Information for authors



In order to be submitted for publication, papers should be sent to the Editorial Department of **Eä – Journal of Medical Humanities & Social Studies of Science and Technology** by email as an attached file to submit@ea-journal.com. The journal will acknowledge receipt of the paper up to 10 days after its arrival. After that time period, do not hesitate to contact us: info@ea-journal.com.

General information

1. Fields of interest

Eä – Journal of Medical Humanities & Social Studies of Science and Technology publishes papers on Medical Humanities (history of medicine, health and medical technology, medical epistemology, bioethics, medical sociology and anthropology, healthcare economics, medical law, health politics, medical esthetics, among others) and Social Studies of Science and Technology.

2. Languages

Papers written either in Spanish, English and Portuguese are accepted. By submitting their papers authors authorize *Eä - Journal of Medical Humanities & Social Studies of Science and Technology* to translate the abstract into languages other than the original one.

3. Originality requirement

Only original papers are accepted for publication, i.e., papers which have not been published or accepted for publication elsewhere. It must be stated if the paper's prior version was presented at a congress or for an award/prize.

4. Papers

Eä Journal accepts articles, brief communications, book reviews and iconoiathric papers*.

* Iconoiathric papers: (from the Greek, 'eikon', image, picture, and 'iathros' medicine, physician, treatment) considering the relevance of images (pictures, drawings, paintings, photographs, etc.) for the construction of knowledge, authors may present an original paper, mainly compounded of pictures, with explanatory texts shorter than regular papers. The main contribution will be the analysis made about the pictures. These iconoiathric compositions will be evaluated by referees, need to be submitted according to the given instructions and acknowledge authors' copyright.

5. Evaluation

Impartial, independent and critical peer review is an essential part of scientific process.

To this effect, the journal will submit the papers to be evaluated on a double blinded basis. Papers will be sent anonymously to external evaluators -specialists in each field- and the results of the evaluation will be sent anonymously to the authors. Referees, provided by the journal with a standard evaluation guide, will consider the relevance of the paper's topic to the journal, originality, validity, importance and contribution to its scientific field, clarity of arguments, methodology, conclusions and bibliography. Papers can be: accepted, accepted with amendments or rejected.

Authors will have to adjust the article according to the given suggestions and to the deadlines that the journal requires. After modifications have been done, there will be a final revision.

Instructions for submitting originals

1. Title page

The paper should be preceded by a title page clarifying which kind of paper is it (article, brief communication, book review or iconoiathric composition), name and surname of the author or authors, institution each one of them belongs to, address, phone number and e-mail. Authors

may also include their personal website URL or their institution's website URL. Title page should be the first page of the document sent for consideration.

In the published paper will only appear name and surname of the author or authors, institution each one of them belongs to, e-mail and website URL —if it is included. The journal will not publish the authors' address or their phone number.

2. Abstract and keywords

Papers should be preceded by a brief abstract (approximately 200 words). It should include as its minimum contents the research problem, methodology or theoretical-methodological approach, the main argument of the text and a brief mention to the results or main contribution.

The abstract should be in the main language of the paper and in English. In case the paper's main language is English, the abstract should be in English and another language after authors' choice (Spanish or Portuguese). Please include a translation of the paper's title into the same language of the abstract.

Key words of the paper's content should be indicated at the end of the abstract. They will have to be in the main language of the paper and in English. In case the paper's main language is English, keywords should be in English and another language after authors' choice (Spanish, French or Portuguese), same language selected for the abstract.

Iconoiathric compositions should have abstract and keywords in two languages, same as the articles.

3. Book reviews

Book reviews should be preceded by the following information in the following order: surname and initials of the author(s) of the book, year of publication (in parenthesis), title of the book (italics), place of publication, publishing house.

Example:

Surname, initials. (year). Title of the book. Place of publication: Publishing house.

Foucault, M. (1994). The Birth of the Clinic, An Archaeology of Medical Perception. United States of

America: Vintage Books Edition.

At the end of the text, the reviewer should sign with his name and surname, institutional affiliation and his e-mail.

4. Suggested structure

Despite there may be variations in each particular case, the following structure for the submitted papers is suggested:

Title page: title, authors' names and institutions each one of them belongs to, address, phone number and e-mail. Authors may also include their personal website URL or their institution's website URL. State whether it is an article, brief communication, book review or iconoiathric composition. (See point 1)

Disclosure page: next to the title page authors should disclose the existence or inexistence of potential conflicts of interest (see Editorial policy, 3. Conflicts of interest) and -provided it applies- if informed consent has been obtained from patients and participants of studies (see Editorial Policy, 4. Privacy and confidenciality). In this page authors should also disclose financial sources for their research.

