RIC Revista Información Científica
Comunicación de excelencia en salud

Updated version: September 2025

INSTRUCTIONS FOR AUTHORS

GENERAL GUIDELINES

*Revista Información Científica (*RIC) is an Open *Access* journal belonging to the Universidad de Ciencias Médicas de Guantánamo, Cuba, hosted on *the Open Journal Systems* platform and where the edition, review and publication of its contributions is made without applying article processing charges (APC). *Therefore, it is considered a* Diamond Open Access Journal.

The indications for the submission of contributions can be found in Interested in publishing in RIC? With clear instructions that will help if you are not familiar with this type of online system. Proposals in Spanish, English and Portuguese, dedicated to the Health Sciences with a One Health approach and are accepted for all researchers both national and foreign who wish to communicate their results, share, exchange and manage this type of scientific information.

The submitted papers must not be evaluated or published by the author or by another person in another journal or other means of scientific publication. Previously available manuscripts are accepted on recognized preprint servers (SciELO Preprint, arXiv, medRxiv, bioRxiv, among others). The RIC Editorial Committee reserves this option to reproduce articles or other documents previously visible and disclosed on other.

RIC publishes adopting a continuous publishing system, where the sections of: Editorials, Research Articles, Pedagogical Articles, Case Reports, Bibliographical Reviews, Historical Articles, Letters to Editor and Obituaries; open for submissions may appear. While the Interviews, Conferences, Special Supplements, Erratum and Retractions sections should be consulted with the Editorial Committee through the email ric.gtm@infomed.sld.cu. A brief description of each of the types of articles, as well

as the standardized evaluation guides for international use EQUATOR for each of them in Sections and type of contributions, can be read.

Authorship should be based on the criteria of ICMJE (International Committee of Medical Journal Editors): *"substantial contribution to the conception or design of the work; execution, analysis or interpretation of data; critical writing or revision of the manuscript and final approval of the published version*." The content of the articles is entirely the responsibility of their authors and does not necessarily reflect the point of view of the Editorial Committee, the Centro Provincial de Información de Ciencias Médicas or the Universidad de Ciencias Médicas de Guantánamo.

Our journal requires the Conflict of Interest Statement. The intention is not to prevent the publication of authors who have potential conflicts of interest; it is that such conflicts can be clearly identified, so that the arbitrators and, especially the readers, can judge whether the authors could be affected by any predisposition, perhaps influential in the work.

The evaluation of the work is carried out through the double-blind *peer review* and *open peer review*, the latter, according to the Open Science precepts and with the prior authorization of authors and reviewers.

Evaluations and decisions will be visible through the platform within 60 days of the review process. Authors will be automatically notified via email.

RIC promotes increased transparency, credibility and reuse of research data. To do this, an Anti-plagiarism Policy and a Use of Artificial Intelligence Policy are used with the use of Turnitin and a

Research Data Deposit Policy, where the authors are urged to share any material used during the investigation through repositories or servers.

The authors authorize the publication of their writings by retaining the copyrights, and by ceding and transferring to the journal all rights for editorial processing. For the non-exclusive distribution of the published version of the work (for example, placing it in repositories or publishing it in a book), it must be with the recognition of having been published first in this journal. Authors are allowed and recommended to disseminate their work through the Internet (for example: in institutional telematic archives or in their social and academic network profiles), which can produce interesting exchanges and increase the citations of the published work.

PRESENTATION AND WRITING

Presentation and Language

The text submitted will have no presentation page or cover, and there will be no divisions or page breaks or sections. It will be received in Microsoft Word (.doc, .docx), Letter size sheet, with Calibri font size 12, interlined 1.5; a space between words throughout the article and with Normal margins (2.5 cm). You will not have any design, no pagination, indents, tabulators, hyperlinks (except for online references) or any other attribute, such as header and footer, frames, etc.

