

Instructions for authors and publication rules in *Medicentro Electrónica*: 2026 Update

MEDICENTRO ELECTRÓNICA

It is the oldest publication within the health system of Villa Clara province and is located at the University of Medical Sciences. Its purpose is to promote and publish the scientific work produced by professionals in the region. Its mission is to contribute to the advancement of public health science through the selection, evaluation, and publication of scientific articles of proven quality, novelty, and relevance.

The journal has an electronic format. Its main content is published in Spanish language while titles, keywords, and abstracts are provided in English. It follows a continuous publication model and adheres to the digital preservation policy established by the Cuban Medical Science Publishing House (ECIMED) in conjunction with the National Information Center of Medical Science (Infomed). The journal accepts submissions—including original, review and special articles, letters to the editor, case reports, communications—and also editorials, which are requested by the Editorial Board.

IMPORTANT NOTICES

Medicentro Electrónica began using since 2024 the WAME Manuscript Submission Checklist (acronym in English for the World Association of Medical Editors). This is a useful tool for authors who wish to send manuscripts to scientific journals, and it is mandatory to upload it as a complementary document to each article, signed by its authors. See supplementary document models > WAME Manuscript Submission Checklist

Models of complementary documents

- [Authorization letter for publication](#)
- [Originality form](#)
- [WAME Manuscript Submission Checklist](#)

Medicentro Electrónica only accepts manuscripts that have not been previously published, nor are they being evaluated for publication in another journal, this implies a great responsibility on the part of the authors. The selection of the material proposed for publication is based on the degree of interest for the majority of the professionals, the scientific soundness, originality, timeliness and timeliness of the information, the seriousness in the treatment of the subject, its writing and compliance with the regulations of medical ethics.

Costs and publication system

All services provided by the journal are entirely free of charge for authors, readers, and institutions. This principle will continue to apply in the future regarding submission of manuscripts, processing, downloading or publication of articles.

Authorship

In accordance with the Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals, published by the International

Committee of Medical Journal Editors (www.icmje.org), an "Author" is one who meets the following conditions:

1. Substantial contributions to the conception or design of the research/scientific work; or the acquisition, analysis and interpretation of data.
2. Write/make the final report or critically review its content (help).
3. Approval of the final version of the report that will be published.
4. Be responsible for all aspects of the work to ensure that questions regarding the accuracy or completeness of any part of the work are properly investigated and resolved.

Contribution of the authors

Authors must detail their contribution to the submitted work according to the CRediT taxonomy, which can be consulted at <https://casrai.org/credit/>.

Copyright

This journal is available via open access without restrictions, in compliance with international policy on free access to information. The content presented here is licensed under a Creative Commons Attribution-NonCommercial 4.0 International License (CC BY-NC), which allows for its use—provided it is for non-commercial purposes and the primary source is cited.

Digital identifier (ORCID)

The Open Researcher and Contributor ID (ORCID) is a unique identifier, made up of 16 digits, which aims to provide researchers with an unequivocal author code that clearly distinguishes their scientific production and avoids related confusion with scientific authorship and the existence of coinciding or similar names; therefore, its use has become a requirement for scientific publications and communications.

ORCID also provides a place to register jobs and other data, which can be shared and linked with other identification systems such as (ResearcherID, ScopusID, Publons, among others). If your ORCID has not yet been created, you can do so at the following link: <https://orcid.org/>.

Privacy statement

The names, email addresses and other data provided to *Medicentro Electrónica* will be used exclusively for the purposes established therein, and will not be provided to third parties. Only those corresponding to the author responsible for the correspondence will be public, in each article.

ETHICS

General considerations

The signing authors of the articles accept the responsibility defined by the International Committee of Medical Journal Editors (www.icmje.org).

Papers sent to *Medicentro Electrónica* must have been prepared in compliance with international recommendations on clinical research with people and laboratory animals (Helsinki Declaration of the World Medical Association).

The opinions expressed by the authors are their sole responsibility and do not necessarily reflect the criteria or the policy of the Editorial Board.

The mention of trade names, manufacturers or distributors of equipment or supplies does not imply that the journal approves, recommends or uses them.

Recommendations of the Committee on Publication Ethics (COPE) are followed for the treatment of ethical problems.

Conflict of interests

Medicentro Electrónica requires all authors and reviewers to report any type of "Conflicts of interest" (financial, personal, political or academic) that may influence their approaches or their evaluation in relation to the work.

Plagiarism

All articles submitted to *Medicentro Electrónica* are verified by the editors—both before and during the publication process—using digital tools acquired by the National Health System (with support from PAHO) to detect overlaps and potential plagiarism. This applies not only to scientific articles but also to undergraduate, master's, and doctoral theses as well as reports and other materials related to scientific development.

If a previous version of an article has already been published, this must be explicitly stated in the notes. Any new version must contain substantial new content, and the rationale for its resubmission must be provided. The journal will reject articles found to contain plagiarism, notifying both the authors and their affiliated institutions; it may also impose restrictions regarding the authors' future ability to publish in the journal.

Reviewers and members of the Editorial Board may also identify instances of such misconduct. If fraud is discovered during the review process, the authors will be notified that the article has been rejected; if it has already been published, it will be retracted immediately.

Readers who detect plagiarism are encouraged to inform the journal's editorial office via email (medicentro@infomed.sld.cu, vicente@infomed.sld.cu), providing the article title, author(s) name(s), volume, issue, and year of publication.

