

# Instructions to the authors

## 1. EDITORIAL POLICY

**REBEn** is a peer-reviewed open access journal that has the mission of disseminating nursing and health sciences.

**REBEn** accepts manuscripts in Portuguese, English, and Spanish. It is published only in electronic and streaming. Content published on **REBEn** is under license from Creative Commons ([CC-BY](#)) Attribution 4.0 International.

Upon acceptance, manuscripts written in Portuguese or Spanish must be translated into English.

Manuscripts should be intended exclusively for **REBEn**, and their simultaneous submission to another journal(s) is not permitted.

**REBEn** has a consolidated digital preservation policy together with SciELO

**REBEn** endorses open science practices consisting of transparent and accessible knowledge that is shared and developed through collaborative work networks ([FOSTER Open Science Definition](#)).

Given this definition and aiming to increase the rigor, responsibility and reproducibility of research in favor of transparency, quality, and speed, according to the [TOP \(Transparency and Openness Promotion\)](#) recommendations, **REBEn** accepts manuscripts from preprint servers for peer review process.

### 1.1 Declaration on Ethics and Integrity in Research

**REBEn** supports the recommendations for conducting, reporting, editing, and publishing scholarly work in medical journals (Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals) of the International Committee of Medical Journal Editors ([International Committee of Medical Journal Editors](#)). These recommendations, relating to integrity and ethical standards in conduct and research reporting, are available at URL [http://www.icmje.org/urm\\_main.html](http://www.icmje.org/urm_main.html).

### 1.2 Cases that require corrections, retractions and editorial expressions of concern

**REBEn** adopts the recommendations of the codes of ethical conduct in publication of the Committee on Publication Ethics ([COPE](#)).

It also adopts the Ithenticate system for similarity identification. Practices that harm scientific integrity, such as plagiarism, self-plagiarism, data fabrication, redundant publication and undisclosed conflicts of interest, can be identified during the review process or even after publication.

Once identified, they will be taken for evaluation by members of the Editorial Board and will follow the flowchart provided by [COPE](#) so that a proper decision can be taken, such as: embargo, suspension of publishing in the journal for a period determined by the Editorial Board, publication of a letter of concern or retraction of the published manuscript, highlighting the reason(s) for retraction.

Authors will be immediately informed of all stages of this process, as well as the final decision.

REBEn encourages the submission of letters to the editor, where readers can present their criticisms and/or request clarification of any doubts raised by an article recently published in the journal.

### **1.3 Conflict of Interest**

**REBEn** requires that all authors of the manuscript declare any potential sources of conflicts of interest. Any interest or relationship, financial or otherwise, or personal, religious or political beliefs that may be perceived as influencing an author's objectivity are considered a potential source of conflict of interest. Potential sources of conflict of interest include, but are not limited to: patent or ownership of shares, membership in a company's board of directors, membership in a company's advisory board or committee, and consulting or receiving a speaker's fee. company. The existence of a conflict of interest does not prevent publication. If the authors have no conflict of interest to declare, they must declare it when submitting the manuscript in the Letter to the Editor. It is the responsibility of the corresponding author to review this policy with all the authors, and collectively disclose with the submission **ALL** the commercial and other pertinent relationships.

**The conflict of interest declaration must be informed at the time of submission of the manuscript by the ScholarOne system.**

### **1.4 Aprovall of the Research Ethics Council for studies involving humans or animals**

**REBEn** considers condition sine qua non for publication that the submitted manuscripts have complied with the ethical-legal guidelines that involve the elaboration of academic and/or technical-scientific works and research with humans or animals.

In the case of research involving human beings, and in compliance with [CNS Resolution 466/2012](#) the Brazilian author (s) must mention in the manuscript the approval of the project by the Ethics Committee recognized by the Brazilian National Research Ethics Committee of the Brazilian National Health Council (CONEP (Comissão Nacional de Ética em Pesquisa)-CNS (Conselho Nacional de Saúde)), or by an equivalent body, when the research has been carried out in another country.