Accurate, clear, simple, concise, non-redundant language and an appropriate order in the approach of ideas will be used. Some of our suggestions are:

- Use the impersonal style (it was done, identified, concluded).
- Take care of the use of the capital letter, as well as the concordance between gender-number of the nouns and subject-verb.
- Do not use slang (blood sugar from blood glucose, cardiomyopathy from cardiomyopathy, blood pressure from blood pressure, etc.).
- Avoid the use of participles and gerundios (Example: -ing, including among others) except cases where it is essential.
- Rationally use the means to highlight important texts or elements (**black** and *italic* letters).
- Avoid improper use of prepositions, abuse of adverbs, and conjunctions.
- Avoid unnecessary extensive sentences and excessive subordinations.

The consultation of the book *How to Write and Publish Scientific Papers* by Robert A. Day.

Abbreviations, Initialisms and Acronyms

The use of conventional abbreviations is not free, but is limited to certain contexts and subject to certain rules. Some of them are:

- Do not invent abbreviations; only common and mastery abbreviations of the entire scientific community should be used.
- Write the full term the first time you use it and follow it with the abbreviation in parentheses.
- They will not be included in the title or summary.
- Do not begin prayers with abbreviations.
- They're carrying an end point. Examples: Rev. inf. cient.; p.; etc.
- The accented words maintain their accent on the corresponding syllable when forming the abbreviation. Examples: Maximum-Max.; Number-No.

An initialism is formed by the set of initial letters of a complex expression. The first time an initialism appears, it is put in parentheses, preceded by the full name of the words it groups. The acronyms are written without point between letters or at the end of them and it is not allowed to space the letters

that form it or split or divide; they lack plural (TIC no ICTs, ICU not ICUs).

The acronyms can be formed by combining two or more words, examples: Infomed of Medical Informatics; Minsap of Ministry of Public Health.

They are also called acronyms, written in capital letters, which are pronounced as a word: UNICEF, COPD, AIDS. The latter are written in lowercase letter and can be incorporated into the language as words of the common lexicon: UNICEF, epoc, AIDS. They meet the same indications of the acronyms.

Numbers

The numbers in the scientific-technical texts are preferably written in Arabic figures not in words.

When the figures are billions, numbers and words can be combined. Examples: 324 billion, 100 million m 22.

Decimals will be expressed using the comma (,) and not the point (.).

When they are written numbers followed by each other, they are separated with dots and commas (;) if they are decimal, and by commas (,) if all related are whole. Examples: 0.125; 31.24; 12.26; 31, 49, 89.

Units of Measurement

Measurements of length, height, weight and volume should be provided in metric units [meter (m), kilogram (kg) or liter (L or l)] or in the decimal multiples or sub-multiples. They do not carry plural, so 10 mg no 10 mgs; 5.3 cm no 5.3 cms should be written, and they never have a point back, except when they finish a sentence or paragraph.

For hematological, clinical chemistry and clinical laboratory outcomes, the authors should provide the measures according to the International System of Units (IS). If you want to add the traditional units, these will be written in parentheses. Example: blood glucose: 5.55 mmol/L (100 mg/100 mL).

Tables

They will only be used to show very significant results within the article. Tables with unformatted grids and included in the text of the work, not in Annexes, will be presented.

Each one should be mentioned at the top, listed Arabic and consecutively in order of appearance in the text and assigned a brief title. Example: Table 1., followed by the title. Writing No. 1 is being redundant. Never call them a Picture.

In case of use of abbreviations, they must be clarified in a Legend in the table footer next to the source of the data.

Authors must fill in the blanks with a zero (0). White spaces can be interpreted as having no data or being mistakenly omitted.

If the percentages should add up to 100, make sure they add 100. Align the columns of numbers under the decimal point. If the table is so long that you should continue on the next page, type on the next page Table X (X is the number of the table) and repeat the column header. Express all decimals with the same score criteria.

The RIC Editorial Committee will require the use of the tables whenever it deems necessary.

Figures

All images must be sent separately through the platform, regardless of whether they are located in the article in case they require editing work. They must have an optimal quality for electronic publishing. They will be mentioned in the figure foot, as follows, and listed consecutively in order of appearance in the text. Example: Fig. 1. Title (Writing No. 1 is being redundant).

They will be delivered in *.jpg format; they will have a dimension of no more than 1 024 x 768 pixels and will not exceed 500 kb. X-rays, scanners, ultrasounds and other images of diagnostic techniques must be presented in sharp photographs, in shades of gray.

