SMAD, Revista Eletrônica Saúde Mental Álcool e Drogas

Instructions to the authors

June 2021
1. Editorial Policy

SMAD, Revista Eletrônica Saúde Mental Álcool e Drogas, is an open-access, peer-reviewed electronic journal that receives research manuscripts addressing all aspects of mental health, use of alcohol, tobacco and other psychoactive drugs under various approaches (psychosocial and neuroscience). Contributions by researchers from different knowledge areas whose research object refers to the contents presented are accepted. The categories accepted for publication in the journal are as follows: original articles, review articles and letters to the editor.

The journal publishes scientific texts published in national and international Preprint repositories, recognized by the academic community. The notification that the text is a Preprint must be included in the Cover Letter to the Editor (download), accompanied by the DOI (Digital Object Identifier) and the name of the server where it is deposited. The journal also publishes texts whose contents (data, program codes and other materials) are made available in repositories recognized by the academic community, strongly encouraging such deposit.

It follows the open access policy, of the Gold Open Access type, and its articles are available for full access, free of charge. At the Editorial Board's discretion, thematic calls may be published.

The journal is standardized following the guidelines of the “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” document (Vancouver Style, available at http://www.icmje.org/) and adopts the recommendations of the Committee on Publication Ethics (COPE) (http://publicationethics.org) and its core practices (https://publicationethics.org/core-practices).

The journal accepts the submission of manuscripts that are partial results of the same research, depending on the theme and coverage, as long as the authors declare in the Cover Letter that the study is part of a larger research project. It receives for consideration scientific texts whose data collection has been carried out up to 5 years ago, depending on the theme and type of study, at the Editorial Board's discretion.

Manuscripts must be exclusively intended for SMAD, and their simultaneous submission to another journal, either in full or in part, is not allowed. Reproduction is permitted, as long as the source is acknowledged, respecting the license terms of the original material.

**Declaration of conflict of interest:** the authors must inform in the Cover Letter any potential conflict of interest when submitting their text to the journal.

The concepts and opinions issued are sole responsibility of the author(s), and do not necessarily reflect the opinion of SMAD and/or of its editorial board.
2. General instructions

2.1. Authorship

The concept of authorship adopted by SMAD is based on the substantial contribution by each of the individuals listed as authors with regard, above all, to the conception and design of the research, data acquisition, data analysis and interpretation, statistical analysis, funding acquisition, writing of the manuscript, and critical review of the manuscript in terms of important intellectual content. The maximum number of authors allowed is 10. Exceptions will be examined by the Editorial Board, upon justifications presented by the authors in the Cover Letter.

Each author's contribution must be explained in the Statement of Responsibility, Copyright Transfer and Authorship Contribution, signed by all authors (including digitally), and sent to SMAD upon submission of the manuscript. Contributions that do not meet the authorship criteria must appear in the Acknowledgments section.

The scientific texts must be submitted through the Open Journal System (OJS) (https://www.revistas.usp.br/smad/about/submissions), in Portuguese, English or Spanish, if necessary accompanied by a copy of approval by an Ethics Committee for Research with Human Beings or Animals, according to the type of research and following the current ethical regulations.

2.2. Clinical Trials Registration

SMAD supports the World Health Organization (WHO) and the International Committee of Medical Journal Editors (ICMJE) policies for the registration of clinical trials and follows the recommendations of the Latin American and Caribbean Center on Health Science Information (BIREME)/Pan American Health Organization (PAHO)/WHO for Clinical Trials Registration, recognizing the importance of these initiatives for the international registration and dissemination of information about clinical trials, in open access, thus requiring the presentation of the clinical trial identification number, registered in a stage prior to the study data collection (prospective registration), in one of the Clinical Trials Registration entities described below:

- Australian New Zealand Clinical Trials Registry (ANZCTR);
- ClinicalTrials.gov;
- International Standard Randomised Controlled Trial Number (ISRCTN);
- Nederlands Trial Register (NTR);
- UMIN Clinical Trials Registry (UMIN-CTR);
- WHO International Clinical Trials Registry Platform (ICTRP);
2.3. Copyright

The authors must assign the copyright of the text submitted to SMAD, through the Statement of Responsibility, Copyright Transfer and Authorship Contribution (download), signed by all the authors (digital signatures are accepted).

For the use of the article in open access, SMAD adopts the Creative Commons License – CC-BY License (https://creativecommons.org/licenses/). This license allows the distribution, remixing, adaptation and creation from your article, even for commercial purposes, as long as due credit for the original creation is given to the author and publication credits to SMAD. The Creative Commons License is recommended to maximize the dissemination and use of licensed materials.