Abstract page: abstract and keywords in the main language of the paper, title, abstract and keywords in English (in case the main paper's language is English, first they will appear in English and then in another language of the authors' choice between Spanish, French and Portuguese).

The paper should be structured as follows: introduction, research development and conclusions. Bibliography should be listed at the end of the paper according to the instructions given in point 9.

Acknowledgements, disclaimers, mention of prior versions and congress presentations, etc. will be indicated at the end of the paper.

Authors may add appendixes with pertinent information if they consider it relevant.

5. Extension

It is suggested a maximum extension of 35 pages, including annexes, diagrams, images, tables and bibliography.

6. Layout

Papers should be sent in a Microsoft Word file (.doc or .docx extension).

Title of the paper: Tahoma font, body 13, bold type, left alignment.

Subtitles: Tahoma font, body 10, bold type, left alignment. If there are subsections under the subtitles, they should be in Tahoma font, body 10, italic type, left alignment.

Body of the text: Tahoma font, body 10, line spacing 1.5, justified with English indentation.

Margins: upper and lower margin of 2.5 cm, right and left margin of 3 cm (Microsoft Word's default).

To help the diagramming by the editors it is suggested establish subtitles hierarchies by numbering the sections [i.e. 1; 1.1, 1.1.1, 1.1.2; 1.2, etc.].

7. Tables, charts and pictures

Tables, charts and pictures (photographs, drawings, paintings, etc.) —both in articles and iconoiathric compositions—should be placed where the authors want them to be published. Each one should have below its explicative epigraph and a mention to the source (if it was the author's production, it has to be clarified).

Images should be saved in .jpg format. In case of including pictures of patients we suggest blurring the face or covering the eyes to preserve their identities.

Epigraphs should be centered below their correspondent table, chart or picture, in Tahoma font, body 8.5. If authors please, tables charts and pictures may be numbered (Example: Figure 1, Figure 2, Table 1, Table 2, etc.) in order to be easily referred to in the body of the text.

Tables must be diagrammed using Microsoft Word's table function.

8. Acknowledgments, disclaimers and footnotes.

Acknowledgements, disclaimers, mention of prior versions and congress presentations, etc. will be indicated at the end of the paper.

Explanations in the body of the text will be inserted as correlatively numbered (Arabic numbers) footnotes, using Microsoft Word's footnote function.

9. Instructions for bibliographic references and citation.

Eä - Journal of Medical Humanities & Social Studies of Science and Technology adopts the Harvard – APA (American Psychological Association) style for bibliographic references and citation. According to this style, citing references should be *in* the text, indicating between parenthesis, in each case, authors' surnames, year of publication and the page. This format does not require using footnotes for citing.

Bibliography should be listed in alphabetic order at the end of the paper.

Instructions for citation and bibliographic references are developed in the file "Instructions for citation and bibliographic references" located in the Information for authors section of our website (www.ea-journal.com).

Editorial policy

1. Originality requirement

Only original papers are accepted for publication. By submitting the paper, all the signing authors guarantee the originality of the work, that it is not being considered for publication simultaneously by another journal, that it has not been published nor accepted for publication elsewhere while under consideration of this journal. Any prior versions of the paper must be stated (presented in a congress, for an award/prize or in another journal in its preliminary version).

In case of redundant or duplicated publication –that is to say, if the journal receives an article that overlaps substantially with one already published in print or electronic media- editorial action will be taken and the submitted manuscript will be rejected. If the editor was not aware of the violations and the article has already been published, then a notice of redundant or duplicate publication will be published together with a public retraction in the table of contents of the following issue, with a link to the duplicated article¹.

Should possible scientific misconduct or dishonesty in the article submitted for review be suspected or alleged, the journal reserves the right to forward any submitted manuscript to the sponsoring of funding institution or other appropriate authority for investigation.

¹ For additional information on this matter please see "Overlapping Publications", Uniform Requirements for Manuscripts Submitted to Biomedical Journals: www.icmje.org.

2. Authorship responsibility

Authorship criteria

It is presumed that each signing author has participated sufficiently in the intellectual content and writing of the work, approves it for publication, and therefore can take full responsibility for its contents.

According to the International Committee of Medical Journal Editors (ICMJE), authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3. Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.

All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section at the end of the paper. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, a department chair that provided only general support, assistants that helped with study design, data collection, data analysis, manuscript preparation, among others. Entities that supported and/or have collaborated with published article should also be stated. Financial and material support should be acknowledged in the disclosure page that follows the title page.