In experimental research involving animals, Law 11,794, of October 8, 2008, which regulates item VII of paragraph 1 of Article 225 of the Federal Constitution, establishing procedures for the scientific use of animals, and the rules established in Guide for the Care and Use of Laboratory Animals (Institute of Laboratory Animal Resources, National Academy of Sciences, Washington, DC, USA), 1996, and the Ethical Principles

in Animal Experimentation of the Brazilian College of Animal Experimentation ([COBEA - Colégio Brasileiro de Experimentação Animal](#)), 1991. This information must be included in the method according to the ARRIVE recommendation.

In the **METHODS** section, indicate whether the research that gave rise to your manuscript was submitted for consideration by the Research Ethics Committee in your country, or provide the justification in case of exemption in the following form:

“The study was conducted in accordance with national and international ethics guidelines and approved by the Research Ethics Council or Committee of [INSTITUTION NAME], whose opinion is attached to this submission. OR

“Ethical review and approval was waived for this study, due to REASON (please provide a detailed rationale).”

#### **Declaration of Informed Consent:**

Any research article describing a study involving human subjects must contain this statement under **METHODS**.

“Informed consent was obtained from all subjects involved in the study through [WRITTEN, ONLINE; BETWEEN OTHERS]”. OR “Patient consent was waived for REASON (please provide detailed justification).” OR “Not applicable” for studies that do not involve humans.

If deemed necessary, editors may request further information.

#### **1.5 Use of Artificial Intelligence:**

Authors should disclose in their manuscript the use of AI and AI-assisted technologies in the writing process by following the instructions below. A statement will appear on the published work. Please note that the authors are responsible for the content of the work.

##### **Dissemination instructions**

Authors must disclose the use of generative AI and AI-assisted technologies in the writing process by adding a statement under the **METHODS** of their manuscript in the main manuscript file. The statement should be placed in a new section titled 'Statement of Generative AI and AI-Assisted Technologies in the Writing Process'.

**Disclaimer:** During the preparation of this work, the author(s) used [TOOL/SERVICE NAME] for [REASON]. After using this tool/service, the author(s) have revised and edited the content as necessary and have taken full responsibility for the content of the post.

**This statement does not apply to the use of basic tools for checking grammar, spelling, references, etc. If there is nothing to disclose, there is no need to add a declaration.**

## 2. MANUSCRIPT CATEGORIES

**REBEn** considers for publication only articles that meet the quality standards established by the guidelines for health research production - [Enhancing the Quality and Transparency of Health Research Network \(EQUATOR\)](#). It is mandatory to indicate in the study design method which Equator instrument was used to guide the research (<https://www.equator-network.org/toolkits/selecting-the-appropriate-reporting-guideline/>, <https://clinical-trials.ai>, <https://doi.org/10.1136/bmj.m3164>[1], <https://doi.org/10.1136/bmj.m3210>[2], <https://doi.org/10.1136/bmj.m3505>[3] and systematic reviews must follow the guidelines updated in the [PRISMA guideline](#)[4]. Failure to comply with this rule will lead to the manuscript being archived.

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[1] Liu X, Rivera S C, Moher D, Calvert M J, Denniston A K. Reporting guidelines for clinical trial reports for interventions involving artificial intelligence: the CONSORT-AI Extension BMJ 2020; 370 :m3164. <https://doi.org/10.1136/bmj.m3164>

[2] Rivera S C, Liu X, Chan A, Denniston A K, Calvert M J. Guidelines for clinical trial protocols for interventions involving artificial intelligence: the SPIRIT-AI Extension BMJ 2020; 370 :m3210. <https://doi.org/10.1136/bmj.m3210>

[3] Wynants L, Smits L J M, Van Calster B. Demystifying AI in healthcare BMJ 2020; 370 :m3505. <https://doi.org/10.1136/bmj.m3505>

[4] Page MJ, McKenzie JE, Bossuyt PM, Boutron I, Hoffmann TC, Mulrow CD, et al. The PRISMA 2020 statement: an updated guideline for reporting systematic reviews. BMJ. 2021;372(71). <https://doi.org/10.1136/bmj.n71>

