OBJN EDITORIAL WORKFLOW

UNDESIGNATED (+/- 30 days)

1 - submission
2 - payment

worksheet released

1 - Check A
2 - OJS relesed

within standards of OBJN?

No

Yes

reject the article

evaluates the merits

inform the author
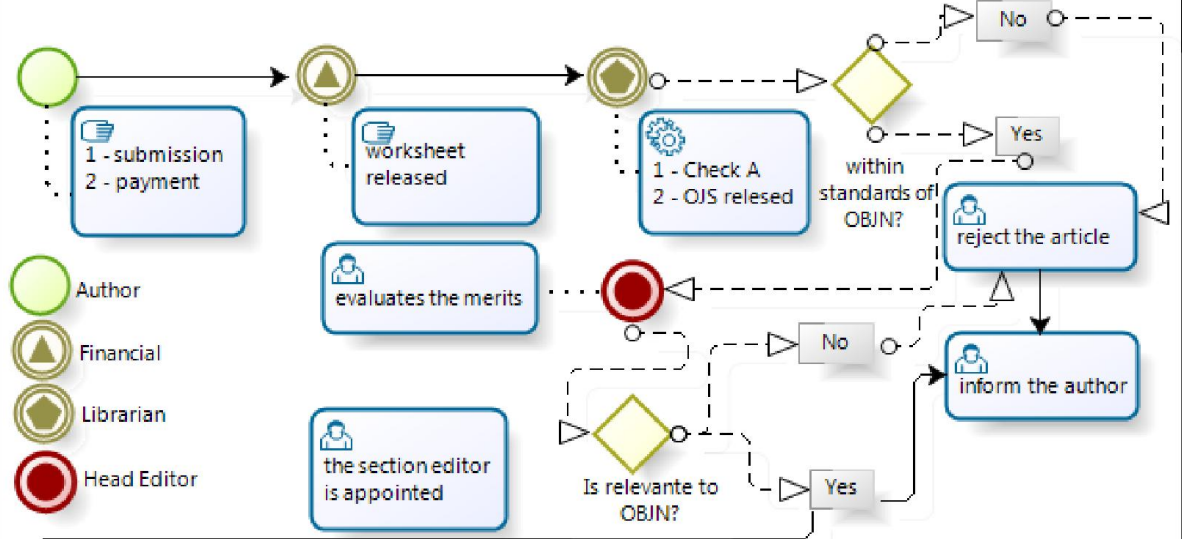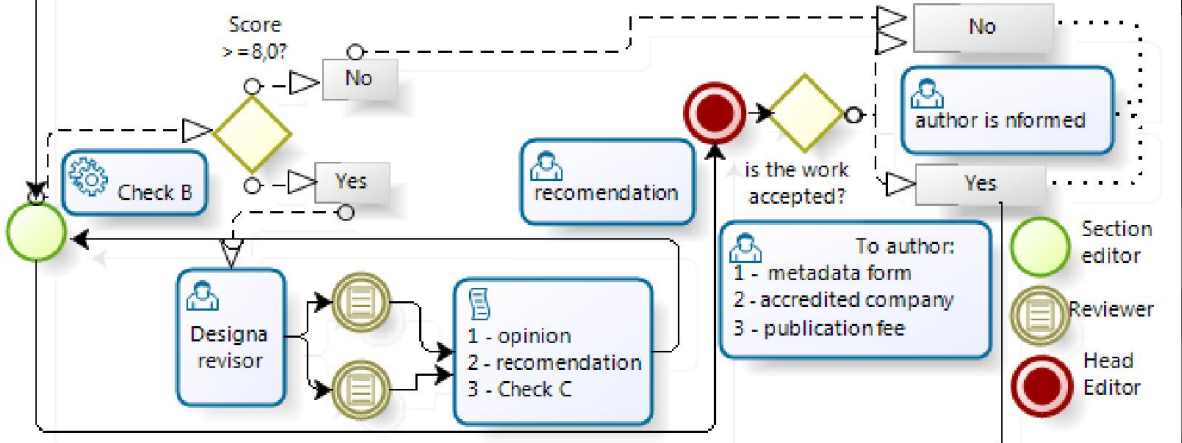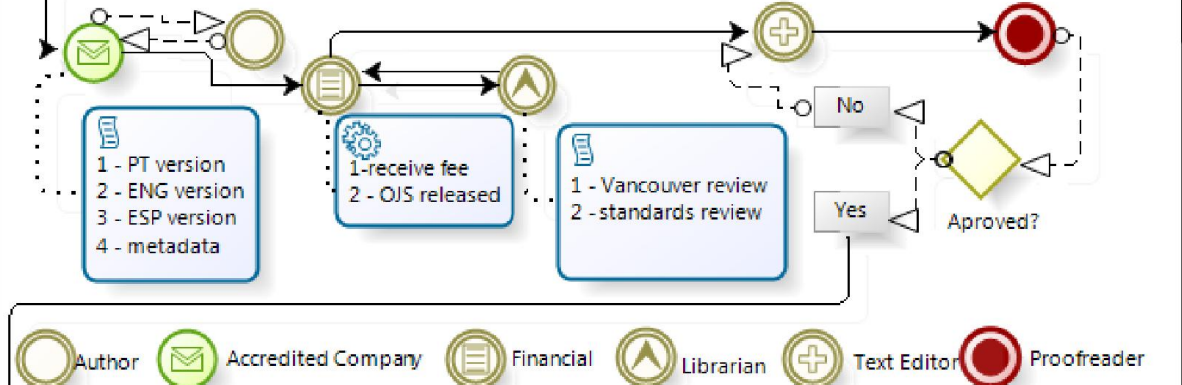
Author

