
Instructions to authors

1 Scope

The purpose of *Salusvita*, a quarterly journal edited by the Universidade do Sagrado Coração – USC (Sacred Heart University), is to publish original articles, review articles and methodological papers which contribute to the spread of knowledge in the areas of Biological and Health Sciences. Such works are developed by teachers and other professionals at USC or other Institutions. *Salusvita* is published under the guidance of EDUSC (University Publications Center) which is embodied by the Editorial Board, the Scientific Board and the Publishing Desk. The Journal will be published in the months of April, August and December.

2 Regulations for the submission of manuscripts

2.1 General rules

2.1.1 The articles will be original and exclusive. In case of reprint of any Brazilian or foreign papers these should carry the authorization from the author(s) and that of the editor who holds the *copyright*.

2.1.2 EDUSC uses the *Blind Review* system, according to which the title, the author(s)' name, current address and Institution of origin should be placed in the front page, so the author(s) remain unknown during the evaluation process. The first page of the text should include the full title and leave out the name of the author(s) and place of work.

2.1.3 Articles addressing human or animal clinical research ought to be accompanied by a "Term of Approval" from a Committee of Research Ethics.

2.1.4 To the author is reserved the right to disagree, in whole or in part, with the evaluation. In such case, the author(s) should state his/her reasons in written.

2.1.5 NPU has the right to select articles and to edit them, before they are published. The author(s) will be informed of any alterations that are made.

2.1.6 At least two professionals from specific fields and the Editorial Board members will give their views on the quality of the each text.

2.1.7 EDUSC may not return approved articles, and is not responsible for any opinions therein.

2.1.8 EDUSC will return unapproved originals to their authors on demand.

2.1.8.1 Works will be available to their authors by a period of time no longer than 1 (one) year.

2.1.9 No expenses concerning accepted and published works will be refunded.

2.1.10 Partial or total reproduction of the publications depends entirely on the author(s)' approval. The sources should always be mentioned.

2.1.11 The author(s) will be given one copy of the journal.

3 Design

3.1 Heading – Title of the article, in Portuguese and English.

3.2 Abstract in Portuguese – This should carry the content of the article, stressing new elements and justifying its importance. Should not exceed 250 words for articles and 100 words for notes (NBR-6028/ABNT).

3.3 Key Words – They help to identify the content of the article faster. In the field of Sciences, the *Descritores em Ciências da Saúde*, translated from the *Medical Subject Heading* from the *Index Medicus* and available at BIREME: <http://www.bireme.br> are recommended.

3.4 Text – Should adopt the common patterns of the scientific articles.

3.5 Abstract in English – It is an integral part of the article, and shall be placed before the Acknowledgements section, which comes before the end of the article. The Key Words in English will be included, always preceded by “Key Words”.

3.6 Acknowledgements – Will be clear, objective and concise.

3.7 Bibliography – The author(s)' last name(s) will come in alphabetical order, according to the standards set by the NBR 6023/2000/ABNT.

Examples: article in a periodical

REVISTA BRASILEIRA DE GEOGRAFIA. Rio de Janeiro: SOE, 1939. Trimestral. Absorveu Boletim Geográfico, do SOE. Índice acumulado, 1939-1983.

BENNETTON, M. J. Terapia ocupacional e reabilitação psicossocial: uma relação possível. Revista de Terapia Ocupacional da Universidade de São Paulo, São Paulo, v. 4, n. 3, p. 11-16, mar. 1993.

Examples: books

CHEVALIER, Jean; GHEERBRANT, Alain. Dicionário de símbolos. Tradução Vera da Costa e Silva et al. 3. ed. rev. e aum. Rio de Janeiro: J. Olympio, 1990.

DINIZ, Júlio. As pupilas do senhor reitor. 15. ed. São Paulo: Ática, 1994. 263 p. (Série Bom Livro).

GONSALVES, Paulo Eiró (Org.). A criança: perguntas e respostas: médicos, psicólogos, professores, técnicos, dentistas ... Prefácio do Prof. Dr. Carlos da Silva Lacaz. São Paulo: Cultrix: Ed. da USP, 1971.