### Types of articles considered:

- **Editorial:** text on a subject of interest for the historical moment or the production of knowledge with repercussions for nursing and health. It can contain up to **two (2) pages**, including up to **four references**, if any.
- **Original articles:** studies that add new information to nursing and health. Included in this category are randomized clinical trials, case-control studies, cohort, prevalence, incidence, accuracy studies, case studies and qualitative studies. Original articles must contain a maximum of **fifteen (15) pages**, including abstracts, **50 references and up to eight authors**.
- **Review:** uses systematic methods and explicit criteria to identify, select and critically assess relevant research, and to collect and analyze data from studies included in the review. Included in this category are systematic review with and without meta- or meta-synthesis and scoping review. Reviews should contain a maximum of **twenty (20) pages**, including abstracts, **50 references and up to six authors**.

- **Reflection:** in-depth discursive formulation, focusing on a concept or theoretical construct of nursing or a related area; or discussion on a specific topic, establishing analogies, presenting and analyzing different points of view, theoretical or practical. It must contain a maximum of **ten (10) pages**, including abstracts, **ten references and up to four authors**.
- **Experience Report, Update and/or Technological Innovation:** study describing practical situations and/or **technological innovation** (teaching, assistance, research or management), intervention strategies and assessment of their effectiveness, of interest for professional performance. It should contain a maximum of **ten (10) pages**, including abstracts, ten references and up to **four authors**.
- **Letter to the Editor:** maximum of **one page**.
- **Author's answer:** maximum of **250 words**.

#### Manuscript Categories - Checklist

Category	Manuscript (number of pages)	Authors (n.)	References (n.)
Original Articles	15	8	50
Review	20	6	50
Reflection	10	4	10
Experience Report, Update and/or Technological Innovation	10	4	10
Letter to the Editor	1	-	-
Editorial	2	-	4

### 2.1 Record of Clinical Studies, Systematic Reviews and other Reviews

- **REBEn** supports the World Health Organization (WHO) and ICMJE clinical trial registration policies, recognizing the importance of these initiatives for registration and international dissemination of information on open access clinical studies. Thus, only articles of clinical research that have received an identification number in one of the Clinical Trial Records validated by the criteria established by WHO and ICMJE will be accepted for publication (Brazilian Registry of Clinical Trials - REBEC (<http://www.ensaiosclnicos.gov.br/> or <http://apps.who.int/trialsearch/default.aspx>). The registration identification number must be entered in the “Methods” section”.
- Randomized studies must follow the [CONSORT](#) guidelines. This statement provides an evidence-based approach to improve the quality of clinical trial reports. All manuscripts describing a clinical study must include the Flow Diagram **CONSORT** showing the number of participants in each intervention group, as well as a detailed description of how many patients were excluded at each step of the data analysis. All clinical tests must be registered and made

available on an open access website. The protocol of the clinical assay (including the analysis plan complete statistics) must together be directed with the manuscript (<https://trialsjournal.biomedcentral.com/articles/10.1186/1745-6215-11-9>).

- **REBEn** encourages the registration of observational studies, such as cohort and case control on the [REBEC Platforms](#) - or similar with the [Clinical Trial](#). For more information visit: <https://www.thelancet.com/journals/lancet/article/PIIS0140-6736%2810%2960148-1/fulltext>
- Systematic reviews must follow the PRISMA protocol (<http://www.prisma-statement.org/Protocols/>) and must provide the protocol registration number in the PROSPERO database (<https://www.crd.york.ac.uk/prospERO/>).
- Articles presenting clinical studies or systematic reviews without registration protocols will be readily rejected without peer review.
- Scoping reviews should follow the guidelines (<http://www.prisma-statement.org/Extensions/ScopingReviews>) encouraging protocols to be made available in free and open repositories, such as [OSF – Open Science Framework](#).

