

## UNIFORM REQUIREMENTS FOR MANUSCRIPTS SUBMITTED TO FARMACÉUTICOS COMUNITARIOS

### ETHICAL CONSIDERATIONS IN THE CONDUCT AND REPORTING OF RESEARCH

#### AUTHORSHIP AND CONTRIBUTORSHIP

##### Authors

It is considered “author” to be someone who has made substantive intellectual contributions to a published study.

##### An author:

- must take responsibility for at least one component of the work.
- should be able to identify who is responsible for each other component and should ideally be confident in his/her co-authors’ ability and integrity.

FARMACÉUTICOS COMUNITARIOS requests and publishes information about the contributions of each person named as having participated in a submitted study, at least for original research, and has developed and implemented a contributorship policy, as well as a policy on identifying who is responsible for the integrity of the work as a whole.

While contributorship and guarantorship policies obviously remove much of the ambiguity surrounding contributions, they leave unresolved the question of the quantity and quality of contribution that qualify for authorship. FARMACÉUTICOS COMUNITARIOS asks to his contributors to adjust to the following criteria for authorship:

- Authorship credit should be based on:
  - Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data.
  - Drafting the article or revising it critically for important intellectual content.
  - Final approval of the version to be published.
- When a large, multicenter group has conducted the work, the group must identify the individuals who accept direct responsibility for the manuscript. These individuals must fully meet the criteria for authorship/contributorship defined above, and FARMACÉUTICOS COMUNITARIOS asks these

individuals to complete journal-specific author and conflict-of-interest disclosure forms (available in the journal’s web page). When submitting a manuscript authored by a group, the corresponding author must clearly indicate the preferred citation and identify all individual authors as well as the group name. FARMACÉUTICOS COMUNITARIOS can, nevertheless, list other members of the group in the *Acknowledgements* if necessary.

- Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship
- All persons designated as authors must qualify for authorship, and all those who qualify must be listed.
- Each author must have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

The corresponding author/guarantor of an article must be prepared to explain the presence and order of the co-authors. It is not the role of editors to make authorship/contributorship decisions or to arbitrate conflicts related to authorship.

#### CONTRIBUTORS LISTED IN ACKNOWLEDGEMENTS

All contributors who do not meet the criteria for authorship will be listed in an *acknowledgements* section. Examples of those who might be acknowledged include a person who provides purely technical help, writing assistance, or a department chairperson who provides only general support. FARMACÉUTICOS COMUNITARIOS asks the corresponding authors to declare whether they had assistance with study design, data collection, data analysis, or manuscript preparation whenever it’s necessary. If such assistance was available, the authors must disclose the identity of the individuals who provided this assistance and the entity that supported it in the published article. Financial and mate-

rial support should also be acknowledged.

Groups of persons who have contributed materially to the paper but whose contributions do not justify authorship may be listed under such headings as “clinical investigators” or “participating investigators,” and their function or contribution must be described—for example, “served as scientific advisors,” “critically reviewed the study proposal,” “collected data,” or “provided and cared for study patients.” Because readers may infer their endorsement of the data and conclusions, these persons must give written permission to be acknowledged.

#### EDITORSHIP

##### The role of the editor

The editor of a journal is the person responsible for its entire content. Owners and editors of FARMACÉUTICOS COMUNITARIOS have a common endeavor—publication of a reliable, readable journal produced with due respect for the stated aims of the journal and for costs. However, they have different functions. Owners have the right to appoint and dismiss editors and to make important business decisions in which editors should be involved to the fullest extent possible. Editors have full authority for determining the editorial content of the journal. The concept of editorial freedom is resolutely defended by the journal’s editors, so they have direct access to the highest level of ownership.

As a result, editors of FARMACÉUTICOS COMUNITARIOS have a contract that clearly states their rights and duties, the general terms of the appointment, and the mechanisms for resolving conflicts.

##### Editorial freedom

FARMACÉUTICOS COMUNITARIOS believes that editors-in-chief have full authority over the editorial content of the journal and the timing of publication of that content. Journal owners must not interfere in the evaluation, selec-

tion, or editing of individual articles. Editors base decisions on the validity of the work and its importance to the journal's readers, not on the commercial success of the journal but on their scientific quality.