In the legends of the figures should not miss titles or explanations, but these will not appear inside the illustrations but in the figure foot.

Graphics

The information should not be duplicated in tables and graphs. They have short descriptive title and legend. They will be indicated below these, such as: Figure 1. Title (Writing No. 1 is being redundant).

The use of some graph (bars, columns, lines, circulars, etc.) is preferred to that of tables with multiple entries. They must be simple and unadorned. They will be presented in shades of gray. RIC will take care of the final design according to its digital identity.

PRELIMINARY SECTIONS AND OTHER INTEREST SECTIONS

Preliminary sections

The preliminary parts are the common parts of most scientific articles and they show a particular provision in these, they are:

Type of article (Section): defined by the author/s in accordance with what is expressed in Sections and types of contributions.

Title: one of the most important parts of the work, as it will be read by the entire community concerned. It must be chosen very carefully to be brief, clear and explicit, attractive but accurate. It will not exceed a maximum of 15 words and will not have excess prepositions. The use of subtitles, abbreviations, acronyms or jargons will not be allowed and will be ordered from the general to the particular, capable of expressing the content of the text and of being able to be recorded in the national and international indices.

Author/s: exact and complete names and surnames of those people who have made a substantial intellectual contribution and assume responsibility for the content of the article (See Authorship Criteria). Names will be separated by commas; each will have a superscript in Roman numeral to reflect institutional affiliation (helped by the Research Organization Registry), province, country, email and ORCID identifier. The academic degree and professional category of the authors shall not be indicated.

Abstract: text that guides the reader to identify the basic content of the article quickly and accurately, and to determine its relevance; it is the part of the article most read by most interested parties and is a miniature version where each of its main parts should be briefly summarized. Only those of structured type will be accepted, with a maximum of 250 words; with exception for Case Reports where the information type is allowed with no more than 150. It must be drafted in past time, except for the conclusions that will be in the present time. It will include objective, type of research, where and period of time was carried out, universe and size of selected sample, sampling selection technique used, how the primary data was obtained, analyzed variables, statistical techniques used, how the work was carried out, what were the main findings and most important conclusions. You must not contemplate abbreviations, no acronyms, or bibliographical quotations and their content must be intelligible without having to resort to any other text, table or figure.

Keywords: three to ten defined by the author/s and separated by semicolon (;). Such words help indexers classify the article for inclusion in databases, allowing search execution in broader or more specific terms or all terms belonging to the same hierarchical structure. At least three must correspond to the title of the article. The use of Descriptors in Health Sciences (DeCS) is recommended.

Other common interest section

The **Introduction** and **References** are not considered preliminary parts according to the bibliography consulted, but they constitute

common parts of most scientific articles and are considered highly important chapters within them.

Introduction: in this chapter the problem must be clearly identified at the present time, briefly present the most relevant work and highlight the contributions of other authors to the subject matter under study, justify the reasons why the research is carried out and formulate the relevant objectives. It will only contain material related to the study. It should not contain anything described in the other sections of the article. It should be brief but interesting to encourage the reader to continue reading the rest of the article and the scientific problem must be declared. It has no strict word limit, but it should be as concise as possible. You should have neither tables nor figures nor include results or conclusions of the work. It will be written in the present time and must be properly limited.

References: constitute a prominent section in a scientific work. The careful selection of relevant published documents is an element that gives solidity to the theoretical exposure of the text, while also an important source of information for the reader. *RIC* complies with *the Uniformity Requirements for manuscripts sent to biomedical journals* of the ICMJE, so it is hosted by the Vancouver style (December 2019). References will have an update level of 75%, considering the last five years for magazines and ten for books. More detailed information under a later heading.

Likewise, the **Scientific Contribution, Recommendations, Acknowledgments, Conflict of Interest Statement, Authors' contribution, Financing and Supplementary Files (Open Data)** may or may not appear in any of the types of articles allowed to publish in RIC.

Scientific contribution: as part of a necessary analysis of the policy of the journal in relation to the new international guidelines for scientific communication, the Editorial Committee has decided that for all research articles (Original Articles, Pedagogical Articles, Bibliographic Reviews and Case Reports) the presentation of scientific contribution **is** required **as mandatory**, where it will be described, in a nutshell, what is the contribution that research makes to science (local

or universal). This socket will be placed at the end of the Discussion and before the Conclusions.

