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**CHECKLIST**

**ITEMS FOR CONFERENCE WHEN SUBMITTING THE MANUSCRIPT**

Dear authors, before submitting the manuscript, please check the REBEn standards. We emphasize that completing the metadata in the submission is mandatory.

We remind you that the manuscript must be in Times New Roman font, font size 12, 1.5 pt line spacing, 1.25 cm paragraph indentation, justified paragraph formatting and 2.0 cm margins. Avoid footnote. Check the presentation of direct quotations and dialogues. The template is available for download. (template 1)

Prepare and have all the necessary documentation at hand: title page (template 2); main document (template 1), Declaration of Responsibility for Authorship, Exclusivity and Transfer of Copyrights and Science of REBEn Instructions to authors (Declaration Template), letter to the editor, approval of the Ethics Committee, proof of payment of assessment fee and high resolution figures. We prepared the following list, in order to help you.

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| --- | --- |
| **Items to be served in the article submission process** | **Status** |
| ServedYes/No | Notapplied |
| **1 -**  **Supplementary documents** |
| 1.1 - Declaration of Responsibility for Authorship, Exclusivity and Transfer of Copyrights and Science of REBEn Instructions to authors (Declaration Template). |  |  |
| 1.2- Letter to the editor (Times 12, space 1.5 pt, maximum of 150 words) Objectively describe the contribution of the study, pointing out elements that add to the available knowledge. |  |  |
| 1.3- Approval of Research Ethics Committee.  |  |  |
| 1.4 - Proof of payment of the assessment fee with name and date of payment visible. |  |  |
| **2 - Title page** [Template 2] |
| The title page should contain: **title** in the original language of the manuscript;**identification** of the authors; indicate corresponding author (with photo). |  |  |
| **Title**: maximum of 15 words (manuscript’s original language) |  |  |
| **Authors:** full name, institutional bond and ORCID’s number* In the institutional bond - initially inform the name of the institution of greater scope, city, state and country. E.g.: Universidade de Brasília, Brasília, Distrito Federal, Brasil; Secretaria Municipal de Saúde de Minas Gerais, Belo Horizonte, Minas Gerais, Brasil.
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| **3 -**  **Main document – manuscript** [Template 1](http://reben.com.br/revista/TEMPLATE_1_manuscrito.doc) |
| Editorial: maximum 2 pages and up to 4 references;Original Article: maximum of 15 pages, up to 50 references and up to 7 authors;Review Articles: maximum of 20 pages and up to 50 references and up to 6 authors;Experience Report, Update and / or Technological Innovation: maximum of 10 pages, up to 10 references and up to 4 authors;Reflection Articles: maximum of 10 pages, up to 10 references and up to 4 authors. |  |  |
| The **main document** must have **title** and **abstract** in Portuguese (or in the manuscript’s original language), DeCS, MeSH, the **body of the manuscript**, **figures and references.**Caution: the identification of the authors in this document should **NOT** includethe data of funding or acknowledgment. |  |  |
| **The manuscript structure in the categories: original article and review is:** introduction, objective, methods, results, discussion and conclusions (for quantitative research) or final considerations (qualitative research). |  |  |
| **INTRODUCTION**- State of the art on the subject, theoretical framework, relevance of the study. |  |  |
| **-OBJECTIVE****-** Point out what is intended to be achieved in the research; must be initiated by the verb in the infinitive (to evaluate, to describe, to identify, to analyze, etc.). |  |  |
| **METHODS****RESEARCH WITH QUANTITATIVE APPROACH**Subheadings must be highlighted in the following sequence: **- Ethical aspects** (It is not necessary to insert the Research Ethics Committee approval number in the manuscript)- **Design\*, period and place of study****\***  **cite which reference of the EQUATOR network used****(http://www.equator-network.org/)*** Randomized trials - CONSORT
* Observational studies - STROBE
* Diagnostic/prognostic studies - STARD or TRIPOD
* Systematic reviews - PRISMA or MOOSE
* Case reports - CARE
* Quality improvement studies - SQUIRE
* Study protocols - SPIRIT
* Animal pre-clinical studies – ARRIVE

E.g., observational cohort study supported or guided by the STROBE tool or Randomized clinical trial guided by the CONSORT tool, etc.**- Population or sample; criteria of inclusion and exclusion****- Study protocol** (describe in a way that is replicable)**- Analysis of results and statistics** **QUALITATIVE RESEARCH**Subheadings must be highlighted in the following sequence:**- Ethical aspects** (It is not necessary to insert the Research Ethics Committee approval number in the manuscript)- **Theoretical-methodological framework** (can also be presented in the introduction)**- Type of study*** Qualitative studies - COREQ (checklist) or SRQR

**- Methodological procedures****- Hypotheses** (optional description)**- Study setting****- Data source** (when it comes to population: sample or intentional choice)**- Collection and organization of data****- Work steps** (if necessary)**- Data analysis** (include categories and subcategories of analysis) |  |  |
| **RESULTS**- Presentation of relevant data that meets the objectives;**- Tables, graphs and figures should be inserted in the body of the****article, If they are used (maximum of 5);**- Figures should also be saved in separate file, in TIF, at resolution of 300 dpi. **Tables, graphs, and tables should be editable** (word/excel);- Tables and figures with abbreviations must be inserted in a footnote to the table or figure.- In the case of systematic/integrative reviews, the synoptic tables of the articles included in the study should contain: reference of the selected article, year of publication, design and number of patients, interventions, outcomes and study quality indicator (optional for integrative).**CHECK THE CHART SUGGESTION AT THE END OF THIS DOCUMENT** |  |  |
| **DISCUSSION (in a separate item from the results)**- Dialogue with national and international literature.Subheadings below should be **highlighted in bold** and kept at the end of the discussion:**- Study limitations****- Contributions to the fields of Nursing, Health or Public Policy** |  |  |
| **CONCLUSIONS/FINAL CONSIDERATIONS**- It should be direct and respond to the objectives of the study. Do not insert references or direct quotations. |  |  |
| **FUNDING**- It is mandatory to cite source of research, if there is one.**ACKNOWLEDGMENT**- Optionally, we can acknowledge people who contributed to the study, but are not authors**.** **\*During the reviews, keep the acknowledgment and funding in the title page to avoid conflict of interest.** |  |  |
| **REFERENCES**- Formatting according to Vancouver standards;**- For articles available in Portuguese and English, the English version must be cited, with the corresponding pagination;**- Avoid, when possible, quotations from theses, dissertations, books and chapters, non-scientific journals or magazines and press, except when it is a theoretical framework (E.g., Handbook Cochrane).**- At least 50% of references must be published productions in the last 5 years;****- Up to 3 preprint references (optional) will be accepted.****- Examples at REBEn standards.** |  |  |

**CHART SUGGESTION FOR PRESENTATION OF THE RESULTS OF THE REVIEWS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title or reference (s) (\*)** | **Year****Country** | **Outlining/****number of patients** | **Interventions** | **Outcomes** | **Strobe or another indicator (optional for integrative)** |
| Neonatal Group B Streptococcal Sepsis during 2 years of a universal screening program (\*) | 1994EUA | Cohort Retrospective n=11510 | Universal screening versus no intervention | Incidence of neonatal sepsis Experimental = 5/4843Control = 10/6667 | A |