### PEER REVIEW

Unbiased, independent, critical assessment is an intrinsic part of all scholarly work, including the scientific process. Peer review is the critical assessment of manuscripts submitted to journals by experts who are not part of the editorial staff. Peer review can therefore be viewed as an important extension of the scientific process. Peer review helps editors decide which manuscripts are suitable for *FARMACÉUTICOS COMUNITARIOS* and helps authors and editors to improve the quality of reporting. *FARMACÉUTICOS COMUNITARIOS* submits most of its published research articles for outside review. *FARMACÉUTICOS COMUNITARIOS* publicly discloses its policies and average turn-around times in its Instructions to Authors.

### CONFLICTS OF INTEREST

It can be considered that conflict of interest exists when an author (or the author's institution), reviewer, or editor has financial or personal relationships that inappropriately influence (bias) his or her actions (such relationships are also known as dual commitments, competing interests, or competing loyalties). These relationships vary from being negligible to having great potential for influencing judgment. Nevertheless, not all relationships represent true conflict of interest. On the other hand, the potential for conflict of interest can exist regardless of whether an individual believes that the relationship affects his or her scientific judgment. Financial relationships (such as employment, consultancies, stock ownership, honoraria, and paid expert testimony) are the most easily identifiable conflicts of interest and the most likely to undermine the credibility of the journal, the authors, and of science itself. However, conflicts can occur for other reasons, such as personal relationships, academic competition, and intellectual passion.

All participants in the peer-review and publication process must disclose all relationships that could be viewed as potential conflicts of interest. Disclosure of such relationships is also important in connection with editorials and review articles, because

it can be more difficult to detect bias in these types of publications than in reports of original research. *FARMACÉUTICOS COMUNITARIOS'* editors can use information disclosed in conflict-of-interest and financial-interest statements as a basis for editorial decisions, and may publish this information if they believe it is important in judging the manuscript.

### POTENTIAL CONFLICTS OF INTEREST RELATED TO INDIVIDUAL AUTHORS' COMMITMENTS

When authors submit a manuscript, whether an article or a letter, they are responsible for disclosing all financial and personal relationships that might bias their work. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist. Authors should do so in the manuscript on a conflict-of-interest notification page, providing additional detail, if necessary, in a cover letter that accompanies the manuscript. *FARMACÉUTICOS COMUNITARIOS* has developed a uniform disclosure form (PDF) and an accompanying Glossary (PDF).

Authors must identify individuals who provide writing or other assistance and disclose the funding source for this assistance.

Investigators must disclose potential conflicts to study participants and should state in the manuscript whether they have done so.

Editors will decide in case of need whether to publish information disclosed by authors about potential conflicts.

### POTENTIAL CONFLICTS OF INTEREST RELATED TO INDIVIDUAL AUTHORS' COMMITMENTS

When authors submit a manuscript, whether an article or a letter, they are responsible for disclosing all financial and personal relationships that might bias their work. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist. Authors should do so in the manuscript on a conflict-of-interest notification page, providing additional detail, if necessary, in a cover letter that accompanies the manuscript. *FARMACÉUTICOS COMUNITARIOS* has developed a uniform disclosure form (PDF) and an accompanying Glossary (PDF).

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### POTENTIAL CONFLICTS OF INTEREST RELATED TO COMMITMENTS OF EDITORS, JOURNAL STAFF, OR REVIEWERS

Editors avoid selecting external peer reviewers with obvious potential conflicts of interest—for example, those who work in the same department or institution as any of the authors. At the same time, authors can provide editors with the names of persons they feel should not be asked to review a manuscript because of potential, usually professional, conflicts of interest. When possible, authors will be asked to explain or justify their concerns; that information is important to editors in deciding whether to honor such requests.