Recommendations: concrete proposals derived from the findings, which guide future actions in three dimensions: practical application, academic development and resource allocation. It is an **optional** cap and they are placed after the Conclusions. They are rigorously based on the evidence obtained, avoiding speculation, and its wording must be actionable, specific and aimed at key actors.

Acknowledgments: it is **an optional** section where the institutions that supported the research and the people who collaborated intellectually may be cited, in the case of people who do not justify their participation does not justify the authorship. Authors must be satisfied by these persons to be appointed. They are written in the first person (plural or singular), they can be personal (to Dr. xxx, from the university ...) or collectives (in the service of Surgery of the hospital ...), they must say what he did to deserve the mention, they are short, and the adjectives must be avoided (immense, invaluable, decisive, etc.).

Conflict of Interest Statement: authors must **mandatorily** report the presence or not of conflicts of interest in relation to the investigation presented. There is a conflict of interest when an author (or institution to which he belongs), reviewer or editor presents personal or financial relationships that may interfere with or influence their judgments in relation to the preparation, evaluation or publication of a manuscript. To abound more read Conflict of Interest Statement.

Authors' contribution: mandatory chapter for all articles with the exception of Editorials, Letters to Editor, Interviews and Obituaries. It must be drafted by helping the CRediT Taxonomy.

Financing: the authors must declare **with obligation** the data of the institutions that have provided economic financing for the conduct of the research and/or the preparation of the article, as well as briefly describe the role that the sponsors have played in the design of the study, the collection, analysis and interpretation of the data, the drafting of the article or the decision to submit

the article for publication. If there was no type of financing, it must be indicated in the same way.

Complementary Files (Open Data): availability of research data as provided in the Research Data Deposit Policy.

STRUCTURE AND REQUIREMENTS ACCORDING ARTICLE TYPE

Editorial

It will be composed of **Title**, **Author**, **Text** and **References** (maximum five), if you have them.

Conflict of Interest Statement: mandatory.
Authors' Contribution: optional.
Financing: mandatory.

Its extension should not be greater than 1.500 words. It will not present graphs, figures or tables, except in justified exceptions.

Research Article, Pedagogical Article and Systematic Review

They will include in their structure: **Preliminary parts** (Type of article, Title, Author/s, Structured Abstract, Keywords), **Introduction**, followed by:

Method: It must be written clearly and provide information so that another researcher can replicate the study. You must describe the overall design of the research, define the universe and the sample, as well as the techniques and methods used, the variables studied, the terms and statistical analyses. When using unknown methods, in addition to offering complete information about them, the reasons, advantages and disadvantages of their use will be exposed. It is entirely descriptive and is written in the past. It is not limited bibliographically unless the method or procedure has already been performed. Avoid using ambiguous terms, such as: frequently, regularly and periodically. It does not reflect results. The registration identification number of the clinical trial is required as a condition for proceeding with the evaluation in this type of investigation, or its registration if such. It will address the ethical aspects that were taken into account for the research. The formulas and statistical analyses are not explained.

Results: the results recount, do not interpret the observations. They must be written in past time and following a logical sequence in the text. It is the core section of the article and represents the new knowledge that is provided. Usually, text is the fastest and most efficient way to present little data, tables are ideal for presenting accurate and repetitive, representative data that indicate changes and graphs are ideal for presenting data that exhibit important trends or patterns. Good text means that no tables or figures are needed; these are used to reinforce the information, not to duplicate it.

Discussion: corresponds to the form of how the results are interpreted by the researcher, both in light of the hypothesis proposed, and that of what other authors say or have found on the subject. Each outcome should be discussed one by one in the same order of approach of the results. It should address new and important aspects of research, compare and contrast the results obtained with those of other relevant studies, declare the limitations of the study, and finally comment on the implications of the study for future research and practice.

Scientific Contribution: mandatory.

Conclusions: they must be derived from the work itself (occasionally, certain statements that are correct are recorded as such, but that do not detach from the work done), and they must not repeat the results achieved, but to be genuine elaborations that synthesize what can be made clear as a result of the work done. It answers the research question raised in the introduction and the questions that led to the completion of the work. This chapter is written in the present time.

