

## GUIDELINES FOR AUTHORS

The journal ***Hacia la Promoción de la Salud*** is an open-access scientific publication that does not charge an APC (*Article Processing Charge*). It is indexed in the National Bibliographic Index Publindex of MinCiencias (category B) and in the SCImago international classification system, with national and international distribution. The journal is listed in the following Indexing and Abstracting Systems (SIRES):

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The journal is published **quarterly** (3 issues per year: January–April, May–August, September–December) in both PDF and HTML formats. Its purpose is to disseminate scientific and academic knowledge from research in the fields of health, social sciences, and related areas through the publication of original research, systematic reviews, and applied studies conducted worldwide

- Conceptualization of health and life.

- Public health.
- Health education.
- Healthy lifestyles.
- Social communication in health.
- Social marketing.
- Health service orientation.
- Healthy public policies.
- Health-promoting environments.
- Negotiation and conflict management.
- Social participation.
- Strategic alliances.
- Social and human development.
- Social sciences and health.
- Social determinants.
- Social determinants of health

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Each published article is assigned a Digital Object Identifier (DOI), which ensures its permanent location and integration into the SIRES.

## TYPES OF PUBLICATIONS

**Editorial:** the viewpoint of the Editorial Board, the editor, or guest authors.

**Letter to the Editor:** a short communication of up to 5 pages in length, expressing agreement or disagreement with a specific topic published in the journal *Hacia la Promoción de la Salud*, with a

maximum of 7 bibliographic references.

**Scientific and Technological Research Article:** includes articles presenting the results of original research or documented processes in the subject areas covered by the journal. It must include at least 25 bibliographic references.

**Systematic review:** using an explicit, rigorous, and reproducible methodological approach, it identifies, selects, critically evaluates, and synthesizes the available evidence on a topic. It is characterized by an exhaustive search strategy across multiple information sources and, where appropriate, the use of quantitative methods to integrate the results. It includes at least 50 bibliographic references.

**The structure of the last two article types must be:** title and authors, abstract and keywords, introduction, materials and methods, results, discussion, conclusions, and bibliographic references. It may include acknowledgments.

## SELECTION OF ARTICLES FOR PUBLICATION

Each article received undergoes a review and selection process. The process begins with verification of compliance with the guidelines for authors, as outlined in the author checklist.

The review and initial selection of submissions are the responsibility of the Editorial Board, which accepts or rejects manuscripts based on scientific quality, methodological scope (which must be at least correlational), alignment with the journal's thematic focus, and the timeliness of the results.

In articles with more than five authors, the contributions of each must be specified; the appropriateness of this number of authors is subject to the editorial decision.

It is important to note that a single author (including the editor) may not publish more than one article per issue or more than once a year in the journal.

The Editorial Board may request modifications and/or make recommendations deemed necessary to bring the document into line with the journal's guidelines.

The manuscript will undergo a plagiarism check via the Turnitin platform.

Following this review, it will undergo a double-blind peer review by two external academic reviewers who are unaffiliated with either the authors or the editorial board (national or international); who will issue, in the evaluation format established by the journal (see article evaluation format), a decision that may be: approved *without changes*, approved subject to *minor changes* and does not require re-evaluation, approved subject to *major changes* and requires re-

evaluation; or *rejected* and not publishable in the journal. In the event that the reviewers' opinions lead to disagreements, a third peer review will be requested, and ultimately these must be resolved by the editor.

*You can view the review format on the journal's website, in the "Formats" section.*

The review process is conducted on a double-blind basis, ensuring the anonymity of both authors and reviewers. The result will be communicated to the author, either to make the required adjustments to the manuscript or to explain the reasons for its rejection. If corrections are requested, once the revised manuscript is received, compliance with the reviewers' recommendations will be verified, and the justifications for any unincorporated comments will be analyzed. Once this phase is complete, and if necessary, the manuscript may be returned to the author for additional revisions.

The review and evaluation process for submitted material takes an average of six months; furthermore, receipt does not imply immediate approval and publication; the average time to publication for an article is 12 months.

## **ARTICLE SUBMISSION**

**Title and authors:** The title of the work must be limited to a maximum of 15 words and must not contain abbreviations or acronyms.

Below the title, the last names of each author, separated by a hyphen, and their full first names should appear, centered and in italics. In superscript and footnotes for each author, the following must be specified: the highest academic degree attained, institutional affiliation, city or state, country, institutional email address, ORCID code, and the link to the Google Scholar profile.

The COPE (Committee on Publication Ethics) authorship policy defines an "author" as someone who makes a substantial and intellectual contribution, *a condition outlined in the rights transfer agreement available on the journal's website under the "Formats" section.*

The first author will be the one listed in the databases of the various indexing services. The corresponding author must be indicated; otherwise, the first author will be assumed to be the corresponding author.

**Abstract:** in Spanish, English, and Portuguese, not exceeding 250 words. It should include the objectives, methods (including dates and locations where the study was conducted), results, and conclusions. It should not include abbreviations or references.