Responsibilities

By submitting the paper authors warrant that their work shall not violate any trademark registrations or the right of privacy of any person, that it does not contain obscene or unlawful matters and that it does not infringe any legal disposition about copyright nor any other right of any person or party.

By submitting papers containing tables, charts and pictures authors take full responsibility that there are no legal impediments (copyright or similar) for their utilization. Directors and editors of $E\ddot{a}$ – Journal of Medical Humanities & Social Studies of Science and Technology are not responsible for the utilization of tables, charts and pictures. All the contents that are not the authors' own production (text and pictures) may be included on the condition of referring to the source where they were obtained.

Submission of an original article should carry the implied consent to provide access to data if needed for editorial evaluation and peer review. Editors, reviewers and journal staff will keep the data confidential and will not use it for their own purposes in any way (see 4. Privacy and confidenciality).

By submitting the paper authors certify that they have no commercial interests that might pose a conflict of interest in connection with the submitted article.

The journal will not hold responsibility for the opinions and facts that appear in each article, review, brief communication or iconoiathric composition, nor for their credibility, originality and authenticity, which is full responsibility of the authors. Although the editors and referees make every effort to ensure the validity of published manuscripts, the final responsibility rests upon the authors, not the journal, referees nor editors.

3. Conflicts of interest

According to the ICMJE, a conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence (bias) his or her actions (such relationships are also known as dual commitments, competing interests, or competing loyalties). Even though financial relationships (such as employment, consultancies, stock ownership, honoraria, and paid expert testimony) are the most easily identifiable, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion. All participants in the peer-review and publication process must disclose all relationships that could be viewed as potential conflicts of interest in order to quarantee the fairness of the process as a whole.

Potential conflicts of interest related to individual authors' commitments

When authors submit a manuscript they are responsible for disclosing all financial and personal relationships that might bias their work. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist. Financial and material support should not be omitted. Authors should do so in the manuscript on the page that follows the title page.

This information will remain confidential during the peer review process, being considered only after scientific merit was assessed. Disclosure of potential financial conflicts of interest is meant to maintain the integrity of professional judgment and to maintain the public's confidence in it.

Potential conflicts of interest related to commitments of editors, journal staff and reviewers

The journal tries to avoid selecting external peer reviewers with obvious potential conflicts of interest with the manuscript submitted for review. Authors can provide editors with the names of persons they feel should not be asked to review a manuscript because of existing conflicts of interest –personal, professional or of any kind-. In that case, authors will be asked to explain or justify their concerns; that information is important to editors in deciding whether to honor such requests. This request from the authors should not be included in the article but in the e-mail that contains the paper submitted for publication.

Reviewers, on their behalf, must disclose to editors any conflicts of interest that could bias their opinions of the manuscript, and they should recuse themselves from reviewing specific manuscripts if a potential for bias exists. Reviewers must not use knowledge of the work the have been entrusted before its publication to further their own interests.

Editors, who have the final decision, must not have any professional, personal or financial involvement on the matters they have to judge in order to preserve their impartiality.

4. Privacy and confidentiality

Authors and reviewers

In submitting their manuscripts for review, authors entrust editors with the results of their scientific work and creative effort. It is this journal's policy to preserve authors' confidentiality. During the peer review process and until the time of publication authors' identity will be kept anonymous. Reviewers' identity will be kept confidential in every case; it will only be breached if dishonesty or fraud is alleged. Information about manuscripts (content, status in the reviewing process, criticism by reviewers, date of publication, etc.) will not be disclosed to anyone other than the authors and reviewers assigned to each paper.

Moreover, as manuscripts sent for review are privileged communications, result of authors' hard work, reviewers —by accepting to evaluate the articles— must commit to respect the authors' rights by not publicly discussing the authors' work, sharing it with others —unless they count with the editor's expressed consent on that matter—, or appropriating their ideas before the manuscript is published.

Patients and study participants

Patients have a right to privacy that should not be violated without informed consent. Identifying information, including names, initials, or hospital numbers, should not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes. In that case, publication of potentially identifying information requires expressed informed consent for publication from the patient (or parents or guardian, in case of an underage), to whom the authors must show the manuscript before submitting for publication. Authors should disclose to these patients whether any potential identifiable material might be available via the Internet as well as in print after publication. If informed consent has been obtained it should be disclosed on the disclosure page that follows the title page and it will be indicated in the published article.

5. Protection of human subjects and animals in research. Environmental commitment

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and/or national) and with the Helsinki Declaration of 1975, as revised in 2000 (5). When reporting experiments on animals, authors should indicate whether the institutional and/or national guide for the care and use of laboratory animals was followed.

