



## CHECKLIST

### ITEMS TO BE REVIEWED WHEN SUBMITTING THE MANUSCRIPT

Before submitting your manuscripts, please ensure that they meet the REBEn requirements. We emphasize that it is mandatory to complete the metadata for submission.

We remind you that the manuscript should be in Times New Roman, 12 point, with line spacing of 1.5, first line paragraph indentation of 1.25 cm, full justification of text, with 2.0 cm margins. Avoid footnotes.

You must create all required documents and have them on hand: title page; main document; declaration of acknowledgement of REBEn's instructions to authors; letter to the editor; approval from the ethics committee; receipt of payment of the submission fee; and a copyright transfer agreement. In order to help you, we prepared the following list:

Requirements to be satisfied during the article submission process	Status	
	Complied Yes/No	Not applicable
<b>1. Supplementary documents</b>		
Declaration of acknowledgement of REBEn's instructions to authors <b>(supplementary doc - model)</b>		
Letter to the editor (font Times 12, line spacing 1.5 pt., maximum of 150 words): objectively describe the study's contribution, highlighting elements that add to available knowledge <b>(supplementary doc.)</b>		
Approval from the research ethics committee <b>(supplementary doc.)</b>		
Copyright transfer agreement (see model on the website) <b>(supplementary doc - model)</b>		
Receipt of payment of the submission fee <b>(supplementary doc.)</b>		
<b>2. Title page [Separate document from the manuscript]</b>		
The title page must contain <b>title in English; identification</b> of the authors; <b>abstract</b> in English and descriptors (Portuguese), keywords (English) and palabras clave (Spanish) <b>(supplementary doc.)</b>		
<b>Title: maximum of 12 words (Portuguese/English/Spanish)</b>		
Authors: complete name, institutional links and E-mail <ul style="list-style-type: none"> <li>In institutional links – first, indicate the name of the institution with the highest visibility, i.e., University of Brasilia, School of Nursing; Minas Gerais Secretariat of Health, Basic Care Department.</li> </ul>		
Corresponding author: complete institutional address and e-mail		
Abstract: maximum of 150 words, structured and bold highlighting subtitles in Objectives, Methods, Results, Conclusions or Final Considerations.		
Descriptors in Portuguese and Spanish (5 terms from the DECS) [link <a href="http://decs.bvs.br/">http://decs.bvs.br/</a> ]		

