

Acta Guidelines for manuscript preparation

Acta Paulista de Enfermagem



Guidelines for authors

Manuscripts for submission to APE must be organized as follows:

- Title page (Title, Authors, Affiliations, Conflicts of interest, Institutions, Orcid and Correspondence information);
- Main document [Abstract, Descriptors, Introduction, Material and Methods, Results (including Tables, Charts, Graphs, and Figures), Discussion, and Conclusion] (word count ≤ 3000);
- Acknowledgements, Collaborations, References, and Appendices.

It is highly desirable that the author be familiar with his/her text editor (*MS Word*, etc.) being able to use the resources included in the *Revision* and *More Commands* menus.

The authors should also be familiar with typographic terms, such as upper case (UC*), lower case (lc*), and sentence case (UClc*), used in the management of as much as manuscripts as those received in the editorial office at Acta.

* UC: all capital letters, lc: normal letters, and UClc: capitalization in the first letter of either the word or the first word in the sentence, as specified.

Highlighted headings (**bold**, *italic*, etc) are also utilized to emphasize separation between sections in the text.

Headings (primary titles) in the main document must be written in bold type, as follows: **Introduction**, **Methods**, **Results**, **Discussion**, and **Conclusion**.

Remember not to exceed the limit of 3000 words in the main document.

1. Title of article:

- a. The title must be written in Portuguese or English (word count ≤ 12 ; Sentence case); example: Colonização nasal por *Staphylococcus* sp. em pacientes internados/ Nasal colonization by *Staphylococcus* sp. in inpatients.
- b. Names of cities or institutions should not appear in the title.

2. Authors:

- a. The names must be written in full, UCLc, without abbreviation; example: Isabel Cristina Kowal Olm Cunha.
- b. Junior, Sobrinho, and Neto must be written in full; Netto is a surname.

3. Affiliations:

The institution name must be written in full, example: Escola Paulista de Enfermagem, Universidade Federal de São Paulo, São Paulo, SP, Brazil.

Names of institutions, as indexed in international databases, will be considered as indicators of scientific production. Therefore, they should not be translated.

4. Conflicts of interest:

The authors must declare whether or not conflicts of interest exist.

5. Dates of submission and acceptance:

Dates must be written in full, example: **Submitted:** February 10, 2014; **Accepted:** March 15, 2014.

6. Correspondence to:

- a. Name of the corresponding author (academic degree titles, such as Dr. and Prof., should not be used).
- b. Full institutional address (private address should be avoided; this information should not be translated).
- c. Zip code, City, State (two-letter abbreviations; UC), Country; example: Sonia Maria Oliveira de Barros, Rua Napoleão de Barros, 754, 04024-002, São Paulo, SP, Brazil.
- d. E-mail address.

In the article title, remember not to exceed the limit of 12 words!

7. Article (Abstract) – word count ≤ 250 words

The subheadings (bold type) must be placed in separate paragraphs; the text corresponding to the subheading should be written in the same line (normal, not bold, type). Write the abstract text in the same language