**Paper**:

**Category:**



Filling in with the captions: Y = Yes; N = No; NA = Non-applicable

**Titles**

() Title is only in the language in which the paper was written. Authors, abstract, with respective descriptors and notes of the authors, do NOT exceed one page, that is, they are presented on the first page.

() Title and abstract, with respective descriptors, are displayed on the first page.

() Title in lower case, only with capitalized first letters, except for proper names, centralized and bold; with a maximum of 14 words, font size 12.

() It does not contain acronyms and geographical location.

**Names of the authors**

() The names are, sequentially, aligned to the left, in lower case, with Arabic numerals, superscript, after the name of each author of the paper.

**Notes of the authors**

() They are complete (should present the institution to which they are linked, city, state, country. E.g.: 1Federal University of Ceará. Fortaleza, CE, Brazil.

() They are immediately below the affiliations, registration of the corresponding author, with full address, with Zip Code and e-mail.

() Affiliation notes of the authors are preceded by the superscript Arabic nº.

**Abstracts**

( ) It should be structured by **(Objective, Methods, Results and Conclusion).** It should be formatted in font size 12 and line spacing in 0 pt. before and after, with a line space of 1,5cm, following the standard of the text.

() Presenting only in the language in which the paper was written.

() Without acronyms.

() Synthesis of the objectives.

() Research method and technique that were applied.

() Number of study participants.

() Data collection procedure (s)/instrument (s) that was/were applied.

() Main results are listed.

() There is a conclusion of the study.

() It is limited to 150 words.

**Descriptors**

() Descriptors in Portuguese and English languages, separated by semicolons and with capitalized first letters, except for prepositions, fitting into an amount between three and five. Descriptors mentioned in “Health Sciences Descriptors” - DECS/LILACS/BIREME.

() Use of correct spelling: *Descritores* and Descriptors, font size 12, bold type.

**Text structure**

() Formatted in Times New Roman, font size 12, space 1,5 cm between lines, and line spacing in 0 pt. before and after.

() Research paper and other categories should be structured with the following sections: **Introduction, Methods, Results, Discussion and Conclusion.** These sections should be spelled only with capitalized and bold first letters.

() The subtitles of the sections are spelled in bold, with only the first letters of the words in upper case.

() Paragraph alignment at 1cm.

() There are page numbers above and to the right.

() Avoid mentioning acronym(s); opt for describing them in words, except for those internationally recognized.

() Without use of expressions such as: studies (9).

**Introduction**

() Study objective is incorporated to the Introduction, at the end.

() Objective is line with what was presented in the abstract.

**Methods**

() Use of the term **Methods**, and not **Methodology**.

() Indication of the period and place of study.

() Explanation of how the fictitious name or letter and number were assigned for interviewees (E.g.: D1, D2, D3...).

() Presentation of the study categories.

() Information from the opinion number of the Research Ethics Committee that approved the study.

**Results and Discussion**

() Works with **quantitative and qualitative approach** should present the **Results** separated from the **Discussion**.

() Works with **qualitative nature** with speeches in italics, without square brackets and quotes (inverted commas), with a dot after the identification of the interviewee, font size 10, and following the paragraph.

() Do not use italics in the identification of the interviewee.

**Conclusion**

() Avoid using quotes in the Conclusion item.

**Quotes in the text**

() Sequential numbers of two authors, the first and the second separated by a hyphen. E.g.: (4-5).

() Sequential numbers of more than two authors, the first and the last separated by a hyphen. E.g.: 4,5,6 and 7 should be replaced by (4-7).

() The quote of the index numbers of the authors, within the text, is enclosed in brackets. E.g.: (4)

() The quote of the index numbers of the authors, within the text, is located after the last word of reference, without space among them.

() Direct quotes (transcription of phrase of an author between quotes, i.e., inverted commas) contain a superscript indication, besides the number of the author and the number of the page of the source. E.g.: (10: 115).

() Indirect quotes (those that are not verbatim transcriptions) do not present the nº of the page of the source.

() The sequential enumeration is in ascending order.

() The referenced authors were mentioned only in index numbers, without indication of names. E.g.: … nursing (9,11,15).

**List of references**

() The Vancouver style is in line with the Guidelines for Authors.

() The way of presenting this section is spelled with **References**.

() The **References** are sequentially numbered, with a dot after the number, space, and following the credits, without indentation.

() The reference of the Brazilian Ministry of Health is displayed as the Ministry of Health (BR).

() Without information in bold.

() The **List of References** is complete; with a minimum of 15 works and a maximum of 20 (research papers).

() There are updated references of other journals, i.e., no more than 5 years ago.

() The expression “et al” was appropriately used, after the first six names of the authors. This expression should be used for more than six authors.

**Tables and Figures**

() Letter in size 12 and space 1,5 between lines.

() Figures/tables are limited to three in the set.

() Table or figure does not exceed one page.

() Table (s) is (are) formatted (s) in the Microsoft Word's tool, without inner lines.

() Table (s) with n and % in a single column.

() Tables (s) with % with one decimal place after the comma. E.g.: 13,77, and not 13,7.

() The figures and tables are inserted in the text body.

() The titles of the figures are below them.

() Tables, graphs and pictures are named as figures and displayed in black and white.