

Formatting norms*

About the:

IDENTIFICATION

1. 1. The TITLE should be formatted in:
 - a) Verdana font, size 12, in the language the article was submitted, Uppercase only for the first word, in bold, justified, and double spacing between lines;
 - b) Contain RESEARCH DESIGN (METHOD) used, preferably at the end, preceded by a colon (:);
 - c) Acronym use is forbidden, except in the case of international acronyms;
 - d) Proper nouns should be capitalized.
 - e) There should not be, in the title and/or objective, the municipality name, except in the case of capital cities, macro regions or countries.

Ex:

Study of Unna boot compared to use of elastic bandage in patients with venous ulcers: clinical trial

2. The section Titles should be in uppercase and in bold.

Ex:

CONCLUSION

3. The Journal **DOES NOT** consider QUALITATIVE or QUANTITATIVE as a method, but as an approach.
4. The limit is 6 authors.
5. The version for submission must not contain authorship nor affiliation.

NORMALIZATION

6. **DO NOT** number the pages.
7. Double spacing between the text sections should be maintained.
8. The term **METHOD** should be used instead of methodology.
9. The sections **RESULTS** and **DISCUSSION** are mandatory and must be kept separate.
10. The term **CONCLUSION** must be used instead of final Considerations.
11. The maximum number of words pre submission section:

TYPE OF SECTION	WORDS
Theses and dissertation abstracts; Preview notes	1000
Preliminary results; Research notes	2000
Original articles and all other sections	5000

12. The number of words includes the title to the last reference, including the abstract.
13. The content of submissions must comply with the following format:
 - a) Verdana, size 10, Justified, double line spacing
 - b) NO indented paragraphs
 - c) 2.5 cm margins
14. Important data citations, such as interviews, must be placed in a new line, in one block, separate from the regular text, in italics and no quotes, with single spacing and 2 cm from the left margin.
15. The date the data was gathered must be disclosed and LIMITED TO 3 YEARS PRIOR TO THE SUBMISSION DATE.
16. The attached file must be in a **Microsoft Word** format, **up to the 2003 version**.
17. A digital copy of proof of payment for the submission and publishing fees must be sent to financeiroobjn@enf.uff.br, **and if it is sent to any other email address, the evaluation clearance may suffer delays.**
18. Since 2013 articles have been *CrossCheck®* with the attribution of DOI (*Digital Object Identifier*). In any case of suspected plagiarism, the article will not be published, and there will be no reimbursement of any payment made.

ABSTRACT

19. The abstract must be structured and contain up to 150 words, simple spacing, and mandatorily contain the following sections in bold: objective(s), method, result, discussion, conclusion and descriptors. The INTRODUCTION and FINAL CONSIDERATIONS sections are optional in the ABSTRACT.
20. The descriptors should follow an order of importance with regard to the manuscript characterization and on the list of Health Sciences Descriptors (DeCS)/Medical Subject Headings (MeSH), available at <http://regional.bvsalud.org/php/decsws.php> or <http://www.ncbi.nlm.nih.gov/Mesh>

Ex:

ABSTRACT (section title in bold and uppercase)

Problem: Historically, the inconsistency in completing the metadata determines the rejection of more than 70% of all submissions for publication in health. **Justification:** passed exactly two years after the publication of the first short course for authors and editorial change in OJN it is necessary to instrumentation of the authors with a view to meeting the new demands for scientific publication. **Aim:** to demonstrate step-by-step the stages of the correct implementation of metadata in accordance with the rules of OJN. **Method:** A descriptive study presented in the form of fast metadata course. **Results:** images blocks and guidelines for filling. **Conclusion:** The establishment of the complete guide reduces the time of submission, maximizes the visibility of the material submitted and the journal and reduces the rate of rejection. (abstract body up to 150 words justified highlighting the sections in bold)

Descriptors: Access to Information; Authorship and Co-Authorship in Scientific Publications; Evidence-Based Nursing. (descriptors with the first letter in uppercase separated by semicolon)
(two double spaces)

FIGURES

21. All kinds of non-textual visual representation will be considered as a figure and limited to 6 total: photo, graphic, layout, flowchart , table etc.
22. Figures should be numbered in Arabic, according to the order of appearance at work, and properly referenced in the text , accompanied by title, year , location and caption in Verdana font , size 9 , with double-spacing.
23. The figures should have a maximum width of 16 cm and vertical (portrait) orientation.
24. In the tables, the TITLES and IDENTIFICATION NUMBER should be in a line above the table.
25. Photographs, which enable the identification of the subject, must be submitted with the image copyright authorization, and have a minimum resolution of 300 dpi and sent in TIF (*Tagged Image File Format*). Graphic and images in the same figure must have a minimum resolution of 500 dpi and send TIF or EPS format (*Encapsulated Post Script*).
26. The figures should be incorporated into the body of the text preceded by the indication of its location in **red font color AND** attached as supplementary documents.
27. Figures should include: title and source; throughout the text they must be mentioned and; must be in an attached document with editable format such as Excel®, PowerPoint® etc.
28. Images must be submitted as **supplementary documents** indicating in the text marked in **red** the point of entry of each document according to the following specifications:
 - a) Tables and Graphs: Microsoft Excel 2003
 - b) Diagrams / flowcharts: Microsoft Powerpoint 2003A tutorial for [loading additional documents](#) can greatly help in case of difficulty.

