the table, not in a data cell. The columns must be clearly labeled, including the unit of measurement. Preferentially use scales of grey, as colors are not used in the printed journal. Figures must be produced as close as possible to the final size in which it is wished to show them. Files must be 300dpi or larger, in JPEG, GIF, TIFF, EPS, PNG to use the best possible format for figure quality. We recommended that the author use the guides for the preparation of figures of the BMC Medical Education journal, available at: <http://www.biomedcentral.com/info/fora/figures>

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7. Papers on medical education research methodology will follow the editorial process of original papers.
8. In connection with format characteristics please see points 7, 8, 9, and 10 of the section about original papers.

#### Sending Manuscripts

- The journal *Investigación en Educación Médica* will follow the recommendations and codes of conduct of the Committee on Publication Ethics (COPE) (<http://publicationethics.org/>). Authors must familiarize themselves with the different ethical aspects of publishing papers in medical journals, including duplicated publication and “salami slicing publication” as these strategies will not be accepted by the journal.
- Authors send their manuscripts in the understanding that the work has not been published beforehand in paper or electronic format, and that it is not under consideration for publication in any medium. An electronic system is used to detect plagiarism, and when sending a manuscript, the authors accept that their work may be subject to scrutiny to plagiarism from previously published works. Manuscripts that are not in the correct format will be returned to their work may be subject to scrutiny to plagiarism from previously published works. Manuscripts that are not in the correct format will be returned to their authors for correction and re-sending before they are considered for review.
- To send manuscripts is necessary to register under the “author” profile in the Editorial Manager of the Journal. This process commences by clicking on the following link: <http://ees.elsevier.com/riem/>

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### **The editorial process peer review:**

- All of the manuscripts sent will first be read Editor. One more associate editor may be involved in early decision making about de manuscript. Manuscripts which are written unclearly, which contain information that is not important or of interest for the reader of the journal will be rejected in this stage.
- In the next stage, manuscripts will be sent to experts in the area for peer review. The revision process is double blind, preventing the identities of the authors and reviewers from being revealed to each other. This has the aim of reaching an initial editorial decision in no longer than 12 weeks. Accepted manuscripts will be edited according to the style format of the journal and returned to the author for approval of the final version. Authors are responsible for all statements contained in their work.
- **Authors are responsible for all statements made in their work.**

The process is described in detail below:

1. The anonymous version of the manuscript is sent to two internal or external reviewers, selected by the Editor according to its subject.
2. The reviewers issue their decision in the peer-review format, which contains three sections: the first uses a collation list to evaluate the different elements within the manuscript according to the corresponding section, the second consists of the remarks and suggestions for the authors regarding each part of the manuscript ( the title, abstract and introduction, etc.); the third section is the recommendation to the Editor for its probable publication: “ Major changes; Minor Changes; Accepted; Rejected”.
3. Once the authors receive the results of the review process together with reviewer’s recommendations they have 15 days to reply. If they are not able to send it within this period of time, the text will the text will be evaluated as a new submission, unless an extension has been requested.
4. Modified manuscripts will be sent to the reviewers for a second review and a final decision.
5. The Editor will take the final decision on publication or rejection. In case of controversy on publication, the Editor will request a new review or will make a decision.
6. The authors receive the final decision.