

## Instructions for Authors

*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 of 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 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 will be 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, 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.

The working context (with references to existing literature) and the methods used must be clearly shown 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 were they occurred do not satisfy criterion.

• **Review articles:** these manuscript 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 will be by invitation, 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 by invitation, 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/>).

## Manuscript Preparation

### Original papers

1. The maximum length is 3,000 words, while longer papers may be considered as an exception.

2. The section corresponding to the first page should contain the following information:

- Manuscript title in Spanish and English.
- Complete name of each author.
- Institutional affiliation/s of each author.

- Contact information of the corresponding author for the manuscript (email, complete address, telephone and fax).
- Short title of no more than 45 characters, to use as a page heading.

3. Include the **Abstract** in the corresponding section. This must be written in the past tense and third person, and may not exceed 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 should be included at the end to help with indexing preferentially using MeSH (Medical Subject Headings) terminology.

4. In the section corresponding to the **main body of text**, sections of the text must be clearly marked with headings. The sections in research works are: **Introduction, Methods, Results, Discussion** and **Conclusions**. 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.

The limits to the study together with its strengths and weakness must be included in the Discussion.

5. Tables must be appended to the end of the manuscript, 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.

Tables and figures should be used preferentially when the information they contain cannot be clearly placed or summarised 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 2).

Tables must be created in Word (using the Tables 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, 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 formats. It is 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/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 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 brackets**. Unpublished sources and personal communications must not be included as references, and otherwise must be shown in the text of the manuscript in brackets, at the end of the sentence they support.

7. Papers must include **structured section of clarifications at the end of the text**, before the list of references, using the following categories:

A Description of the contribution of each one the authors to the work described in the manuscript, nothing the names of the authors using only their initials.

Acknowledgements. Thanking those contributors who do not fulfil the requisites to be co-authors to the manuscript.

Financing: List the international and external sources of financing, including the

name of the institution or program, number and code. Showing "None" when applicable.

Conflict of interest: List any possible conflict of interest arising for the authors of the manuscript.

Previous presentations: Report previous presentations of the manuscript, such as a conference or put "None".

8. All work involving **research in human beings** must be governed by the principles recorded in 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.

9. 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.

10. 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.

11. 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 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

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.
- 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).
- A short title of no more than 45 characters to use as the page header.

3. The abstract is to be included in the next page. It must be written in the past tense, third person and be no longer than 300 word. 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.

4. A page apart is to include the title, abstract and key words in English. It is recommended that the authors subject the paper to revision of the translation by an expert in the English language.

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).

Preferentially use scales of grey, as colours 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.

In connection with format characteristics please see points 9, 10 and 11 of the section on original papers.

#### Papers on medical education research methodology

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
- 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).
- A short title of no more than 45 letters to use as the page header.

3. The abstract is to be included in the nest 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.

4. A page apart is to include the title, abstract and key words in English. It is recommended that the authors subject the paper to revision of the translation by an expert in the English language.

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).

Preferentially use scales of grey, as colours 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. - Papers on medical education research methodology will follow the editorial process of original papers.

8. In connection with format characteristics please see points 9, 10 and 11 of the section on original papers.

#### SENDING MANUSCRIPT

• 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 postulate a manuscript, an email must be sent to our editorial office:

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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 the 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.

**The total time of the editorial process ranges in at least eight and up to 16 weeks.**

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; Acceptance; Rejection".
3. Once the authors receive the results of the review process together with reviewers recommendations they have 15 days to reply. If they are not able to send it within this period of time, the text will be evaluated as a new submission.
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.