Reviewers must disclose to editors any conflicts of interest that could bias their opinions of the manuscript, and they should recuse themselves from reviewing specific manuscripts if the potential for bias exists. As in the case of authors, silence on the part of reviewers concerning potential conflicts may mean either that conflicts exist and the reviewer has failed to disclose them or conflicts do not exist. Reviewers may therefore also be asked to state explicitly whether conflicts do or do not exist. Reviewers must not use knowledge of the work, before its publication, to further their own interests.

Editors who make final decisions about manuscripts must have no personal, professional, or financial involvement in any of the issues they might judge. Other members of the editorial staff, if they participate in editorial decisions, must provide editors with a current description of their financial interests (as they might relate to editorial judgments) and recuse themselves from any decisions in which a conflict of interest exists. Editorial staff must not use information gained through working with manuscripts for private gain. Editors may publish regular disclosure statements about potential conflicts of interests related to the commitments of journal staff.

## PRIVACY AND CONFIDENTIALITY

### Study participants

Study participants have a right to privacy that must not be violated without informed consent. Identifying information, including names, initials, or numbers, will not be published in written descriptions, photographs, or pedigrees unless the information is essential for scientific purposes and the patient (or parent or guardian) gives written informed consent for publication. Informed consent for this purpose requires that an identifiable participant be shown the manuscript to be published. Authors must disclose to these study participants whether any potential identifiable material might be available via the Internet as well as in print after publication. Study participants' consent may be requested in case of need according to Editorial Committee's criteria, taking into account local regulations or laws. Since archiving the consents with the journal would reveal the study participants' identities, the author may be asked to archive the consents and provide the journal with a written statement that attests that they have received and archived written study participants' consents.

Nonessential identifying details will be omitted. Informed consent must be obtained if there is any doubt that anonymity can be maintained. If identifying characteristics are altered to protect anonymity, such as in genetic pedigrees, authors must provide assurance, and editors will so note, that such alterations do not distort scientific meaning.

The requirement for informed consent is included in the journal's Instructions for Authors. When informed consent has been obtained, it will be indicated in the published article.

FARMACÉUTICOS COMUNITARIOS there will not be published any research work that contains information of persons who makes its identification possible.

### AUTHORS AND REVIEWERS

Manuscripts are reviewed by FARMACÉUTICOS COMUNITARIOS with due respect for authors' confidentiality. In submitting their manuscripts for review, authors entrust editors with the results of their scientific work and creative effort, on which their reputation and career may depend. Authors' rights may be violated by disclosure of the confidential details during review of their manuscript. Reviewers also have rights to confidentiality, which must be respected by the editor. Confidentiality may have to be breached if dishonesty or fraud is alleged, but otherwise it must be honored.

Editors must not disclose information about manuscripts (including their receipt, content, status in the reviewing process, criticism by reviewers, or ultimate fate) to anyone other than the authors and reviewers. This includes requests to use the materials for legal proceedings.

Editors make clear to their reviewers that manuscripts sent for review are privileged communications and are the intellectual property of the authors. Therefore, reviewers and members of the editorial staff will respect the authors' rights by not publicly discussing the authors' work or appropriating their ideas before the manuscript is published. Reviewers are not allowed to make copies of the manuscript for their files and are prohibited from sharing it with others, except with the editor's permission. Reviewers must return or destroy copies of manuscripts after submitting reviews.

Reviewer comments will not be published or otherwise publicized without permission of the reviewer, author, and editor.

Reviewers will remain anonymous except for the editors. The reviewers' identity will not be revealed to the author or anyone else without the reviewers' permission.

FARMACÉUTICOS COMUNITARIOS Esports doesn't publish reviewers' comments with the manuscript without the consent of the authors and reviewers. However, reviewers' comments shall be sent to other persons reviewing the same manuscript, which helps reviewers learn from the review process. Reviewers also may be notified of the editor's decision to accept or reject a manuscript.

## PROTECTION OF HUMAN SUBJECTS IN RESEARCH

When reporting experiments on human subjects, authors must indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, as revised in 2008. If doubt exists whether the research was conducted in accordance with the Helsinki Declaration, the authors must explain the rationale for their approach and demonstrate that the institutional review body explicitly approved the doubtful aspects of the study.