In addition to that, the authors must guarantee the copyright of materials of a graphic nature (figures: charts, graphs, drawings, diagrams, flowcharts, photographs, etc.) and audiovisual materials used in the texts and which have not been prepared and/or produced by the authors themselves.

2.4. Plagiarism

Academic plagiarism is configured when the author reiterates ideas, concepts or phrases by another author (who formulated and published them), whether from books, articles or the Internet, without giving due credit and without citing them as a source of research (booklet on academic plagiarism, available at http://www.noticias.uff.br/arquivos/cartilha-sobre-plagio-academico.pdf).

"It is an illegal practice to appropriate the work of third parties without authorization and without proper reference." OAB/Ceará National Commission for Institutional and Sectional Relationships (No. 2010.19.07379-01) approved in 2010 by the Federal Council of Ordem dos Advogados do Brasil (Brazilian Order of Attorneys). All infringements, regardless of ethical or legal issues, are forms of “intellectual dishonesty”.

Intentional or unintentional copying of other's words characterizes plagiarism, including the author's own copy (self-plagiarism). Articles already published in journals and sent to others with minor adjustments incur in self-plagiarism. The use of textual portions from the first article without quotation marks for use in a second article also characterizes plagiarism.

SMAD adopts procedures to curb the practice of plagiarism, with the objective of informing the authors about the acceptable practices, defining a quality standard for the publication of peer-reviewed articles. If plagiarism is detected according to the mechanisms used by the Journal, the authors will be notified. If there is no adequacy, the article will be rejected and the institution of the authors notified about the infringement.
The authors are strongly recommended to submit their papers to a similarity detection tool before submitting them to SMAD. The authors must inform in the Cover Letter the tool used and present the similarity report generated, attaching the referred file to the submission system, in the “others” category.

2.5. Funding sources

The authors must declare on the Title Page all sources of funding or institutional support (public or private) for carrying out the study. In case there is no support, this information must also be declared.

2.6. Responsible author registration

- **Name(s) and surname(s):** the author must follow the format by which their name is already indexed in the databases and include the ORCID registration number.

- **Correspondence:** it must include the full name and address for correspondence.

- **Institution:** up to three institutional affiliation hierarchies can be included, for example, “University, College and Department”. This information must also appear identically on the Title Page (download). Example: *Universidade de São Paulo, Escola de Enfermagem de Ribeirão Preto, Departamento de Enfermagem, Ribeirão Preto, SP, Brazil.*

It is mandatory for all authors and co-authors to link their ORCID (Open Researcher and Contributor ID) record to their account in the OJS system. In addition to that, it is necessary that they inform such registration in the Statement of Responsibility, Copyright Transfer and Authorship Contribution and on the Title Page. Authors without ORCID registration will not be accepted.

2.7. Categories of articles accepted for publication

**Original Articles:** contributions aimed at disseminating original and unpublished research results, which may be replicated and/or generalized. Discursive formulations of theories or research methods of a quantitative and/or qualitative nature are also considered original articles.

**Review Articles:** critical, comprehensive and systematized evaluative studies, original and recent research results. They aim at stimulating discussion and at introducing debate on relevant and innovative aspects. They present the review method, the detailed search
process and the criteria used for the selection and classification of the primary studies included. They must be supported by scientific excellence standards and answer the question of relevance to nursing and/or other health areas. Among the methods are the following: meta-analysis, meta-synthesis, scoping review, mapping review, overview, systematic review and integrative review, among others.

**Letters to the Editor:** they include letters aimed at discussing recent articles published by the journal or at reporting original research studies or significant scientific findings.

### 2.8. Errata

Correction requests must be sent within 30 days after publication of the articles and will be analyzed on a case-by-case basis by the SMAD editorial team.

### 2.9. File storage policy

SMAD uses the LOCKSS system to create a file system distributed across the participating libraries and allows them to create permanent journal files for preservation and restoration. [Find out more](#).

### 2.10. Judgment process

The peer review system is used, omitting the names of the consultants and authors. The scientific texts are evaluated by ad hoc consultants and then appreciated by the associate editors. Subsequently, they are forwarded for decision by the chief scientific editor, and may be accepted, reformulated or refused.

### 2.11. Publishing costs

#### 2.11.1. Publishing fee

Submitting the text to SMAD does not represent any cost to the authors. After accepting the article for publication, the authors must pay the publication fee, which is R$ 300.00. Proof of payment must be submitted by email to smad@eerp.usp.br, in PDF format, with current payment date and legible information.