**Keywords:** Only those accepted by international databases should be used; these can be consulted at the following addresses:

- Spanish:  
<https://decs.bvsalud.org/es/>
- English:  
<https://www.ncbi.nlm.nih.gov/mesh/>
- Portuguese:  
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The number of keywords submitted must be five per language.

Body of the article:

- **Introduction:** states the rationale and objectives of the research; it does not include results or conclusions.
- **Materials and methods:** describes the type of study and its design, the population, the sampling technique, and the sample selection method (in quantitative studies), as well as the inclusion and exclusion criteria. Specify the technique, instruments, and procedures used to collect and analyze the data. Take into account the use of AI and address the ethical aspects of the research.
- **Results:** present the results in a logical order; they should be concise and clear. Do not repeat in the text results that are already shown in tables or figures.
- **Discussion:** based on the results obtained in the research, it discusses the relationship between these and those obtained by other authors, highlights the similarities and differences found, and emphasizes new aspects. It does

not repeat information included in the previous sections. It examines the implications of the findings, their limitations, and their implications for future research.

- **Conclusions:** present the most relevant findings of the research in direct relation to the subject of study. It is recommended that they be aligned with the stated objectives, so that these serve as a guiding framework for their formulation, and coherently integrate the various dimensions of the problem addressed.
- **Acknowledgments:** Authors may acknowledge individuals and collaborators, as well as funding agencies, agencies, and institutions that supported the conduct of the research.
- **Conflicts of interest:** Authors must explicitly state the existence or absence of conflicts of interest.
- **Funding sources:** If the research received funding, the name of the project, the entity or individual that funded the work, and the project code or identifier must be indicated.
- **Bibliographic references:** These must be formatted according to the Vancouver Style, cited in the text in consecutive numerical order as they appear, with Arabic numerals placed in parentheses. The reference list must begin on a separate page at the end of the article.

References must be from the last 5 years, and only 20% of references from gray literature are accepted.

Consult the Index Medicus list of periodicals

<http://www.nlm.nih.gov/tsd/serials/lji.html> for the exact abbreviation of the cited journal; if the journal does not appear, write the full title of the journal.

- **Tables and Figures:** Tables and figures must include a brief title, location, date, and source, and where necessary, it must be clarified if the work is original. The header of each column in the table must include the unit of measurement. Tables and graphs in image format are not accepted. Illustrations (graphs, diagrams, drawings, maps, photographs, among others) and tables must include their respective captions and titles, be numbered consecutively, and the number of illustrations must not exceed four per article. Each illustration must be included in the text where appropriate and properly cited.

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- **Abbreviations and Acronyms:** These should be used as sparingly as possible, and preferably those that are internationally recognized. When cited for the first time in the text, they must be preceded by the full expression.
- **Footnotes:** These should be limited to comments and clarifications by the author. Personal communications must be indicated in parentheses within the body of the text (not in footnotes) and must include the date and institution of the person providing the communication. Avoid including unpublished documents, even if they have been presented at conferences or congresses, articles submitted for publication that have not been accepted, and abstracts. If it is absolutely necessary to cite unpublished sources, these must be mentioned in the text in parentheses.

## SUBMISSION OF THE DOCUMENT

The document must be submitted via the journal's OJS platform, which serves as a repository for the editorial process. It stores the review history and the reasons for acceptance or rejection of each manuscript, ensuring the traceability of the process.

The document must be formatted in Microsoft Word, using Arial font, size 12; it must not exceed 25 double-spaced pages, including bibliographic references, on letter-size paper; margins must be 3 cm on each side.

Attached to this submission must be the completed forms for: the rights assignment letter, each author's CV, and the checklist, all of which can be found on the journal's website.

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### **Ethical considerations, informed consent, and participant protection:**

In accordance with the principles established in the 1975 Declaration of Helsinki, as well as the recommendations of the *International Committee of Medical Journal Editors* and the best practices promoted by the *Committee on Publication Ethics*, the journal requires that all research involving human subjects comply with international ethical standards and current national regulations.

This policy applies to studies involving human participants, personally identifiable data, medical records, and images (photographs, videos, or similar).

Authors must explicitly state that they obtained prior, free, and written informed consent from participants, as well as approval from a research ethics committee, where applicable. Such consent must have informed participants about the study's objectives, potential risks and benefits, the use of their data and images, and the possibility of publishing the results in scientific journals.

In the manuscript, authors must include an explicit statement confirming compliance with these ethical requirements. The journal may request, at any stage of the editorial process, documentary evidence of informed consent and the corresponding ethical approval.

In the case of case reports or materials that include images or potentially identifiable information, specific

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Exceptions may be considered for studies using fully anonymized data or classified as low-risk, provided this condition is duly justified and supported by an ethics committee.

The journal reserves the right to reject manuscripts that do not comply with these ethical principles, as well as to take appropriate action in the event of potential misconduct.

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Authors are responsible for the accuracy, originality, and ethical conduct of the content, including errors or issues arising from the use of AI. AI may not be listed as an author of the manuscript.

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the accuracy of all content produced by AI.

### ADDITIONAL POLICIES

In addition to these guidelines, the journal has ethical policies that can be consulted at <https://revistasojs.ucaldas.edu.co/index.php/hacialapromociondelasalud/ethics>

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