Financial

Librarian

Head Editor

the section editor is appointed

Is relevante to OBJN?

No

Yes

IN REVIEW (+/- 90 days)

Score >= 8,0?

No

Yes

Check B

Designa revisor

1 - opinion
2 - recomendation
3 - Check C

recomendation

is the work accepted?

No

Yes

author is nformed

To author:
1 - metadata form
2 - accredited company
3 - publication fee

Section editor

Reviewer

Head Editor

IN TEXT REVIEW (+/- 30 days)

1 - PT version
2 - ENG version
3 - ESP version
4 - metadata

1 - receive fee
2 - OJS released

1 - Vancouver review
2 - standards review

No

Yes

Aproved?

Author   Accredited Company   Financial   Librarian   Text Editor   Proofreader

IN LAYOUT REVIEW (+/- 30 days)

1 - PDF
2 - HTML
3 - EPUB
4 - DTD markup
5 - metadata

1 - review
2 - publication

Layout Editor   Head Editor

OBJN
Online Brazilian Journal of Nursing

updated 13-06-2012

OBJN
Online Brazilian Journal of Nursing

Checklist Flow
updated on 06-13-2013

Check A – Librarian

Score Check A

- 0,0 a 8,3
- 8,4 a 9,5
- >=9,6

For author

Reject

Check B – Section Editor

Score Check B

- < 8,0
- >=8,0

Check C – Reviewer

Score Check C

- <=24
- 24,5-34
- 34,5-45
- 45,5-51

Fix content

Minimal review

From author

Accept

Head Editor
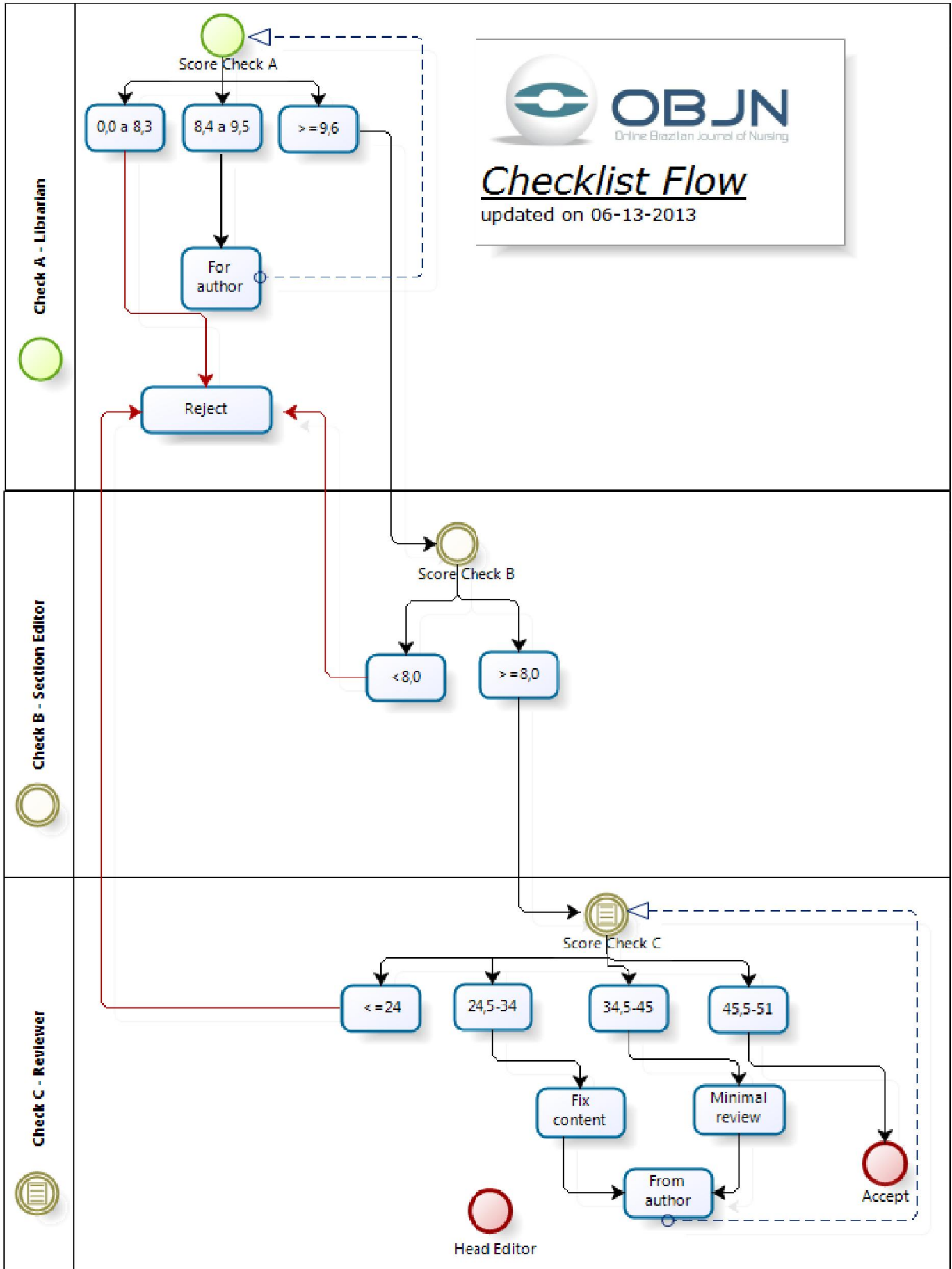
STATUS: NOT DESIGNATED

ESTIMATED TIME: 30 Days

SUBPROCESSES

1. The Author reads the rules, submits the manuscript, performs the payment of submission fee;
2. The Author performs the manuscript *upload*, additional documents (pictures, [DUDE] and proof of payment of submission fee);
3. The Financial Sector confirms receipt of the submission fee and releases the article submitted for analysis of the librarian;
4. The Librarian performs Check A ([pre-analysis]) and verifies the adequacy to the rules prescribed by the OBJN;
5. The Head Editor evaluates the relevance of the manuscript to the OBJN and designates the Section Editor.

 NOTE: The inadequacy to the requirements allows the rejection of the submission in the sub-processes 3, 4 and 5.