## 2.2 Research Data

**REBEn** encourages the deposit and sharing of research data that support the publication of the article. Research data refers to the results of observations or experiments that validate the research results. To enable data reproducibility and reuse, **REBEn** recommends that starting in 2021 and mandatory starting in 2022, the deposit and sharing of the research project, partial research reports, software, codes, models, algorithms, protocols, procedures information, workflow methodologies, field notebooks, diaries, questionnaires, audio or video tapes, methods and other useful materials related to the project in a public data repository.

Data Repository is a database where digital content and resources are stored that can be searched and retrieved for later use. There is a variety of Brazilian repositories in which it is possible to deposit research data. An example is [SCIELO Data](#). The universities of the state of São Paulo (USP, UNIFESP, UNICAMP, ITA, among others) have developed a metasearch engine in which it is possible to perform a search in a diversity of data repositories: <https://metabuscador.uspdigital.usp.br/>. To find the most appropriate repository, as well as information on how to deposit, share and use research data and other relevant materials, see: <https://www.re3data.org/> and <https://fairsharing.org>.

For manuscript authors who are sharing their data, **REBEn** encourages to cite and link them in the manuscript, in the chapter AVAILABILITY OF DATA AND MATERIAL, AFTER THE CONCLUSION OR FINAL CONSIDERATIONS AND BEFORE the References section.

## 2.3 Preprint publication acceptance

**REBEn** accepts manuscripts that were previously deposited on a non-commercial preprint server, as long as they have not been subjected to peer review in another journal simultaneously.

Preprint consists of a complete version of the scientific article that has not yet been peer-reviewed. Preprints operate independently of the journal and the publication of a preprint does not affect the peer review process.

The author responsible for the submission must inform whether the manuscript is deposited in a preprint server and must provide the corresponding DOI. The manuscript must obey a license that allows sharing the material in any medium or format ([Creative Commons - CC-BY](#)).

Examples of national servers are [SciELO Preprint](#) - Emerging Researcher Information ([EmerI](#)) and international [Medrxiv](#).

**REBEn** recommends filling out the [Open Science Compliance Form](#), which must be submitted as a supplementary file to the manuscript and which will be accessible to reviewers.

## 2.4 Authorship Responsibilities

Authorship confers credit and has important academic, social and financial implications. Authorship implies responsibility for the published work. For all authors who have made intellectual and substantial contributions to the manuscript, **REBEn** requires that each author specify their contributions to the work. The corresponding author or author who sent the work will indicate, during the submission process, the guarantee and accuracy of the integrity of all data reported in the manuscript ([Declaration Model](#) – **forward as supplementary file**).

**REBEn** follows the ICMJE recommendations, which is based on the criteria described below:

- conception or design of the study/research;
- data analysis and/or interpretation;
- final review with critical and intellectual participation in the manuscript.

All collaborators who do not meet the criteria for authorship should be listed in the **Acknowledgments** section, as well as financial support from funding agencies.

For manuscripts previously published on preprints servers, it is advisable to keep the same authors, based on the criteria already described.

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<sup>1</sup> Page MJ, McKenzie JE, Bossuyt PM, Boutron I, Hoffmann TC, Mulrow CD, et al. The PRISMA 2020 statement: an updated guideline for reporting systematic reviews. *BMJ*. 2021;372(71). <https://doi.org/10.1136/bmj.n71>

## 3. MANUSCRIPT PREPARATION



The **manuscripts will only be accepted** for assessment if they are strictly in accordance with the model available in the Templates and prepared as follows:

*Microsoft Office Word* file, with mandatory configuration of pages on A4 paper (210x297mm) and 2 cm margins on all sides, Times New Roman font size 12, 1.5 spacing between lines, paragraphs with 1.25 indentation cm.

