

MEDICC Review Submission Guidelines

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I. Vision & Objectives

MEDICC Review is a peer-reviewed journal published quarterly by Medical Education Cooperation with Cuba (MEDICC), a US non-profit organization. Its aim is to bring Cuban medical and public health policy, research, programs and outcomes to the attention of the global health community, in order to enrich dialogue, debate and practice aimed at achieving equitable access to quality health care worldwide.

Founded in 1999, *MEDICC Review* is the only English-language periodical of its kind, providing medical and population health research by Cuban scientists, analysis of health and medicine developments in the country, and feature coverage of Cuba's global health cooperation programs.

MEDICC Review is published in print and online at www.medicc.org.

II. Sections of the Journal

Each issue of the journal contains the following sections: Editorial; Letters to the Editor; Policy & Practice; Feature; Interview; International Cooperation Report; Original Scientific Articles; Reprints; and Viewpoint.

MEDICC Review is currently soliciting manuscripts for its original Research Articles and suggestions for reprints only. We also encourage Letters to the Editor.

A. Original Scientific Articles

MEDICC Review publishes original work by Cuban scientists, researchers and health practitioners working in Cuba or in Cuban medical cooperation teams abroad. These articles concern health policy, practices, outcomes and clinical results. Manuscripts appearing in this section are peer reviewed using the double blind method (see Section III) by Cuban and international reviewers, followed by a three-step translation and revision process.

Papers co-written by Cubans and/or non-Cubans about Cuban public health are also eligible for this section and undergo the same double blind peer review process by international reviewers, and translation (where warranted).

In general, **articles in this section should not exceed 10 pages in Word, single spaced, in Times New Roman.**

B. Reprints

This section is comprised of reprinted articles dealing with Cuban health policy, issues and outcomes written by non-Cubans or co-authored by non-Cubans and Cubans. Articles come from a variety of international sources, primarily medical and health journals. Reprint permissions and technical details of the reprint, including copyright and attribution, are handled by *MEDICC Review* staff. In general, **articles in this section should not exceed 10 pages in MSWord, single spaced, in Times New Roman.** If you have an article to recommend for reprint in *MEDICC Review*, please email the editors at: Editors@medicc.org.

C. Letters to the Editor

MEDICC Review welcomes correspondence in English or Spanish related to topics and research covered in the journal. Letters may be edited for grammar, length and journal style; those received in Spanish will be translated and revised. Letters should be no more than 350 words, including a maximum of 5 references. All correspondence must be accompanied by contact information for author(s), and professional affiliation. Letters to the editor can be sent to: Editors@medicc.org.

III. Peer Review

Articles appearing in *MEDICC Review's* Original Articles section undergo double masked peer review, whereby the author(s) and reviewer remain anonymous to each other throughout. Each manuscript is reviewed in Spanish by at least two reviewers, one of whom may be a statistician for papers relying heavily on statistics. Furthermore, manuscripts are reviewed by at least one Cuban and one international reviewer. Reviewers are volunteers and matched to a manuscript according to their expertise.

Conference proceedings and historical retrospectives and analyses may undergo a different process involving MR's editorial committee; authors contributing this

type of work can receive the full peer review guidelines by contacting the editorial office at Editors@medicatlanta.org.

Manuscripts received by *MEDICC Review* go through a *first revision* by the journal's Editors to ensure the work is sufficiently original, adheres to submission guidelines, is written in a professional and scientific manner and is within the scope of the journal. **Manuscripts should be no longer than 10 pages, single spaced in MS Word.** Manuscripts rejected upon submission will be returned to the author(s) with an explanation of the editors' decision. Those manuscripts viewed positively in the first revision will be passed on to the peer reviewers, and then to translators.

At the peer review stage, manuscripts may be accepted without revision, accepted with minimal revision, accepted with substantial revision or rejected. Authors will be notified of the decision with a letter of explanation. All decisions of the Editors are final.

A. Becoming a Peer Reviewer for *MEDICC Review*

The journal is continually updating its roster of peer reviewers; we welcome peer-reviewer recommendations. If you would like to become or recommend a reviewer for *MEDICC Review*, please contact the editors at Editors@medicc.org.