STATUS: IN REVIEW

ESTIMATED TIME: 90 days

SUBPROCESSES

1. The Section Editor applies Checklist B (method) and, in case of score ≥ 8.0, the article will be designated to two expert reviewers;
2. Each reviewer has 15 days to issue an opinion according to the standardization of the journal, which will determine a score from the reviewer, Check C ([expert_evaluation]);
3. The Section Editor in possession of the advice and recommendations of the reviewers decides on: rejection; submission to a new round after the adjustments of the author; acceptance of the new round after adjustments of the Author and; acceptance after minor formatting adjustments. The decision of the Section Editor is informed to all Authors by e-mail;
4. The Section Editor, possibly after the second round, presents his recommendation to the editor;
5. The Head Editor decides on the approval of the manuscript and informs the Author that, if positive, he will also receive information regarding the translation and complete filling of metadata by means of proper form, plus the payment of a publication fee process.

NOTE: The inadequacy to the requirements allows the rejection of the submission in the sub-processes 4 and 5.

STATUS: IN EDITION (text)

ESTIMATED TIME: 30 Days

SUBPROCESSES

1. The Author, in possession of the final version of the article, approved by the Chief Editor, and of the [metadata form] obtained from the link received through approval email, performs the quotation of translation services at the companies accredited by OBJN;
2. The Author pays the publication fee, sends the scanned voucher to the Financial Sector of the OBJN and informs the name of the company contracted for translation services;
3. The chosen company performs: Portuguese revision, English version, English revision (*native translation*), Spanish version, Spanish revision (*native translation*), filling/revision of the metadata form (attached). After Portuguese review the final material is sent to the author for corrections, when necessary, and proof reading;
4. The Author returns the text to the contractor with possible modifications;
5. The Accredited Company sends to the Financial Sector of the OBJN the following: original text, final version in Portuguese, final version in English, final version in Spanish; metadata form, filled out and, eventually, processed images;
6. The Financial Sector confirms receipt of the publication fee, releases information on OJS and forwards all materials to the librarian;
7. The Librarian carries out the general revision of the standardization and use of the Vancouver style in the three languages and forward all documents to the text editor;
8. The Text Editor evaluates and eventually proceeds the changes of the small adjustments and sends all documentation to the Head Editor;
9. The Head Editor reviews all the material and schedules in SEER, the edition in which the material will be published.

STATUS: IN EDITION (layout)

ESTIMATED TIME: 30 Days

SUBPROCESSES

1. The technical staff of the OBJN prepares versions in HTML, PDF and EPUB in the three languages; performs the correct completion of metadata based on the received document, performs markup of the DTD standards of SciELO, DOI (Digital Object Identifier) assignment, performs the upload of all files in OJS;
2. The Head Editor reviews the entire process, publishes the issue and emits notification to all users registered in OBJN.

CHECKLIST A (PRE ANALYSIS)
(Fill all fields in green, generate PDF file and save it)

Attribution: Librarian

		PTS	SCORE
MANDATORY ITENS (X 1,7)			
(assigns 0 for NO; 1 for YES) * (assigns 0 for NO; 1 for YES OR, 2 for NOT APLICABLE)			
1	The submition section corresponds to one of the formats of OBJN's publication?		0,0000
2	The Unique Document of Ethics Declaration – DUDE- is properly completed and with the digital signature of all authors? *Documento Único de Declarações de Ética* - DUDE		0,0000
3	Were the data collected in the last 3(tree) years?		0,0000
4	Can all the citations of the text be found in the references section?		0,0000
5	* In compliance with item XII.2 of the Resolution 466/2012 of the National Health Council), that determines that the research fundings agencies and the editorial boarding of scientific journals should require evidentiary documentation of the aproved project by the system CEP/CONEP, the opinion research of approvement by CEP was sent as additional document?		0,0000
RECOMENDED ITENS (X 0,25)		PTS	SCORE
(assigns 0 for NO; 1 for YES)			
6	Are the section of RESULTS and DISCUSSION separated?		0,0000
7	Were adopted the uniform requirements in **Vancouver Style** in the body of the text and references?		0,0000
8	Are the references mostly composed of published articles in english in the last 5 (five) years?		0,0000
SUGESTED ITENS (X 0,1875)		PTS	SCORE
(assign 0 for NO; 1 for YES)			
9	Does the tiitle have up to 12 words and presents the accepted method? (OBJN don't understand the qualitative or quantitative terms as methods, but as approach)?		0,0000
10	Does the summary have between 120 and 150 words ands its structured according to: objective, methods, results and conclusion?		0,0000
11	It presents three to six controled terms based on the MeSH (Medical Sbject Terms) that, in Brazil, can be consulted at DeCs (Descritores em Ciências da Saúde)?		0,0000
12	Is the submited material completely blinded , in order not to understand the pair review, either in the body of the text or in the file properties?		0,0000
SCORE			0,0000
	0,0 a 8,3 = reject		DATA
	8,4 a 9,5 = acepted by the author correction in the 72 h after the notification		
	≥ 9,6 = acept with any adjustments that will not determine delay the procedings		
LIBRARIAN DECISION			**ID**