### 3.1 Title Page ([Template 1](#))

- **Article title:** up to 15 words, maximum, in the language of the manuscript. It is recommended that the title be composed using at least 3 descriptors;
- **Authorship:** full name of the authors. Each author's affiliation must contain the information: university, city, country and ORCID (all authors must have the [ORCID identifier - Open Researcher and Contributor ID](#));
  - A corresponding author must add an email address and a photo.
- **Abstract:** abstract limited to 150 words in the same language as the manuscript. It should be structured in Objective, Methods, Results and Conclusions or Final Considerations;
- **Descriptors:** should be inserted just below the abstract. Include five descriptors in the three languages (Portuguese, English, and Spanish). Descriptors in Portuguese and Spanish must be extracted from [DeCS](#) and in English from MeSH (<http://www.ncbi.nlm.nih.gov/mesh> or <http://meshb.nlm.nih.gov/MeSHonDemand>);
- **Funding and Acknowledgment:** Inform the funding institution. Acknowledgments are optional for participants who are not considered authors.

### 3.2 Text structure

Abbreviations should **not** be used in the title and subtitles of the manuscript and in the abstract. For tables and figures with abbreviations, it is mandatory to insert a footnote to the table or figure. In the text, use only standard abbreviations. In the first citation, the abbreviation is shown in parentheses after the full term.

- Italics will be applied only to highlight terms or expressions relevant to the object of the study, and
- In citations from authors, *ipsis litteris*:
  - With up to three lines, use quotation marks and insert them in the normal text sequence;
  - In the case of statements by deponents or research subjects, highlight them in a new paragraph, without quotation marks, Times New Roman font size 11, single spacing between lines and indentation of 3 cm from the left margin.
- In citations from authors, *ipsis litteris*, with more than three lines, highlight them in a new paragraph, without citation, Times New Roman font size 11, single spacing between lines, without italics and indentation of 3 cm from the left margin.
- Citations of authors in the text must be numbered consecutively, in the order in which they are first mentioned in the text;



- Arabic numbers should be used, in parentheses and superscripts, with no space between the citation number and the previous word, preceding the punctuation of the sentence or paragraph [E.g., care(5)].
- In the case of sequential citations, the numbers will be separated by a dash [E.g., care(1-5).], when merged, separated by commas [E.g., care(1,3,5).].
- Footnotes must be restricted to the minimum necessary.
- Appendices and attachments will be disregarded.

### 3.3 Main Document ([Template 2](#))

The main document, **without identifying the authors**, must contain:

- **Article title:** up to 15 words, maximum, in the language of the manuscript. Create your title using at least 3 descriptors;
- **Abstract and descriptors:** abstract limited to **150 words in the same language as the manuscript**. It should be structured (Objective, Methods, Results and Conclusions or Final Considerations).
- **Descriptors:** they should be inserted just below the summary. Include five descriptors in the three languages (Portuguese, English and Spanish). For descriptors in Portuguese and Spanish they must be extracted from [DeCS](#), and in English from MeSH: <http://www.ncbi.nlm.nih.gov/mesh> or <https://meshb.nlm.nih.gov/MeSHonDemand>
- **Text body:** it consists of the body of the manuscript itself. The manuscript structure in the research and review categories is: **Introduction, Objective, Methods, Results, Discussion and Conclusions (for quantitative research) or final considerations (qualitative research); all subtitles should be highlighted in bold in the text.**
- **Illustrations:** tables, charts and figures, such as photographs, drawings, graphs, among others, must be presented in the body of the manuscript and be numbered consecutively with Arabic numerals, in the order in which they are inserted in the text, not exceeding **five**.
- **Figures and Tables:** they must have captions, figures must be at the bottom and the identification of tables and tables must be at the top, followed by the order number of their occurrence in the text, in Arabic numerals, dash and the respective title (E.g., Table 1 - title). **The source consulted should be included below the images only if it is secondary data.** Tables should be standardized according to the recommendations of the Brazilian Institute of Geography and Statistics (IBGE - Instituto Brasileiro de Geografia e Estatística). Tabular presentation rules. 3. ed. Rio de Janeiro, 1993, available from <http://biblioteca.ibge.gov.br/visualizacao/livros/liv23907.pdf>
- Illustrations must be sent in their **original editable files from the source programs**, or exported vectorized in EPS or PDF formats.
- Abbreviations must be inserted in full in a footnote to the table and/or figure.
- **Subtitles:** the subtitles of the Method and Discussion should be highlighted in bold as recommended by the [CHECKLIST](#).
- **Availability Data and Material:** Inform only the link, preferably DOI, of the dataset where the material is deposited.
- **Funding and Acknowledgments:** they must be cited before the references chapter. In Funding it is mandatory to mention a source of funding for research (if any). This information must be inserted in the final version after acceptance. In

Acknowledgments, they are optional for people who contributed to the study, but are not authors and must be presented in the final version after acceptance.

