**Manuscript**:

**Category:**



Fill out by indicating Y = Yes, N = No, or NA = Non-applicable

**Title**

( ) The title is only in the language in which the paper was written.

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

( ) The title is presented in lower case, capitalizing the first letter only, except for proper names, centralized and bold, with a maximum of 16 words, font size 12.

( ) The title does not contain acronyms and geographical location.

**Abstract**

( ) The abstract is structured **(Objective, Methods, Results, Conclusion, and Contributions to practice)**. It is formatted using font size 12, before and after spacing set to 0 pt, and 1.5 line spacing, following the standard of the text.

( ) It is presented only in the language in which the paper was written.

( ) Without acronyms.

( ) It includes a synthesis of the objectives.

( ) It includes the research method and technique that were applied.

( ) It includes the number of study participants.

( ) It includes the data collection procedure(s)/instrument(s) applied.

( ) The main results are listed.

( ) There is a conclusion of the study.

( ) It includes the contributions to practice.

( ) It is limited to 200 words.

**Descriptors**

( ) Descriptors are presented in Portuguese and English languages, separated by semicolons and with capitalized letters, except for prepositions, in a number of three to five. All descriptors must be chosen according to the “Health Sciences Descriptors” - DECS/LILACS/BIREME.

( ) The descriptors must be correctly spelled: *Descritores* and Descriptors, font size 12, bold type.

**Text structure**

( ) The text is formatted using Times New Roman, font size 12, 1.5 line spacing, and before and after spacing set to 0 pt.

( ) Research papers and other categories are structured using the following sections: **Introduction, Methods, Results, Discussion, Study limitations, Contributions to practice, Conclusion, and References.** These sections are spelled in bold, and with capitalized first letters.

( ) The subtitles of the sections are spelled in bold, and only the first letters are capitalized.

( ) Paragraph alignment: 1cm.

( ) Page numbers are inserted in the upper right corner.

( ) The acronyms and abbreviations are preceded by the full name when cited for the first time in the text. However, we suggest that acronyms be avoided in the text. Prioritize their description, except for those internationally recognized. Symbols must also be described. Footnotes must not be used.

( ) The text do not include expressions such as "studies (9)".

**Introduction**

( ) The study objective is incorporated into the Introduction, at the last paragraph.

( ) The objective is the same presented in the abstract.

**Methods**

( ) The term **Methods** is used instead of **Methodology**.

( ) There is an indication of the period and location of the study.

( ) There is an explanation of how the fictitious names, letters, or numbers were assigned to keep interviewees anonymous (E.g.: I1, I2, I3...).

( ) If the study is qualitative, the study categories are presented.

( ) The information about the approval granted by the Research Ethics Committee that approved the study is shown and includes the number of the protocol.

**Results and Discussion**

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

( ) Studies with a **qualitative nature** have speeches presented in italics, without square brackets or quotes, with a full stop after the identification of the interviewee, using font size 10, and following the paragraph.

( ) Italics are not used in the identification of the interviewees.

**Conclusion**

( ) There are no citations in the Conclusion section.

( ) The conclusion is written in a clear, simple, and direct manner, demonstrating the fulfillment of the proposed objective.

**Quotes in the text**

( ) Sequential citation numbers referring to two authors have the first and the second number separated by a hyphen. E.g.: (4-5).

( ) Sequential citation numbers of more than two authors have the first and the last numbers 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 parentheses. 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 quotations (transcription of an author's sentence in quotation marks) include the page number superscripted, in addition to the citation number. E.g.: (10:115).

( ) Indirect quotes (those that are not verbatim transcriptions) do not include the number of the page of the source.

( ) The sequential enumeration is in ascending order.

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

**List of references**

( ) The Vancouver style is used as recommended in the Guidelines for Authors.

( ) The section is called **References**.

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

( ) The references referring to the Brazilian Ministry of Health are displayed as "Ministry of Health (BR)".

( ) There is no information in bold.

( ) The **List of References** is complete; with a minimum of 15 references and a maximum of 30 (research papers), or 50 (reviews) references.

( ) The references from other journals are updated (published maximum 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.

( ) Authors must follow the proportionality of at least 80% of references from journals indexed in international databases.

**Tables and Figures**

( ) The following format is used: font size 12 and 1.5 line spacing.

( ) The maximum number of tables plus figures is five.

( ) Tables or figures do not exceed one page.

( ) Tables are formatted using Microsoft Word without inner lines.

( ) Tables have "n" and "%" in a single column.

( ) Tables with "%" present only one decimal digit after the comma. E.g.: 13.77, and not 13.7.

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

( ) The figure legends are presented below them.

( ) Charts, graphs, and pictures are named as figures.

( ) Footnotes of tables and figures should be indicated by the sequential symbols \*, †, ‡, §, || and ¶, which must be presented both inside the figure and in the footnote.