The values may be adjusted annually, with prior disclosure on the SMAD website ([https://www.revistas.usp.br/smad](https://www.revistas.usp.br/smad)).

**Payment method:** deposit or bank transfer
2.11.2. Review and translation costs

The authors will have to assume responsibility for the costs related to the grammatical review of the article in its submission language and of the translations into the other languages of publication indicated by the journal, according to the following guidelines:

2.11.3. Grammatical review

Grammatical review is requested from the authors before final approval of the article and must be carried out by a company accredited by the Journal. The cost of the review is the authors’ responsibility. It is mandatory to send, along with the reviewed text, the certification issued by the accredited company. This certificate must be attached to the OJS system, in the specific field (“others”).

The authors must check the text before sending the reviewed version to the Journal. If there are inadequacies, only one opportunity for correction will be allowed.

2.11.4. Translations

The translations are requested from the authors after final approval of the scientific text, which must be translated into another language, different from the one in the submission. To guarantee the quality of the translations, only those accompanied by the translation certificate(s) issued by one of the companies accredited by SMAD will be accepted.

The authors are required to carefully check the versions of their articles before submitting them to SMAD for publication, specifying in a statement that they made such verification and found no divergences between them (including missing words, missing paragraphs and mixed languages in translations, among others).

2.12. Documents for submission

In addition to the scientific text file in .doc or .docx format, the following documents must also be attached to the submission system:
• **Cover Letter** (mandatory): fill in, save in PDF format and attach to the OJS System during submission. Click [here](#) to download.

• **Title Page** (mandatory): fill in, save in .doc or .docx (Microsoft Word) format and attach to the OJS System during submission. Click [here](#) to download.

• **Statement of Responsibility, Copyright Transfer and Authorship Contribution** (mandatory): fill in, sign (physically or digitally), scan/save in PDF format and attach to the OJS system during submission. Click [here](#) to download.

• **Approval by the Research Ethics Committee (research involving humans or animals)** (mandatory for research studies involving humans, directly or indirectly, and/or animals): scan the document in PDF format and attach it to the OJS system during submission.

**Note:** Depending on the type of study, other documents will have to be presented.

3. **Preparation of the scientific text (manuscript)**

   3.1. **Guidelines for text presentation**

   To improve the quality and transparency of the research studies in health, the texts must follow the guidelines of the Equator Network guides ([https://www.equator-network.org/](https://www.equator-network.org/)), according to the type of study:

   - For all types of quality improvement studies, consult the Revised Standards for Quality Improvement Reporting Excellence guide (SQUIRE 2.0 - [checklist](#));
   - For randomized clinical trials, use the CONSORT guide ([checklist and flowchart](#));
   - For systematic reviews and meta-analysis, use the PRISMA guide ([checklist and flowchart](#));
   - For other types of review (meta-synthesis, scoping review, mapping review, overview and integrative review, among others), use the PRISMA guide extensions, available at [http://www.prisma-statement.org/Extensions/](http://www.prisma-statement.org/Extensions/);
   - For observational studies in epidemiology, consult the STROBE guide ([checklist](#));
   - For qualitative studies, the COREQ ([checklist](#)) guide is recommended.
Important: in relation to the CONSORT Guide (clinical trials), we reiterate the mandatory prospective registration of the clinical trials in one of the entities mentioned in topic 2.2 of this document.

3.2. Structure

The text must contain the following structure: title, abstract, descriptors in Portuguese, descriptors in English, descriptors in Spanish, introduction, method, results, discussion, conclusion and references. The names of the Introduction, Methodology, Results, Discussion, Conclusion and References sections must be presented in bold, with uppercase only in the first letter (Example: Results).

The acknowledgments must be included only on the Title Page (download).

3.3. Format

Original and Review Articles must contain up to 5,000 words, with no limit on the number of references; Letters to the Editor must contain up to 500 words and a maximum of five references. Abstracts, tables, figures and references will not be considered in the word count.

The scientific text must be submitted in accordance with the following instructions:

- File in .doc or .docx (Microsoft Word) format.
- A4 paper size (21 cm x 29.7 cm or 8.27” x 11.7”), with 2.5 cm (1”) top, bottom and side margins.
- Times New Roman font, size 12 (all text, including tables).
- Double spacing between lines from the title to the references, with exception of the tables, which must be single-spaced.
- Use italics to highlight terms in the text.

Words in bold, underlined, uppercase or Microsoft Word bullets are not allowed in the text.

3.4. Title

The title must be concise and informative, in the language in which the scientific text is submitted, with up to 15 words and in bold. The use of capital letters, acronyms, abbreviations and geographic location of the research will not be allowed.