- **References:** the number of references is limited according to the category of the manuscript. References, presented at the end of the paper, must be numbered consecutively according to the order in which they were included in the text and according to the style indicated by the International Committee of Scientific Editors of Biomedical Journals (ICMJE). Vancouver style examples are available through the National Library of Medicine (NLM) website at Citing Medicine <https://www.ncbi.nlm.nih.gov/books/NBK7256/>. At least 50% of the references should preferably be productions published in the last 5 years and of these, 20% in the last 2 years. **REBEn** suggests that 40% of references are from Brazilian journals, from the SciELO and RevEnf collection.
- For articles available in Portuguese and English, the English version must be cited with the corresponding page.

Avoid citations of theses, dissertations, books and chapters, newspapers or non-scientific magazines (Magazines) and in press, except when dealing with a theoretical framework (E.g., Handbook Cochrane).

**REBEn** encourages using DOI, as it guarantees a permanent link to the electronic article. For articles or texts published on the internet that do not contain a DOI, indicate the address of the complete URL as well as the access date on which it was consulted.

Up to 3 preprint references (optional) will be accepted.

Suggestion: **REBEn** accepts preprint references as long as it is extremely necessary. We strongly suggest that during the peer review process and press release, the authors verify that the version cited has already been published and update it with the reference of the corresponding journal.

### Most common examples of references:

**Articles with DOI identifier:**  
Lavorato Neto G, Rodrigues L, Silva DARD, Turato ER, Campos CJG. Spirituality review on mental health and psychiatric nursing. Rev Bras Enferm. 2018;71(suppl 5):2323-33. <https://doi.org/10.1590/0034-7167-2016-0429>.

**Electronic Articles:**  
Polgreen PM, Diekema DJ, Vandenberg J, Wiblin RT, Chen YY, David S, et al. Risk factors for groin wound infection after femoral artery catheterization: a case-control study. Infect Control Hosp Epidemiol [Internet]. 2006 [cited 2018 Jan 5];27(1):34-7. Available from: [http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069\\_web.pdf](http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069_web.pdf)

**Articles in another language**  
Cruz MSD, Bernal RTI, Claro RM. [Trends in leisure-time physical activity in Brazilian adults (2006-2016)]. Cad Saude Publica. 2018. 22;34(10):e00114817. <https://doi.org/10.1590/0102-311X00114817> Portuguese.

### Book

Jenkins PF. Making sense of the chest x-ray: a hands-on guide. New York: Oxford University Press; 2005. 194 p.

### Book

on

### Internet

Higgins JP, Green S, editors. Cochrane handbook for systematic reviews of interventions [Internet]. Version 4.2.6. Chichester (UK): John Wiley & Sons, Ltd.; 2006 [cited 2018 Oct 15]. 257 p. Available from: <http://www.cochrane.org/resources/handbook/handbook.pdf>

### Preprint

Lavorato Neto G, Rodrigues L, Silva DARD, Turato ER, Campos CJG. Spirituality review on mental health and psychiatric nursing. Medrxiv. 2018. Preprint(v.2) [cited 2019 Oct 12]. <https://doi.org/10.1590/0034-7167-2016-0429>.