Recommendations: you may or may not have them.
Acknowledgments: optional.

References: 12 to 15 will be accepted. They will be bounded according to order of appearance in Arabic numerals, always using superscript and in parentheses.

Conflict of Interest Statement: mandatory.
Authors' Contribution: mandatory.
Financing: mandatory.
Supplementary Files (*Open Data*): availability of research data as provided in the Research Data Repository Policy.

The Original Articles and the Pedagogical Article papers will have an extension between 3.000 to 4.500 words (excluding Abstract, References, tables/graphs) and no more than five authors. Up to five tables and/or graphs will be supported.

In the case of Systematic Reviews, they will follow the structure of an Original Article. The extent will vary according to scope and depth, unlike the latter (4.000 to 7.000 words). Up to five tables and/or graphs will be supported.

Case Report

One or more clinical cases may be described in the same article. It will be structured as follows: **Preliminary parts** (Type of article, Title, Author/s, Informative Abstract, Keywords), **Introduction**, below:
Case Presentation: narrates the diagnostic process of the patient in a clear and simple way, taking care of the logical sequence narrative, describing the clinical manifestations and surgical procedures, the results of the complementary studies and the necropsy (in case of death).

Case Discussion: you should focus on the specific message of the case and the clinical-surgical-diagnostic and therapeutic importance. If the author has found other cases, these may be mentioned and illustrated, but not described in detail.

Scientific Contribution: mandatory.

Final Considerations: reflected at the end of the discussion or developed in independent section. It highlights recommendations for the management of similar patients or the lines of research that could originate in this case. The conclusion must be cautious in that treatments cannot be recommended or conclusions can be extrapolated following only one particular case.

Acknowledgments: optional.

References: from 10 to 12 references. They will be bounded according to order of appearance in Arabic numerals, always using superscript and in parentheses.

Conflict of Interest Statement: mandatory.
Authors' Contribution: mandatory.
Financing: mandatory.

Reports from 1.500 to 2.500 words will be accepted at most (without references and figures), three authors and up to five figures.

Narrative Literature Review and Historical Article

They will consist of: **Preliminary parts** (Type of article, Title, Author/s, Structured summary, Keywords), **Introduction**, below:

Development: text organized with all the information collected in the review where the guidelines of elementary coherence must be respected, and it can consist of subcapites or subtitles if the author wishes. It's not just a passive review; the authors will present the revised topic critically, express criteria of their practical experience, and bring something more than everyone could get by reading the above published.

Scientific Contribution: mandatory.

Final Considerations: final considerations of the author on the importance and topicality of the review.

Acknowledgments: optional.

References: from 25 to 50 references in the reviews, and from 15 to 25 in the historical type. They will be bounded according to order of appearance in Arabic numerals, always using superscript and in parentheses.

Conflict of Interest Statement: mandatory.
Authors' Contribution: mandatory
Financing: mandatory

It will be accepted from 4.000 to 5.000 words without including the References and four authors for both types of article. No more than three figures, tables and/or graphs for Narrative Bibliographic Reviews and, up to six, for Historical Articles.

Letter to Editor

It will be composed of **Title**, **Author**, **Text** and **References** (maximum five), if you have them.

Conflict of Interest Statement: mandatory.
Authors' Contribution: optional.
Financing: mandatory.

Its extension should not be greater than 1.500 words. It will not present graphs, figures or tables, except in justified exceptions.

Obituary

The text will be received accompanied by a **photo** of the deceased person (with informed consent of family members). You will carry **Title**, **Author/s**, you will not have Abstract, **Introduction** that may or may not be reflected and **Text** or body of the writing. If necessary, only three **References** and figures to be used.

Conflict of Interest Statement: mandatory.
Authors' Contribution: optional.
Financing: mandatory.

It will not exceed 1.000 words and only three authors will be accepted.

DETAILS ABOUT REFERENCES

References will be bound by an Arabic number, in consecutive order of appearance in the text, in parentheses and placed in superscript, preferably at the end of paragraph and after the punctuation mark.

