

O MUNDO DA  
SAÚDE

## **EDITORIAL POLICY**

**O MUNDO DA SAUDE  
MAGAZINE**

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# O MUNDO DA SAÚDE

## CHARACTERISTICS

The *O Mundo da Saúde* magazine is a quarterly publication for scientific dissemination of the *Centro Universitário São Camilo*, under the responsibility of its Editor-in-Chief, supported by its Scientific Editor, Associate Editorial and Editorial Board, composed of renown national and foreign researchers.

The magazine is focused on the dissemination of studies and research in the field of health and other fields of research linked to it. Its purpose is to make a critical and reflexive exercise possible in order to deepen the understanding of relevant, current issues that contribute to reaching integral health of human beings and creating innovative and committed perspectives.

This magazine is presented as a plural and interdisciplinary space regarding the debate of health issues when linked to the spheres of public policies, social inclusion, education, among others.

## MISSION

Disseminate the scientific knowledge of the field of Health through studies and research that stimulate specialists and professionals from diverse areas of knowledge to dialogue with researchers from other fields of work as a way to promote scientific and, above all, social and human development, with the goal to promote quality of life, citizenship and human dignity.

All work submitted to *O Mundo da Saúde* will be preliminarily evaluated by the Editorial Board, if approved, this initial screening will be sent to two expert reviewers in the area of coverage. The publication will be done only with the approval of the document by the reviewers, and the *O Mundo da Saúde* Editorial Board has the final decision to accept.

## THE EDITORIAL BOARD

1° The Editorial Board members will be renewed every 04 (four) years, with the possibility of one consecutive renewal.

2° The Editorial Board will meet at least 02 times a year and, extraordinarily, when necessary, when called by the Editor-in-Chief and/or Associate Editor.

3°. The ordinary meetings of the Editorial Board of the Journal will be announced at least one week in advance, and the extraordinary meetings will be announced at least three working days in advance.

4º. The cases not covered by this Document will be resolved by the Editorial Board, which is the advisory and deliberative body of the Journal.

Responsibilities of the Editorial Board are:

- To monitor, when necessary, the work of compiling and editing the journal's edition;
- To maintain the journal's editorial's line;
- To issue opinions as to the works sent for publication;
- To present names of reviewers, of the diverse areas served by the Journal;
- To elaborate annual publication goals;
- To index the magazine with national and foreign bodies;
- To collaborate in the dissemination of the journal's editions, including internationally.

## ADMINISTRATION

Revista *O Mundo da Saúde* is managed by the Publications Section of Centro Universitário São Camilo (CUSC).

The inherent responsibilities of the magazine's management are:

- To be responsible for the administration and update of the site where the magazine is hosted;
- To be responsible for the correspondence and contacts related to the magazine *O Mundo da Saúde*, keeping them up-to-date;
- To maintain the organization and update of the archives;
- To make the referrals of each article received, after verifying that they comply with the presentation norms of original articles;
- To participate in the meetings of the Editorial Board;
- To write the minutes of the Editorial Board meetings;
- To review the proofs sent by the Printing Company in the process of publishing each edition;
- To revise all manuscripts, in the editing process;
- To assist in the dissemination of the Journal at scientific events;
- To establish contacts with authors;
- To establish contact with evaluators;
- To be an intermediary between referees and authors.

## EDITORIAL PROCESS

- The manuscripts will initially be considered by the editorial board as to the relevance and nature of the contribution of each work for the area in question and the readership;
- Those approved in this first stage, will be sent to a peer review by those recognized in the topics discussed. The blind review process is confidential, with total exemption of the author's and reviewer's identification. All the evaluators must have the minimum degree of Doctor or be a recognized specialist in the area, within the shortest time possible;
- The papers should obtain two favorable opinions, and, therefore, they will be submitted to the evaluation of 02 reviewers, who may to be members of the Editorial Board, or indicated by them. When there are divergent opinions, the article will be submitted to a third-party reviewer;
- In the summary, the sequence of articles will follow the alphabetical order of the major areas to which they belong and then by alphabetical order of the main title;
- Exceptionally, papers that have already been published in foreign journals will be accepted. In this case, they will be subject to the same evaluation of unpublished works. The author must submit written authorization from the publisher of the journal in which the text was originally published, accompanied by a copy of the article;
- For articles with multiple authorship, it is necessary to inform the order of the authorship;
- Authors must send a declaration of responsibility signed by each one, in addition to the Copyright Transfer and written authorization for publication;
- The original articles will be published in the original language of submission, with preference for works in Portuguese, Spanish or English;
- All papers will have their titles, abstracts and keywords translated into Portuguese and English or Portuguese and Spanish;
- The journal reserves the right to make normative, spelling and grammatical changes in the original articles, in order to maintain the cultured standard of the language, respecting the author's style. The final proofs will not be returned to the authors;
- The published works become property of the magazine *O Mundo da Saúde*, being that its total or partial reprinting is subject to the expressed authorization of the Journal's leadership;
- The opinions expressed in the articles are the sole responsibility of their authors;
- The journal accepts submissions of original articles, with field research.