### Videos

**On Youtube:** Viseu Now. Entrevista Marco Machado, enfermeiro em Londres [Internet]. Viseu Now; 2020 Mar 24. [cited 2020 Apr 12]. Video: 7 min 18 seg. Available from: <https://youtu.be/bJ9fDzVWOz4>

**On figshare:** Plessis-Faurie, Alida S. A Mother and Preterm Infant in a South African Informal Settlement [Internet]. Visualise Your Thesis. Presentation; 2019 [cited 2020 Nov 13]. Video: 1 min 13 seg. Available from: [https://figshare.com/articles/presentation/A\\_Mother\\_and\\_Preterm\\_Infant\\_in\\_a\\_South\\_African\\_Informal\\_Settlement/9992606](https://figshare.com/articles/presentation/A_Mother_and_Preterm_Infant_in_a_South_African_Informal_Settlement/9992606) doi: <https://doi.org/10.6084/m9.figshare.9992606.v1>

- **Citation and Research Data Reference and Other Content: REBEn** encourages cite data files, program code and other content or underlying material in your manuscript, citing the text and including the reference data References. **REBEn** endorses the FORCE 11 Data Citation principles - <https://www.force11.org/datacitationprinciples>) indicating that all data sets publicly available are fully referenced in the reference list with a number access code or unique identifier, such as a digital object identifier (DOI). For more information, see: <https://www.ncbi.nlm.nih.gov/books/NBK7273/#A57722>

### Example:

**Research data:** Coin L. Genomics of development and disease [dataset]. 2014 Jun 1 [cited 2017 Jun 9]. The University of Queensland. Available from: <https://doi.org/10.14264/uql.2016.583>.

**Repository Data:** Global Health Observatory Data Repository [Internet]. Geneva: WHO. [cited 2019 Jul 3]. Available from: <http://www.who.int/gho/database/en/>.

**Data deposited in Repositories:** Zimmermann B, Tkalc̃ec Z, Mešić A, Kohler A. Characterizing aeroallergens by infrared spectroscopy of fungal spores and pollen [dataset]. 2015 Apr 27 [cited 2019 Jul 3]. Dryad Digital Repository. Available from: <https://datadryad.org/resource/doi:10.5061/dryad.f4v0s>. Referenced in doi: <https://doi.org/10.1371/journal.pone.0124240>.

**Data described in articles:** Mann C, Kane L, Dai M, Jacobson K. Description of the 2012 NEMESIS public-release research dataset. *Prehosp Emerg Care*. 2015;19(2):232-40. <https://doi.org/10.3109/10903127.2014.959219>.

#### 4. MANUSCRIPT SUBMISSION PROCESS

Manuscripts must be submitted to **REBEn** through the URL <http://www.scielo.br/reben/>, accessing the *Online Submission* link.

To initiate the process, the person responsible for submission must first register in the system as an author. The system is self-explanatory and, upon completion of the process, an ID will be generated for the manuscript, with a number code (E.g., REBEn 2020-0001).

Checklist topics:

- Title page ([Template 1](#));
- Main Document in the Indicated Model ([Template 2](#));
- Declaration of Responsibility for Authorship and Science of REBEn Instructions to authors ([Declaration Model](#));
- Letter to the Editor (cover letter);
- Proof of **approval** of the research project by an Ethics Committee;
- Proof of payment of the compliance rate with **the payer's name and payment date visible**. (<https://reben.com.br/revista/en/payment/>)
- [Open Science Compliance Form](#)

The person responsible for the submission will receive a message stating the URL of the manuscript and a login so that he or she can follow, in the system administration interface, the progress of the document in the stages of the editorial process.

Only manuscripts that are formatted in the submission template will be checked by the editorial office for compliance with the rules. Before submitting the manuscript, authors should check **REBEn** rules, strictly follow the [CHECKLIST](#) and have all the necessary documents for submission. It is mandatory to complete the metadata in the submission form.

Each document must be attached, separately, in the field indicated by the system.

To start the process, the person responsible for the submission must previously register in the system as an author creating/associating the ORCID ([Open Researcher and Contributor ID](#)) register. All authors must have their registration associated with ORCID updated.