REGO, L. L. B. O desenvolvimento cognitivo e a prontidão para a alfabetização. In: CARRARO, T. N. (Org.). Aprender pensando. 6. ed. Petrópolis: Vozes, 1991. p. 31-38.

Examples: article in a periodical

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BENNETTON, M. J. Terapia ocupacional e reabilitação psicossocial: uma relação possível. *Revista de Terapia Ocupacional da Universidade de São Paulo*, São Paulo, v. 4, n. 3, p. 11-16, mar. 1993.

For further details, refer to USC site <http://www.usc.br/biblioteca>

3.7.1 The accuracy of the references is the sole responsibility of the author(s). Personal communications and non-published references should not be included in the reference section, but rather as footnotes.

3.7.2 For citations of literature inside the text the system author-data, in capital letters, should be adopted. When there are two authors, link the last names with the “&” sign. When there are three or more authors, mention the last name of the first author followed by the Latin expression “et al”. For works published in the same year, by the same author or the same combination of authors, use letters right after the publication year (NBR 10520 ABNT).

Examples:

Naylor e Warburton (1979) evidenciaram que o risco de aborto espontâneo na primeira gestação...

Wilcox, Treolar e Sandler (1981) descreveram sobre o risco de aborto espontâneo...

...constataram um associação estatisticamente significante no consumo do álcool com perda fetal espontânea (ARMSTRONG; McDONALD; SLOAN, 1992).

3.7.3 Abbreviations of the titles of the periodicals should be made according to the MEDLINE standard.

4 Presentation of originals

4.1 Typing

4.1.1 The author(s) shall present the work printed in triplet, and a floppy disk (3,5”) with the full the text in Word 7.0.

4.1.2 Manuscripts should be printed in double space (in 297mm X 210 mm paper), with margins of 4 cm in the upper and bottom sides and 3 cm on the sides.

4.1.3 The articles will contain only the necessary information for the understanding of the reader. Should never be more than 15 pages, tables and figures included.

4.1.4 Articles should contain abbreviations in common use.

4.1.5 SALUSVITA is a bilingual journal. The author(s) is (are) required to submit a translation of his work into English.

4.2 Tables

4.2.1 Shall be numbered consecutively in Arabic numbers and show heading.

4.2.2 As a general rule, data showed in tables should not be repeated in graphs.

4.2.3 Tables should follow the norms laid down by NBR 12256/ABNT.

4.2.4 Footnotes in tables will be restricted to the minimum and will be refereed to by numbers

4.3 Illustrations

4.3.1 Photos, graphs, drawings, maps, etc., will be named in the text as “Pictures” and numbered sequentially with Arabic numerals.

4.3.2 Tables, drawings, figures, formulae, equations, maps, diagrams, etc., will come in a separate sheet of paper, according to the rules stated above (see item 4.2.3) and allow for a perfect reproduction. The place of insertion of each item shall be indicated in the text.

4.3.3 X-Rays reproductions will be made from good-quality pictures, which will be supplied by the authors.

4.3.4 The authors shall pay for any expenses involved in the reprinting of color pictures.

4.3.5 EDUSC may ask the author to reduce the proportion of illustrations, when it applies.

Originals should be sent to:

Universidade do Sagrado Coração
EDUSC PERIÓDICOS – REVISTA SALUSVITA
Caixa Postal 511 Bauru, SP
ZIP 17001-970 Brazil
Phone number: (14) 3235-7112
Worldwide: + 55 (14) 3235-7112
e-mail address: revistas@usc.br

Sobre a Revista

<i>Formato</i>	21x28 cm
<i>Tipologia</i>	Times New Roman (texto) Optima (títulos)
<i>Papel</i>	Dunas 75 g/m ² (miolo) Cartão Supremo 250 g/m ² (capa)
<i>Impressão</i>	Sob demanda
<i>Acabamento</i>	Costurado e colado
<i>Tiragem</i>	350 exemplares (mínimo)

Equipe de Realização

<i>Produção Gráfica</i>	Renato Valderramas
<i>Edição de Texto</i>	Glória Maria Palma
<i>Revisão</i>	Marcos de Cunha Lopes Virmond Taís Crema Remoli Thaís Regina Bertussi
<i>Projeto Gráfico e Diagramação</i>	Júlio Furtado
<i>Criação da Capa</i>	Júlio Furtado

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