## THE SELECTION OF ITEMS WILL BE BASED ON ORIGINALITY, QUALITY AND SCIENTIFIC MERIT.

The evaluation process used by the Editorial Board of *O Mundo da Saúde* is the system of "blind review" in pairs, that is, the confidentiality of the identity of the authors and reviewers, which will be maintained throughout the process. All contributions will initially be evaluated by the publisher to suit the journal. The documents considered appropriate will then be sent to a minimum of two independent expert reviewers to evaluate the scientific quality of the article. The Editorial Board will ensure that the reviewers of each article are obligatorily from different institutions of origin of these authors. The Editor is responsible for the final decision on whether to accept or reject articles. The editor's decision is final.

## PLAGIARISM POLICY

*O Mundo da Saúde* has a tracking policy for plagiarism. Items that are detected will be automatically denied and returned. This journal aims to publish original research papers of high quality. Submission of the manuscript to this journal indicates that the study was not published anywhere or has not been submitted elsewhere for publication. If the author (s) are using any part of the published article (in English or another language), they must provide the appropriate reference or, in any case, obtain permission from the publisher or copyright holder (which would be appropriate). Plagiarized manuscripts will not be considered for publication. If plagiarism is found in any published article, after internal investigation, a letter will be immediately sent to all authors, their affiliated institutes and funding agencies, if applicable, and thereafter the article will be retracted.

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- Allocate and give appropriate credit for the published work.

## POLICIES ON CONFLICTS OF INTEREST

### Declaration of interest

All authors should disclose any financial and personal relationships with other persons or organizations that may inappropriately influence (skew) their work. Examples of potential conflicts of interest include employment, consulting, stock ownership, fees, paid expert testimony, patent applications/registrations and grants or other funding. Authors should disclose any interests in two places: 1. A statement of interest statement in the title page file (if double-blind) or the manuscript file (if double-blind). If there is no conflict of interest to declare, please state this: *Declarations of interest: none*. This summary declaration will be finally published if the article is accepted. 2. Detailed disclosures as part of a separate Declaration of Interest form, which is part of the journal's official records. It is important that potential interests are stated in both places and that the information is compatible.

For *O Mundo da Saúde* the following relationships between editors and authors are considered conflicts and are avoided: current colleagues, recent colleagues, recent coauthors, masters and

doctoral candidates, whose editor served as committee chair. Once jobs are assigned, individual publishers are required to inform the administrative editor of any conflicts not listed above. If none of the editors pass all of the conflict exams, the least contested co-editors will be assigned to the manuscript. In addition, co-editors with less conflict will be assigned to all submissions of articles reviewed by chaired editors. Journal submissions are also assigned to referees to minimize conflicts of interest. After the works are awarded, the referees must inform the editor of any conflicts that may exist.

### ANIMAL AND HUMAN RIGHTS

In papers that involve the manipulation of vertebrates, a certificate must be sent that the research was approved by the Ethics and Biosafety Committee of the study's institution of origin. With respect to Human Research, a certificate that the project was approved by the Ethics Committee in Research with Human Beings should be sent in case of socioeconomic or ethnoecological studies. Authors should include a statement in the manuscript that informed consent was obtained for experimentation with humans. The privacy rights of human beings must always be observed.

### ETHICAL STANDARDS

The act of publishing involves the author, the editor of the journal, the peer-reviewers, the publisher, and there are clear responsibilities that all involved meet the expected ethical standards at all stages of their involvement, from submission to publication of a article.

The *O Mundo da Saúde* is committed to meeting and maintaining standards of ethical behavior at all stages of the publishing process. We followed the Council of Scientific Editors (CSE) which set standards and provided guidelines for best practices to meet these requirements, with respect to: monitoring/safeguarding editorial ethics by the editorial board; rules for retracting articles; maintaining the integrity of academic history; preventing business needs from compromising intellectual and ethical standards; always be willing to publish corrections, clarifications, retractions and apologies when necessary; prohibiting any form of plagiarism and/or fraudulent data.

The Editor-in-Chief, the Associate Editors and the Editorial Board guarantee the needs of the readers and authors, guarantee the quality of the material they publish, maintain the integrity of the

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academic record, guarantee intellectual standards and are always willing to publish corrections, clarifications, retractions and excuses for the implementation of the Best Practices Guidelines on Publishing Ethics, intellectual and ethical standards.

## RESPONDING TO MISCONDUCT IN RESEARCH

*O Mundo da Saúde* uses international guidelines for good practice rules, which recommends principles for investigating cases of misconduct and suggested texts by the Coordination Committee of the OECD Global Science Forum and the Council of Science Editors (CSE) to conduct investigations of misconduct.

## OPEN ACCESS

The magazine *O Mundo da Saúde* offers immediate free access to its content, following the principle that providing free scientific knowledge to the public provides greater global democratization of knowledge.

The full content of the journal is available electronically since 2006, at <http://www.saocamilo-sp.br/novo/publicacoes/publicacoes.php>

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