REFERENCES

29. In citations throughout the text, the reference number should be superscript, in brackets, after the quotes and followed by a period.

Ex:

The treatment of heart failure (HF) is the optimization of drugs with proven impact on morbidity and mortality⁽¹⁾

30. **DO NOT** use footnotes / endnotes tool in Word Processor.

31. Use AT LEAST 5 references in ENGLISH.

32. Articles published in more than one language should be referenced in ENGLISH.

33. References, except for historical, revision or exceptionally authorized papers, must have been published up to 5 years prior.

34. In the REFERENCES section, the publications should be numbered in sequential order of appearance in the text body in Vancouver style, font Verdana 10, justified, single spacing and spacing between lines BEFORE and AFTER = 2 pt.

35. Quantidade de REFERÊNCIAS por tipo de seção:

TYPE OF SECTION	REFERENCES
Prteview notes	3
Thesis and dissertation abstracts	5
Review articles and bibliometric studies	20
Original Articles and other sections	20

a In the article body ALL references should be presented sequentially. In the REFERENCES section, ALL references must be submitted in a SINGLE LIST, obeying the following rules: (i) those related to the article (not resulting from the review process) obey references to those publications in general (limited by the number 20, to five years Posted minimally five international), (ii) the end of the references resulting from the review (no limit for date or amount) process must write the term "[included in the review]" in brackets.

Ex:

a) References related to the article:

Magnago C, Pierantoni C, França T, Garcia A, Ney M, Matsumoto K. The influence of family health strategy on health indicators in the municipalities of Rio de Janeiro, Brazil. Online Braz J Nurs (Online) [internet]. 2011 May 3 [Cited 2013 Apr 5] 10(1). Available from: <http://www.objnursing.uff.br/index.php/nursing/article/view/3211>. doi: <http://dx.doi.org/10.5935/1676-4285.20113211>

b) References included in the review:

Lima D. Design of research: a contribution for authors. *Online Braz J Nurs* (Online) [internet]. 2011 Oct 17 [Cited 2013 Apr 24] 10(2):. Available from: <http://www.objnursing.uff.br/index.php/nursing/article/view/3648>. doi: <http://dx.doi.org/10.5935/1676-4285.20113648> [included in the review]

Review papers should be made to the greatest possible conformity with the recommendations of: Moher D, Cook DJ, Eastwood S, Olkin I, Rennie D, Stroup DF. Improving the quality of reports of meta-analyses of randomised controlled trials: the QUOROM statement. *Lancet* 1999; Nov 27;354(9193):1896-900.

Below is a model of a first page with comments highlighted in red:

Quick course for authors: metadata for nursing research – update

2011 (ENGLISH title with up to 12 words using double spacing and containing method)

(double spacing)

Dalmo Valério Machado de Lima1, Soymara da Silva Santos2 (authors names in bold,

followed by a number in arabic without subscript and separated by a comma)

1,2 Fluminense Federal University (affiliation preceded by number of authors in arabic)

(2 double spaces)

ABSTRACT (Section title in bold and uppercase)

Historically, the inconsistency in completing the metadata determines the rejection of more than 70% of all health publications submitted. **Justificative**: exactly two years after the publication of the first crash course for authors and of the editorial board change in OBNJ is needed the instrumentation of the authors in order to meet the new demands of scientific publication. **Aim**: demonstrate step-by-step stages of the correct execution of the metadata according to the rules of OBNJ. **Method**: A descriptive study presented in the form of the short metadata course. **Results**: blocks images and guidelines for metadata completing. **Conclusion**: The establishment of the guide reduces the completion time of submission, maximizes the visibility of the material submitted and the journal and reduces the rate of rejection. (abstract body with up to 150 words, justified and with sections in bold)

Descriptors: Access to Information, Author and Co-Authorship in Scientific Publications; Evidence-Based Nursing. (descriptors are capitalized and separated by semicolon)
(two double spaces)

INTRODUCTION

In current times, where the advent of numerous media and new languages, global coverage often occurs, it is necessary to review the importance of standards of description and visual presentation standards of scientific articles as a means to differentiate this type of production and dissemination of information, either to its current use, whether for preservation and future access⁽¹⁾. (No paragraph indent, reference in arabic, subscripted, in parentheses)