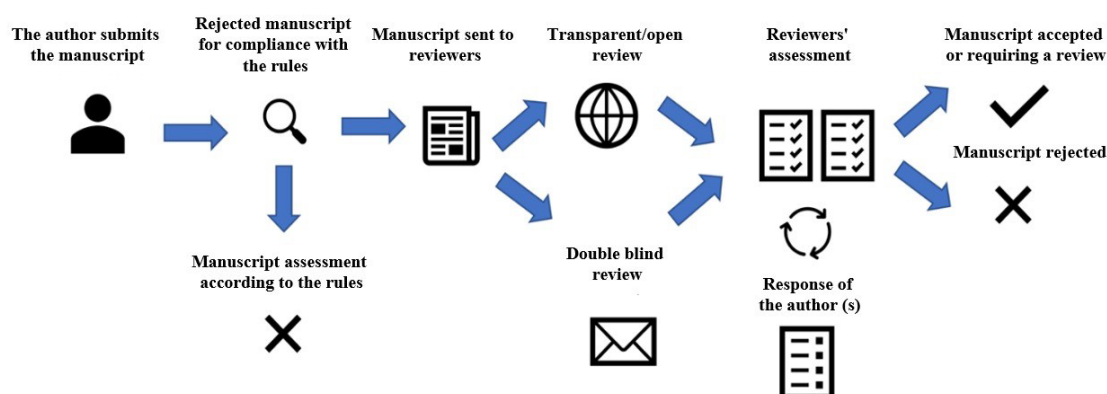
Authors must nominate four possible referees to assess the manuscript. **These nominees must be doctors, have no conflict of interest and do not belong to any of the authors' institutions.** The referees can be accepted or not by the associated editors. Possible reviewers can be tracked on [the lattes platform](#) according to the theme of the manuscript.

**Manuscripts that do not meet the standards in the second round of the checklist will be filed without an compliance rate refund.**

## 5. MANUSCRIPT ASSESSMENT PROCESS

**REBEn** adopts, for approved manuscripts that have not been made available on preprint servers, the double-blind review, which consists of two or more arbitrators designated to carry out the review of the manuscript. For manuscripts previously published on preprint servers, **REBEn** understands that it is not possible to guarantee the anonymity of the authors, being guaranteed only by the reviewers involved in the process. For both cases, the name of the Associate Editor (AE) involved with the peer review process is published along with the manuscript.

In order to make the peer review process more transparent and supported by the precepts of open science, from 2021 onwards, **REBEn** will adopt the transparent peer review process (Figure 1), which consists of sharing the review report issued by the reviewers but without identifying them. As of 2022, **REBEn** will offer authors and reviewers the option to choose to display reviewers' reports (and authors' responses) along with the published article. The peer review content will only appear when everyone accepts it. Reviewers can also sign their report if they wish.



**Figure 1** - Transparent/Open and Blind Peer Review Concept

### 5.1 Editorial Decision and Review

All articles published on REBEn go through the peer review process and receive at least two reviews. The Editor-in-Chief will make and communicate the decision, which will be one of the following:

#### Minor Revisions

The manuscript is recommended by the Associate Editor and reviewers; and requires few changes, which take little time (seven days) and involve less than half of the sections of the manuscript.

#### Major Reviews

Acceptance of the manuscript would depend on many revisions that take considerable time (15 days) and involve up to 75% of the manuscript sections.

This decision implies significant changes in the method and results sections, however, it is not necessary to complete new tables or redo experiments and statistical tests.

The author must provide a point-by-point response or rebuttal if some of the reviewer's comments cannot be reviewed. Typically, only one round of major revisions is allowed.

### **Reject & Resubmit**

The manuscript needs substantial changes, especially in the method and results requiring that tables be completely redone or redo experiments and statistical tests. These changes would take more than 30 days, but the results have a lot of potential interest to the community. If additional experiments/tests are needed to support the conclusions, the manuscript will be rejected and authors will be encouraged to resubmit the article, which will again be submitted for peer review with the same reviewers and associate editor.

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In all decisions that allow for a new round or resubmission, all comments from reviewers and editors must be answered point-by-point in an objective and literature-supported manner.

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