Atualizadas em 13/06/2012

OBJN
Online Brazilian Journal of Nursing

Attribution: Reviewer

a. Adequacy of Scientific Quality of Research (appropriateness of method and its clarity, robustness of data to reach the conclusion, fulfillment of objective, generalizability)*
- ( )   Adequate [4]
- ( )   Requires some addition or clarity [3]
- ( )   Requires substantial addition or clarity [2]
- ( )   Inadequate [1]

b. Significance of Research Finding (scientific value, exploration mechanism of health/biomedical phenomenon, potentiality of use: public health, national/international)*
- ( )   High (immediate use, high scientific value, national/global value) [4]
- ( )   Medium (Regional significance, likely use in near future or regionally) [3]
- ( )   Low (use in a small population group, use likely after many years) [2]
- ( )   Extremely low (Poor public health/scientific importance, use less likely) [1]

c. Originality of Research Work (newness of finding, duplication of study, extension of previous work, intentional copying or plagiarism)*
- ( )   Original and new [4]
- ( )   Deliberate duplication to confirm previous finding or advanced extension of previous work [3]
- ( )   Small part of a previous work [2]
- ( )   Copy or plagiarism [-15]

d. Presentation Quality (logical sequence of text, paragraphing; tables and figures, and their self-explanatory nature; Title [accurate? follows the Vancouver style?], adherence to Vancouver style? References follow the Vancouver style for references?)*
- ( )   Very good [3]
- ( )   Good [2]
- ( )   Poor [1]
- ( )   Extremely Poor [0]

e. Language Adequacy (coherence, cohesion and simplicity style)*
- ( )   Adequate [3]
- ( )   Requires some editing [2]
- ( )   Requires substantial improvement [1]
- ( )   Inadequate [0]

f. Ethical Issue (statement of following standard ethical guidelines: Resolution 466/12 CNS-MS and/or international – Helsinki declarations, research violation)*
- ( )   Statement confirm absence of violation [2]
- ( )   Unclear statement [1]
- ( )   No statement [0]
- ( )   Violated [-8]

g. Statement of Strength and Weakness of the research/work *
- ( )   Both well stated [3]
- ( )   Requires some addition [2]
- ( )   Requires substantial addition [1]
- ( )   No statement [0]

h. Level of Evidence:*
- ( )   In Feasibility Studies (Metasynthesis of research with unequivocal synthesised findings) OR In Appropriateness Studies (Metasynthesis of research with unequivocal synthesised findings) OR In Meaningfulness Studies (Metasynthesis of research with unequivocal synthesised findings) OR In Effectiveness Studies (Meta-analysis(with homogeneity) of experimental studies (eg RCT with concealed randomisation) OR One or more large experimental studies with narrow confidence intervals) OR In Economic Evidence Studies (Metasynthesis (with homogeneity) of evaluations of important alternative interventions comparing all clinically relevant outcomes against appropriate cost measurement, and including a clinically sensible sensitivity analysis) [5]
- ( )   In Feasibility Studies (Metasynthesis of research with credible synthesised findings) OR In Appropriateness Studies (Metasynthesis of research with credible synthesised findings) OR In Meaningfulness Studies (Metasynthesis of research with credible synthesised findings) OR In Effectiveness Studies (One or more smaller RCTs with wider confidence intervals OR Quasi-experimental studies(without randomisation)) OR In Economic Evidence Studies (Evaluations of important alternative interventions comparing all clinically relevant outcomes against appropriate cost measurement, and including a clinically sensible sensitivity analysis) [4,5]
- ( )   In Feasibility Studies (Metasynthesis of text/opinion with credible synthesised findings) OR In Appropriateness Studies (Metasynthesis of text/opinion with credible synthesised findings) OR In Meaningfulness Studies (Metasynthesis of text/opinion with credible synthesised findings) OR In Effectiveness Studies (Cohort studies (with control group)) OR In Economic Evidence Studies (Evaluations of important alternative interventions comparing a limited number of appropriate cost measurement, without a clinically sensible sensitivity analysis) [4]