IV. Formatting Your Manuscript

All submissions must be received in electronic form. Please make sure all tables and figures adhere to the guidelines set out in that section (IV.A) and that you have filled out and signed the Author's Declaration Form.

Manuscripts should contain a title page with the following:

- Title of paper – as short and concise as possible
- Names, degrees and institutional affiliations of all authors. Indication of main author.
- Contact information for the main or corresponding author (phone, email and mailing address).
- Indication whether this work has been previously published and if so, where.

The body of the manuscript should follow the title page and contain:

- Abstract & Keywords - The abstract should provide the context or background for the research and should state its purposes, basic procedures (selection of study subjects, observational and analytical methods), main findings and principal conclusions. It should emphasize new and important aspects of the study or observations. Abstracts should accurately reflect the content of the manuscript.

Authors should also provide 3-10 keywords.

- Text Scientific research should follow the “IMRAD” (Introduction, Materials & Methods, Results And Discussion) heading structure specified in the Vancouver Guidelines; other types of professional literature may necessarily have a divergent structure.
- References These should follow the standard citation style as established by the Uniform Requirements for Manuscripts Submitted to Biomedical Journals (Vancouver Guidelines). Citation examples are available at http://www.nlm.nih.gov/bsd/uniform_requirements.html.

Abbreviations of journal titles should follow those listed in Index Medicus; available at <http://www.nlm.nih.gov/>.

Please submit your manuscript to Editors@medicc.org

A. Graphics Specifications

Tables

All tables must contain a title and source and be cited in the text. Tables should be numbered consecutively and expand on text, rather than repeat findings therein. Tables considered too extensive to print may be published on *MR Online*, in which case a note to this effect will be attached to the manuscript.

Figures, Graphs and Diagrams

All figures, graphs and diagrams must contain a title and source and be cited in text. Figures should be numbered consecutively and expand on text, rather than repeat findings.

Figures, graphs and diagrams should be submitted **as separate, original files**, in the software in which they were created. *MEDICC Review* accepts files made in Illustrator, Corel Draw, MS Word, Freehand, Excel and PowerPoint. All files made in other software programs must be sent as images (see below) or postscript file (.ps).

A postscript file is one that a printer interprets and reconstructs in a printed document. You create a postscript file by redirecting the destination path from your printer to your computer's hard disk. To do this, send the files to be saved as postscript to be printed. In the upper right portion of the print dialog box, you will see a *Print to File* option; click this option and then save the files. Please name your figures and graphics files so they can be appropriately and easily identified (ie author/title of paper/graphs) and include the .ps extension.

Images & Photographs

Graphics can also be sent as the following bitmap files: TIFF (*.tif), Adobe Photoshop (*.psd), JPEG (*.jpg – saved at maximum quality, ie no compression), PDF (*.pdf) or Photoshop EPS (*.eps). *MEDICC Review* requires these files to be at least 300dpi (dots per inch). Authors must guarantee in writing that they have the right to publish photos and images subject to copyright and that they alone bear full responsibility in case of infringement, exonerating ***MEDICC Review*** of all responsibility. Photos and images must be accompanied by appropriate credit of authorship.

We *do not* accept GIF images or any files in 256 color format.

Graphics can be in grayscale or color (ideally CMYK, though we also accept RGB files).

Do not imbed images or photographs in Word, as the resolution will not be sufficient for printing. Likewise, *MEDICC Review* cannot accept images, graphs, illustrations, etc., downloaded from the Internet.

If you still do not understand how to submit your graphics, please contact our design department at: review@medicc.org.

V. Conflict of Interest

Full disclosure of any relationships that could be perceived as potential conflicts of interest must be indicated to the Editors upon submission of a manuscript to *MEDICC Review*. Conflict of interest can be financial, personal or professional and arises when an author (+/o their institution), reviewer or editor is influenced (biased) by that relationship in their decision making or actions.

VI. Author's Copies

Lead authors of all Cuban professional literature will receive 5 complimentary copies of the issue of *MEDICC Review* in which their work appears. Co-authors will receive one copy each. Authors of the Viewpoint column will receive 5 complimentary copies of the issue in which their work appears.

VII. Author's Submission Checklist

- Title Page with correct contact information**
- Graphics in original format**
- Conflict of Interest Declaration**