3.5. Abstracts
Abstracts must be structured in: **Objective, Methodology, Results** and **Conclusion**. They must be written in a single paragraph, with up to 200 words, in the language in which the text is submitted, double-spaced between the lines and in Times New Roman font, size 12. Author citations, place and year of data collection, and acronyms must not be presented. The **Objective** must be clear, concise and described in the infinitive tense. The **Methodology** must contain the type of study, sample, variables, instruments used in the research and the type of analysis. The **Results** must be concise, informative and present the main results described and quantified, including the participants' characteristics and final data analysis. The **Conclusion** must strictly respond to the objective, expressing the considerations about the theoretical or practical implications of the study and its main contributions to the advancement of scientific knowledge.

**Clinical Trials** must present the clinical trial registration number at the end of the abstracts. The number of this registration will not be computed in the number of words in the abstracts.

### 3.6. Descriptors

The descriptors in Portuguese, English and Spanish must be selected from the list of Medical Subject Headings (MeSH) or vocabulary of the Descriptors in Health Sciences (Descritores em Ciências da Saúde, DeCS). **Four to six descriptors** must be included, separated from each other by a semicolon. The first letter of each word in the descriptor must be in uppercase, except for articles and prepositions.

### 3.7. Introduction

It must be brief, clearly defining the problem under study, justifying its importance and the knowledge gaps. Include up-to-date references (from the last five years, whenever possible) and with national and international scope. Describe the study hypotheses, where applicable, and the objective at the end of this section. **The objective must be identical in the abstract and at the end of the introduction.**

The acronyms must be described in full the first time they appear in the text and accompanied by their abbreviation.

### 3.8. Methodology

Subdivide the section into topics: Study type or design; Place or Scenario in which data collection took place (city, abbreviation of the state and country); Period; Population; Selection criteria; Sample definition, if applicable, or Participants; Study variables; Instruments used to collect the information; Data collection; Data treatment and analysis, and
3.9. Results

Describe the results found, without including interpretations, comments or comparisons. The text must not repeat what is described in the tables and figures.

3.10. Discussion

It must be restricted to the results obtained and achieved. Emphasize new and important aspects of the study. Discuss the agreements and divergences with other research studies with scientific evidence, published in national and international journals. At the end of this topic, present any limitations and implications of the study for the advancement of scientific knowledge in the field of mental health, psychiatry and related sciences.

3.11. Conclusion

Respond to the study objectives in a clear, direct and objective manner, restricted to the data found, without citing references.

4. Tables and Figures

The scientific text must contain a maximum of five tables and/or figures.

The tables must contain an informative, clear and complete title, located above their content, indicating what is intended to be shown. The title must contain the following information: study participants, variables, place (city, abbreviation of the state, country) and year of data collection. The period after the table title description must not be included. The “n” should be included immediately after the study participants.

4.1. Formatting of the tables

The tables must be prepared using the Microsoft Word table tool, in Times New Roman size 12, with single spacing between lines. The data must be separated by means of lines and columns so that each data is in a cell. The tables must not contain empty cells and each column must be identified. Internal lines must be inserted only below and above the header and in the last line of the tables.

4.2. Mention and insertion of tables in the text
All tables and figures must be mentioned in the scientific text and inserted immediately after the first mention. Example: “...according to Table 1...”.

4.3. Header and information source of the tables for secondary data

The header must be in bold. The information source for secondary data should be mentioned in a footnote, in the tables themselves.

4.4. Footnotes to tables

Footnotes to tables must be restricted to the minimum necessary. These notes should be indicated by the following sequential symbols: *, †, ‡, §, || and ‖, which should be presented both inside the table and in its footnote.

4.5. Acronyms

The use of acronyms must be restricted to the minimum necessary. The acronyms included in the tables and/or figures must be presented in full in a footnote, using the following sequential symbols: *, †, ‡, §, || and ‖, without the use of a period.

Example: *CG = Control Group; †IG = Intervention Group

The sequential symbols must be restarted for each table and/or figure, presented from the title/header, table/figure body and footnote, in a zigzag reading system (from left to right, from top to bottom).

When there is a need to use more than six indications in the same table and/or figure, sequential duplicated symbols must be used after the initial six symbols. If there is a need to use more symbols, follow the same logic, that is, use tripled, quadrupled, etc. symbols, as shown in the following example: *, †, ‡, §, ||, ‖, **, ††, ‡‡, §§, |||, ‖‖, †††, ‡‡‡, §§§, ||||, ...

4.6. Monetary values

They must be presented in United States Dollars (USD) or in minimum wages in the research country at the time of data collection.