Bibliographic citations must correspond to the references and the links of the same must give access to the full text of the article and not only to its summary. References whose links address articles that must be paid for reading or downloading are not accepted.

The RIC Editorial Committee suggests to authors that they prioritize the citations of scientific articles from updated national or international scientific journals from databases. References that constitute self-citations may not exceed 15% of the total references.

The use of abstracts such as references, personal communications, thesis or those texts that cannot be available to the access of a reader should be avoided, if so, will be mentioned in the text of the article without limiting. Quotes from jobs that come from "doubtful" sites or journals will not be accepted.

It is recommended not to cite magazines translated into Spanish. It is advisable to recover the quote from the original version, as well as pay close attention to the correct writing and spelling of the proper names and foreign terms and the completion of the reference data.

It is suggested after this section is finished ensure the order and correspondence of the citations in the text with the number assigned in the list.

Example of most commonly used references:

Full book:

Author/s. Title of the book. Editing. Publication place: Editorial; year.

Example: Brocklehurst J. Geriatrics. 6 ª.d. Madrid: Editorial Salvat; 2007.

Book Chapter:

Author/s of the chapter. Title of the chapter. In: Director/Coordinator/Editor of the book. Title of the book. Editing. Place of publication: Editorial; year. opening-end page of the chapter.

Example: Grundy E. Epidemiology of Aging In: Brocklehurst J. Geriatrics. 6 ª.d. Madrid: Editorial Salvat; 2007. p:3-20.

Online book:

Authors. Title [Internet]. Place publication: Editorial; year [review; consulted]. Available in: URL

Example: Ferrer-Milian D. Morphology for medical sciences students [Internet]. Havana: Ecimed; 2020 [accessed 8 Jan 2021]. Available at: http://www.bvs.sld.cu/books/morphology_medical_sciences_students/morphology.pdf

Online journal article:

Author(s). Title. Name of the abbreviated magazine [Internet]. year [cited]; volume(number):pages. Available in: URL

Example: Guevara Pulled A. Sepsis mortality in adults: analysis using a decision tree-based algorithm. Rev Cienc Salud [Internet]. 2025 [cited 16 Aug 2025]; 23(2):1–15. Available at: https://revistas.urosario.edu.co/index.php/revsalud/article/view/14307

Online journal article with continuous publishing system (changes pagination):

Example: Sellén Sanchén E, Rodríguez Puga R, Betancourt Bethencourt JA, Sellén Crombet J. Risk factors, chronobiology and sleep disorders in hypertensive adolescents. Rev. Habanera Cienc Méd [Internet]. 2025 [cited 16 Aug 2025]; 24:e6034. Available at: https://revhabanera.sld.cu/index.php/rhab/article/view/6034

Online journal article or any other resource that DOI has (change URL):

Example: Savage KJ, Horwitz SM, Advani R, Christensen JH, Domingo-Domenech E, Rossi G, et al. Role of stem cell transplant in CD30+PTCL following frontline brentuximab vedotin plus CHP or CHOP in ECHELON-2. Blood Adv. [Internet]. 2022 [cited 16 Aug 2025]; 6(19):5550-55555. ODI: https://doi.org/10.1182/bloodadvances.2020003971

Website:

Author/s. Title [Internet]. Place of publication: Editor; Date of publication [revised; consulted]. Available in: URL

Example: Virtual Library in Health [Internet] Sao Paulo: Bireme; 1998 [accessed 16 Dec 2020]. Available at: http://regional.bvsalud.org/php/index.php

Journal abbreviations can be found at: Portal de Revistas Científicas en Ciencias de la Salud (BVS), PubMed's Journal Database (NLM Catalog) y List of Title Word Abbreviations (LTWA) del ISSN International Centre

These instructions will be updated periodically in accordance with the evolving editorial processes of medical journals at the national and international standards.

For any information you can contact us:

Principal Contact
Dra. C. Lourdes C. Falcón Torres
Directora RIC
Teléfono +53 53671830
falconia@infomed.sld.cu

Technical Support
Ing. Lee Yang Díaz Chieng
Editor Ejecutivo
Teléfono +53 52921131
ric.gtm@infomed.sld.cu