Eä expresses its concern and commitment with the environment. As it is an electronic journal it does not consume paper as a media for its contents.

6. Copyright ownership transference

By submitting papers for publication to $E\ddot{a}$ – Journal of Medical Humanities & Social Studies of Science and Technology authors consent to transfer all copyright ownership to the journal and its publisher. This will be applicable worldwide, in all languages and in all forms of media in which the papers are sent or published (paper, electronic media such as CD-ROM, Internet and Intranet, or other) now or hereafter known. If $E\ddot{a}$ should decide for any reason not to publish

the paper it shall give prompt notice of its decision to the corresponding authors and this agreement shall conclude, as well as the obligations held by both parts (authors and journal). $E\ddot{a}$ – Journal of Medical Humanities & Social Studies of Science and Technology and its publisher shall hold all right, title and interest upon the copyright of the published papers. They will retain publishing, translation and distribution rights and they shall be able to produce the material in alternate media (for example, republish previously published papers for special thematic issues, or special issues on paper, CD-ROM or other media); in that last case authors shall be notified.

By submitting papers for publication authors authorize the readers of $E\ddot{a}$ – Journal of Medical Humanities & Social Studies of Science and Technology to download, print and store the published papers for their personal use or for sharing with others for academic or educational purposes. Systematic copying and distribution of the papers for commercial purposes is prohibited.

Authors retain rights for large number of author uses. These rights are retained and permitted without the need to obtain specific permission from neither *Eä – Journal of Medical Humanities* & Social Studies of Science and Technology nor its publisher.

- Right to make copies (in paper or any electronic media) of the article for their own personal use and for academic and educational purposes, and distribute them among colleagues and students.
- Right to post a revised personal version of the final journal article, reflecting changes
 made in the investigation after its publication, on the author's personal or institutional
 website. In this case authors should cite the article published in *Eä* and place a link to
 the published paper.
- Right to present the paper at a meeting, conference or congress and to distribute copies of such paper among the people present at that event. Authors should state that the original version was published in Eä.
- Patent and trademark rights and rights to any process or procedure described in the paper.
- Right to include the paper, in full or in any of its parts, in a thesis or dissertation.
- Right to use the paper, in full or in any of its parts, in a compilation of works of the author, such as collected writings or lecture notes (subsequent to publication of the paper in *Eä*). Authors should state that the original version was published in *Eä*.

Right to prepare other derivative works and to extend the paper into book-length form.
 Authors may re-use portions or excerpts in other works, with full acknowledgment of its original publication in the journal.

7. Commitment

The journal commits itself to acknowledge receipt of the papers, to submit them anonymously to experts for arbitration and to inform the authors about the evaluation results, as well as communicating the probable date of publication of the accepted papers. The journal also commits itself to inform the authors about the situation of the submitted papers in the peer review and editorial process if they request so. Selecting the issue and the section where the papers will appear is the editor's prerogative. Authors will be notified of this decision before their paper's publication.

Eä maintains its commitment to editorial freedom. According to World Association of Medical Editors' definition, adopted by the ICMJE, editorial freedom, or independence, is the concept that editors-in-chief have full authority over the editorial content of their journal and the timing of publication of that content based on the validity of the work and its importance to the journal's readers. Editorial decision will not be influenced because of economic criteria.

We believe that knowledge is socially constructed. Authors have to be aware that readers are invited to discuss the papers through comments to the articles or through direct correspondence with the authors to their personal e-mail, which will be published next to their institutional affiliation in each one of the papers. Authors will allow $E\ddot{a}$ – Journal of Medical Humanities & Social Studies of Science and Technology to publish their names, institutional affiliation and their e-mail addresses. Other authors' personal data such as phone numbers or postal addresses will be kept confidential and will not be published.

* * *

eä – Journal of Medical Humanities & Social Studies of Science and Technology

Information for authors

According to what has been stated in the previous paragraphs Eä - Journal of Medical

Humanities & Social Studies of Science and Technology expresses its adherence to the "Editorial

Policy Statements" established by the Council of Science Editors (CSE) and to the "Uniform

Requirements for Manuscripts (URM) Submitted to Biomedical Journals" (2008) established by

the International Committee of Medical Journal Editors (ICMJE).

Additional information:

Council of Science Editors (CSE): www.councilscienceeditors.org

International Committee of Medical Journal Editors (ICMJE): www.icmje.org

Instructions for authors may suffer minor adjustments if necessary to make them clearer for

authors. Modifications may also occur if the Harvard-APA system for citation and bibliographical

references adds items or amends its rules. For authors' convenience the journal will set the

dates of the last updates as well as the items that have been modified.

Last update: July 24th, 2015