If presented in dollars (USD), the dollar quotation and the quotation date must be informed in a footnote.

Example: *US Dollar Quotation = BRL 4.6693 on 03/10/2020

If presented in minimum wages, the value, year and country of the research referring to the minimum wage must be informed in a footnote.

Example: *Current Minimum Wage = R$ 1,045.00, Brazil, 2020
4.7. Not allowed formatting

Line breaks using the ENTER key, indents using the TAB key, spaces to separate data, uppercase, underline, Microsoft Word bullets, colors in cells and tables with more than one page will not be allowed. Tables with only one or two lines should be converted to text.

5. Figures

The following are considered figures: charts, graphs, drawings, diagrams, flowcharts and photographs. All these items must be named only as “Figure” in the scientific text (Example: Figure 1, Figure 2, etc.).

The title of the figure must be located directly below the figure. If there is a footnote, the title will appear immediately below.

The figures must be in high resolution, with a minimum of 900 DPI (Dots Per Inch) and editable, whenever possible.

5.1. Figures: Charts

Charts must contain textual and non-numerical data, be closed on the sides and with internal lines. When built with the Microsoft Word table tool, they may have the maximum size of one page and not only 16x10 cm, as the other figures. The insertion of charts, when extracted from other publications, requires indication of the source in a footnote.

5.2. Figures: Graphs

Graphs must be legible and clear, with a maximum size of 16x10 cm. If you choose to use colors, use light tones. Several graphs in a single figure will only be accepted if the joint presentation is indispensable for the interpretation of the figure.

5.3. Figures: Drawings, diagrams and flowcharts

The drawings, diagrams and flowcharts must be built with adequate tools, preferably with the intervention of a graphic arts professional. They must be easy to understand, legible and with a maximum size of 16x10 cm.

Inserted drawings, diagrams and flowcharts, when extracted from other publications, require indication of the source in a footnote to the figure.

5.4. Figures: Photographs
The photographs must be clear, in high resolution and with a maximum size of 16x10 cm. If they contain images of people, they must be treated so that there is no possibility of identification.

5.5. Footnotes to figures

Footnotes to figures must be restricted to the minimum necessary; they should be indicated by the following sequential symbols: *, †, ‡, §, ‖ and ‡, which should be presented both inside the figure and in the footnote.

6. Testimonials from study participants

Testimonials must be presented in italics, Times New Roman, size 10, without quotation marks and following the text. It is mandatory to identify the participant by means of a code or fictitious name in each statement cited in the manuscript, in between parentheses, without italics, and at the end of the statement.

7. Footnotes in the text

Footnotes must be indicated by the asterisk graphic sign, beginning with each page and restricted to a maximum of three per page.

Use the following sequence: *, **, ***.

8. Formatting of the citations

8.1. Citations of references in the text

Enumerated consecutively, in superscript Arabic numerals and in between parentheses, without mentioning the names of the authors (except those that constitute a theoretical or methodological framework). When they are sequential, indicate the first and last number, separated by a hyphen. Example: (1-4), when interspersed, they must be separated by a comma. Example: (1-2,4).

There must be no space between the numerical citation and the word that precedes it. Example: ...*Candida albicans*(3-6,16,21).

The indication of the consulted page of the reference cited in the article must not be mentioned.

8.2. "Ipsis litteris" reference citations
These citations must be presented in between quotation marks, without italics, in Times New Roman, size 12, and following the text.

9. References

SMAD adopts references in accordance with the Vancouver Style (https://www.nlm.nih.gov/bsd/uniform_requirements.html).

There is no maximum limit on the number of references, as long as they are relevant to the text and include an access link for investigation. The authors must follow a proportionality of at least 80% of articles from journals indexed in international databases and from the last five years. Links to the inquiry must have up-to-date access dates.

The references cited must be in English whenever available. The Digital Object Identifier (DOI) and/or the access link must be inserted at the end of all the references cited in the article.

Important: considering that the citation of authors and journals in the databases is directly related to the accuracy of the references reported in the published articles, the authors are asked to pay special attention to this item, and they are responsible for the veracity and accuracy of these references in accordance with the style adopted by the journal.

Titles of national (Brazilian) journals must be abbreviated according to the IBICT's National Collective Catalog of Serial Publications (Catálogo Coletivo Nacional de Publicações Seriadas, CCN).

Titles of international journals must be abbreviated according to the Catalog of the National Library of Medicine (NLM).

9.1. Reference models:

Journal article:

Journal article with more than six authors:
**Article in press:**

**Book:**

**Book chapter:**

**Internet documents (institutional):**

**Institution as author:**