Descriptors in English – keywords (5 terms from the MeSH) [link: <a href="http://www.nlm.nih.gov/mesh/">www.nlm.nih.gov/mesh/</a> ]		
<b>3. Main document – manuscript (Original doc.)</b>		
Research articles: maximum of 15 pages and up to 50 references Review articles: maximum of 20 pages and up to 50 references Experience report: maximum of 10 pages and up to 10 references Reflection articles: maximum of 10 pages and up to 10 references		
The <b>main document</b> must contain a <b>title, abstract</b> and the <b>body of the manuscript</b> in English. Attention: The authors must <b>not</b> be identified in this document. The number of allowed pages in the manuscript category must be respected.		
<b>The manuscript structure in the categories research and revision:</b> Introduction, Objective, Methods, Results, Discussion and Conclusions (for quantitative) or Final Considerations (for qualitative)		
<b>Introduction:</b> State of the art of the theme, theoretical references, relevance of the study, goal.		
- Objectives: Point to what the research intends to achieve; must start with infinitive verbs (to evaluate, to describe, to identify, to analyze, etc.)		
<b>Methods</b>  <b>Quantitative Studies</b> Suggestion for items, which must contain the description of the method: <ul style="list-style-type: none"> <li>- Ethical aspects</li> <li>- Design, location of the study and study period</li> <li>- Population or sample; inclusion and exclusion criteria</li> <li>- Study protocol (described so that it can be reproduced)</li> <li>- Analysis of results and statistics</li> </ul> <b>Qualitative Studies</b> Suggestion for items, which must contain the description of the method: <ul style="list-style-type: none"> <li>- Ethical aspects</li> <li>- Theory and methodology references (it can be done in introduction section)</li> <li>- Type of study.</li> <li>- Methodological procedures</li> <li>- Hypotheses (description is optional)</li> <li>- Study scenario</li> <li>- Data source (when population: sample or intentional choice)</li> <li>- Data gathering and organization</li> <li>- Stages of work (if necessary)</li> <li>- Data analysis.</li> </ul> Guidelines/methodological references related to the various research designs, which must be followed [ <a href="http://www.equator-network.org/">http://www.equator-network.org/</a> ]: <ul style="list-style-type: none"> <li>- For systematic reviews – PRISMA [<a href="http://www.prisma-statement.org/statement.htm">http://www.prisma-statement.org/statement.htm</a>]</li> <li>- For integrative reviews, specify methodological references and their stages</li> <li>- For clinical trials – CONSORT Statement [<a href="http://www.consort-statement.org/">http://www.consort-statement.org/</a>]</li> <li>- For observational studies – STROBE [<a href="http://www.strobe-statement.org/">http://www.strobe-statement.org/</a>]</li> <li>- For qualitative approach studies – COREQ [<a href="http://intqhc.oxfordjournals.org/content/19/6/349.full-text.pdf">http://intqhc.oxfordjournals.org/content/19/6/349.full-text.pdf</a>]</li> </ul>		
<b>Results:</b> <ul style="list-style-type: none"> <li>- Presentation of relevant data to reach the objectives</li> <li>- If they are used, tables, charts and figures must be inserted in the article body (up to 5)</li> <li>- Figures must be also saved in a separate file, in TIF, at 300dpi resolution. Tables and charts must also be editable (Word or Excel)</li> </ul>		

<ul style="list-style-type: none"> <li>- For systematic or integrative reviews, synoptic charts must contain: references of the selected article, year of publication, outline/number of patients, interventions, conclusions and indicators of the quality of the study (not required for integrative reviews).</li> <li>- <i>CHECKING TABLE SUGGESTED AT THE END OF THIS DOCUMENT</i></li> </ul>		
<p><b>Discussion</b> (separate from results)</p> <ul style="list-style-type: none"> <li>- Dialogue with national and international literature</li> <li>- At the end of discussion must be presented these items:</li> <li>- <b>Limitations of the study</b></li> <li>- <b>Implications/advancements in knowledge</b></li> <li>- <b>Contributions to the fields of nursing and health care</b></li> </ul>		
<p><b>Conclusions/final considerations:</b></p> <ul style="list-style-type: none"> <li>- Meets the study's objectives</li> <li>- Does not contain citations</li> </ul>		
<p><b>Funding</b></p> <ul style="list-style-type: none"> <li>- Mention source of research promotion (if it exists).</li> </ul> <p><b>Acknowledgements</b></p> <ul style="list-style-type: none"> <li>- Mention people who collaborated with the research but not constituted authors</li> </ul>		
<p><b>References:</b></p> <ul style="list-style-type: none"> <li>- Vancouver reference style</li> <li>- For articles in Portuguese and English, the English version must be cited, with the corresponding pagination;</li> <li>- Avoid, if possible, citations of chapters, books, essays and theses, unless they are theoretical references</li> <li>- At least 50% of references must be works published in the last five years and, of these, 20% in the last two years.</li> </ul>		

## TABLE SUGGESTED FOR PRESENTATION OF RESULTS IN LITERATURE REVIEW STUDIES

Title or reference (s) (*)	Year Country	Design / Number of patients	Interventions	Outcomes	Strobe or another indicator (optional for integrative review)
Neonatal Group B Streptococcal Sepsis during 2 years of a universal screening program (*)	1994 USA	Retrospective cohort n=11510	Screening universal versus no intervention	sepsis neonatal incidence Experimental = 5/4843 Control = 10/6667	A