( ) In Feasibility Studies (One or more single research studies of high quality) OR In Appropriateness Studies (One or more single research studies of high quality) OR In Meaningfulness Studies (One or more single research studies of high quality) OR In Effectiveness Studies (Case-controled) [3,5]

( ) In Effectiveness Studies (Observational studies (without control group)) [3]

( ) In Feasibility Studies (Expert opinion) OR In Appropriateness Studies (Expert opinion) OR In Meaningfulness Studies (Expert opinion) OR In Effectiveness Studies (Expert opinion, or physiology bench research, or consensus) OR In Economic Evidence Studies (Expert opinion, or based on economic theory) [2,5]

( ) In Feasibility Studies (Animal studies) OR In Appropriateness Studies (Animal studies) OR In Meaningfulness Studies (Animal studies) OR In Effectiveness Studies (Animal studies) OR In Economic Evidence Studies (Animal studies) [1]

i. Agreement between abstract and body of full length article*
( ) very good [3]
( ) Good [2]
( ) Poor [1]
( ) Extremely Poor [0]

j. Adequacy of Literature Review: to justify the rationale and objectives/hypothesis of the study as the results and discussion of data*
( ) Adequately justifies and discuss (references with 5 or less years; strong resources); Style Vancouver used. Links OK! [3]
( ) Justification/discussion requires some addition (references within 5 or more years; strong resources); Style Vancouver used. Links OK! [2]
( ) Requires substantial addition (old and weak references; links not OK) [1]
( ) No justification/discussion of the study [0]

k. Adequacy of Statistical Tool used (appropriateness of statistical tool: inferential to support hypothesis, descriptive etc)*
( ) Adequate [3]
( ) Some more statistics is required to draw inference [2]
( ) Substantial statistics is required to draw inference [1]
( ) Misuse or wrong use statistical tool or no data presented [0]

Metadata

a) Title*
( ) Adequate (short, indicates methodology [3]
( ) Change is required (long or not adequate, indicates methodology) [2]
( ) Inadequate and does not indicate methodology [1]

b) Abstract*
( ) Adequate (problem, objective, method, results, and conclusion; complete and accurate) [3]
( ) Change is required (long or not adequate; indicates problem, objective, method, results, and conclusion) [2]
( ) Inadequate and does not indicate problem, objective, method, results, and conclusion [1]
( ) Adequate (problem, objective, method, results, and conclusion; complete and accurate) [3]

c) Informations about the manuscript (Subject, Keywords, Sample etc)*
( ) Complete and adequate (topics or terms defined by MeSH) [3]
( ) Change is required (incomplete or inadequate; topics or terms not defined by MeSH) [2]
( ) Inadequate and incomplete [1]

Overall Rating of the research work*
( ) Very Good [5]
( ) Good [4]
( ) Borderline [3]
( ) Poor [2]

TOTAL SCORE: (calculated by the system!):_____
[45,5 - 51] Maximum - Recommended for Publication after adaptation to Complete format (title etc)
[34,5 - 45] Good - Recommended for publication with minor revision as done on the paper
[24,5 - 34] Regular - Needs to be sent back to the author (for correction) with the following comments
[<24] Minimum- The paper should be rejected due to the following reasons:

OBJN

General comments:_____