

GUIDELINES FOR AUTHORS

The journal ****Hacia la Promoción de la Salud**** is an open-access, scientific publication that does not charge *article processing charges* (APCs). 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 included 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 case studies from around the world

- Conceptualization of health and life.
- Public health.
- Health education.
- Healthy lifestyles.
- Health communication.
- Social marketing.
- Health services orientation.
- Healthy public policies.
- Health-promoting environments.
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- Social participation.
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- Social and human development.
- Social sciences and health.
- Social determinants
- Social Determinants of Health

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Each published article receives a Digital Object Identifier (DOI), which guarantees its permanent location and its 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: These include articles presenting the results of original research or documented processes in the subject areas covered by the journal. They must include at least 25 bibliographic sources.

Systematic review: Using an explicit, rigorous, and reproducible methodological approach, this type of article identifies, selects, critically evaluates, and synthesizes the available evidence on a given topic. It is characterized by an exhaustive

search strategy across multiple information sources and, when relevant, the use of quantitative methods to integrate the results. It must include at least 50 bibliographic references.

The structure of the last two article types must be as follows: title and authors, abstract and keywords, introduction, materials and methods, results, discussion, conclusions, and references. An acknowledgments section may be included.

SELECTION OF ARTICLES FOR PUBLICATION

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

The Editorial Board is responsible for the initial review and selection of submissions, accepting or rejecting 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.

Articles with five (5) or more authors will be considered only when the number of authors is fully justified by the nature of the study. Under this condition, multicenter studies, research involving international collaboration, or studies whose scope and scientific contribution

unequivocally require the participation of multiple researchers will be accepted. In all cases, the specific contribution of each author to the manuscript must be explicitly stated according to the CRediT taxonomy: <https://credit.niso.org/>. Submissions that do not meet this criterion will be rejected during the initial editorial review phase.

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 per year in the journal.

The Editorial Board may request revisions and/or make any recommendations deemed necessary to bring the manuscript into compliance 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 committee (national or international); who will issue, in the evaluation format established by the journal (see article evaluation format), a decision that may be: accepted *without changes*; accepted subject to *minor changes* and does not require re-evaluation; accepted subject to *major changes* and requires re-evaluation; or *rejected* as

unpublishable in the journal. In the event that the reviewers' opinions give rise to controversy, a third peer review will be requested, and the matter will ultimately be resolved by the editor.

You can find the review form on the journal's website, in the "Forms" section.

The review process is conducted on a double-blind basis, ensuring the anonymity of both authors and reviewers. The results will be communicated to the author, either to allow for the necessary revisions to the manuscript or to explain the reasons for its rejection. If revisions are requested, once the revised manuscript is received, compliance with the reviewers' recommendations will be verified, and the justifications for any observations not incorporated will be analyzed. Once this phase is complete, and if necessary, the manuscript may be returned to the author for further revisions.

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

ARTICLE SUBMISSION

Title and Authors: The title of the paper must be limited to a maximum of

15 words and must not contain abbreviations or acronyms.

Below the title, list the last names (separated by a hyphen) and the full first names of each author, centered and in italics. In superscript and footnotes for each author, specify: the highest academic degree held, 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 requirement outlined in the rights assignment letter 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 specified; otherwise, the first author will be assumed to be the corresponding author.

Abstract: in Spanish, English, and Portuguese, not exceeding 250 words. It must include the objectives, methods (with dates and locations of the study), results, and conclusions. It must not include abbreviations or bibliographic citations.

Keywords: Only those accepted by international databases should be used; these can be found at the following links:

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<https://decs.bvsalud.org/es/>
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The number of keywords provided must be **five** per language.

Main Body of the Article:

- **Introduction:** states the rationale and objectives of the research; do not include results or conclusions.
- **Materials and Methods:** Describe the type and design of the study, the population, the sampling technique, and the sample selection method (in quantitative studies), as well as the inclusion and exclusion criteria. Specify the techniques, instruments, and procedures used to collect and analyze the data. Address the use of AI and justify the ethical aspects of the research.
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found in tables or figures should not be repeated in the text.

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- **Conclusions:** These 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 that they coherently integrate the various dimensions of the problem addressed.

- **Acknowledgments:** The authors may acknowledge individuals and collaborators, as well as funding agencies, departments, and institutions that supported the conduct of the research.

- **Conflicts of Interest:** Authors must explicitly declare 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.

- **References:** **References** must be formatted according to the *Vancouver style*. They should be cited in the text in consecutive numerical order as they appear, with Arabic numerals placed in parentheses. The reference list should begin on a separate page at the end of the article.

References must be from the last 5 years, and no more than 20% of references may be derived from gray literature.

All references included in the manuscript must correspond to real, published, and verifiable sources. The inclusion of fictitious authors, nonexistent titles, or invalid DOIs constitutes a serious breach of scientific integrity and the ethical principles governing publication in this journal. Each reference must include all

elements required by the Vancouver Style Guidelines. The detection of incomplete, inconsistent, or untraceable references in the original sources will result in the rejection of the manuscript or a request for correction before proceeding with the review process. Authors are solely responsible for the accuracy, completeness, and veracity of each cited reference.

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SUBMITTING THE MANUSCRIPT

The manuscript must be submitted via the journal's OJS platform, which serves as a repository for the editorial process. This platform maintains a record of reviews and the reasons for acceptance or rejection of each manuscript, ensuring the traceability of the process.

The manuscript 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 curriculum vitae, and the checklist, all of which can be found on the journal's website.

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ADDITIONAL POLICIES

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

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