Medicentro Electrónica does not condone any form of plagiarism. Authors are therefore advised to review the content of their articles before submission and to exercise great care in the use of citations and bibliographic references.

Authors are encouraged to consult the guide by Miguel Roig, titled "Avoiding plagiarism, self-plagiarism, and other questionable writing practices: A guide to ethical writing."

Fabrication/Falsification of data

Falsification is omitting or altering data, materials, or research processes so that their results are not accurately reflected, and fabrication is the way to fabricate data or results. These reprehensible conducts are fraudulent, seriously alter the integrity of the research, and can negatively influence clinical practice.

Therefore, manuscripts must be prepared based on original and reliable data. The use of falsified or fabricated data is totally prohibited. In case of suspected fraud, the journal has the right to request the raw data, even after the publication of the article, and will follow the recommendations of the Committee on Publication Ethics (COPE).

Image manipulation

Medicentro Electrónica requires authors to send original images, because all of the accepted manuscripts will be exhaustively verified. You cannot enhance, hide, move, delete or introduce any specific features within an image. Adjustments to brightness, contrast, or color balance are acceptable, as long as they apply to the entire image and do not misrepresent any information.

Informed consent

All patients and research participants must be informed about the objectives of the study and the possible side effects of drugs or interventions; for this reason, the signed, written informed consent of all participants or their legal guardians is necessary. This action is part of the investigation and must be declared by the authors.

Likewise, any image or information related to the patients or participants must be published, even if it does not necessarily imply their identification.

The journal reserves the right to request the signed documents, if deemed appropriate.

Use of Artificial Intelligence

Artificial intelligence (AI) has transformed scientific research and publishing. Given the exponential increase in its use—coupled with low rates of disclosure by authors—JAMA and the JAMA Network have updated their guidance regarding what is permitted, what is prohibited, and what must be disclosed. In alignment with these guidelines, our journal adopts them as a useful tool for ensuring the transparency and integrity of the scholarly record.

What is permitted?

Research: Yes, provided that its use is fully described in the Methods section, reporting guidelines are followed, and the authors assume full responsibility for all content.

Literature search: Yes, if described in the Methods section for research reports, or in the Acknowledgments for other types of manuscripts; authors must verify accuracy and assume responsibility.

Manuscript preparation: Yes, if described in the Acknowledgments, with accuracy verified and responsibility assumed.

Grammar or spelling review: Yes; no disclosure required.

Translation: Yes, if described in the Acknowledgments, with accuracy verified and responsibility assumed. Be aware of the risk involved in entering content into public translation tools.

Data formatting or graphical visualization of data or results: Yes, if fully described in the figure legend, with accuracy verified and responsibility assumed.

What is not permitted?

Presenting AI-generated data as if it were original research from non-AI sources.

Drafting letters to the editor or online comments using AI. Human ideas are prioritized.

Drafting opinion manuscripts using AI. Human ideas are prioritized.

Using AI, advanced AI systems (such as Large Language Models, or LLMs), or chatbots to generate or format references. This is discouraged, as it may compromise the accuracy and integrity of the cited references. The use of standard reference management software is recommended.

Clinical images or illustrations created or manipulated by AI, unless they are part of a formal, fully disclosed research design or methodology.

Clinical video or audio created or manipulated by AI, unless they are part of a formal, fully disclosed research design or methodology.

Use during the peer-review process. Inputting an author's manuscript or a reviewer's summary into an external AI tool or LLM violates confidentiality.

Using AI to draft responses to comments from reviewers or editors. The author's own ideas are prioritized.

Mandatory Disclosure

If AI, an LLM, a chatbot, or similar technology was used to assist in the creation, revision, or formatting of content, this must be disclosed in the Acknowledgments section. The disclosure must include: the name of the AI platform, program, or tool; its version and extension numbers; the manufacturer; the date(s) of use; a brief description of how the AI was used and in which parts of the manuscript or content; and a confirmation that the author(s) assume responsibility for the accuracy and completeness of the generated content.

This guideline does not apply to basic tools used for checking grammar or spelling.

Fundamental Principle

Authors are responsible for the accuracy of all content submitted to journals, whether it is generated or assisted by AI, or produced solely by humans. When AI is used as part of a scientific study, previously published guidance for the complete and transparent reporting of methods and results—including potential biases, limitations, generalizability, and reproducibility—must be followed.

Source: Flanagin A, Perlis RH, Bibbins-Domingo K. Updated Guidance for Author Use of AI in Medical Publication. JAMA. Published online: August 10, 2026. doi:10.1001/jama.2026.16613

GENERAL INSTRUCTIONS

All manuscripts necessarily have to comply with the publication standards (see Table), otherwise they may be rejected without being reviewed by experts.

Although a maximum number of words is established for each type of article, we will be flexible with the length of the papers depending on their quality and scientific impact. The format must be the following:

- Font: Arial 12 picas.
- Line spacing: a space and a half.
- Pagination: it is not essential. If used, the pages should be numbered consecutively, at the bottom right, with no number appearing on the front page.
- Each one of the sections of the manuscript must be properly headed, but page breaks must not be used, nor separate pages except for tables. Compressed files in any format are not supported.

The submitted document must have clarity and coherence in wording, syntax and spelling. The meaning of the abbreviations, initials and symbols used will be described. The use of these should not be excessive, as it prevents fluent reading and understanding of the work.

Our instructions are based on the recommendations contained in the International Committee of Medical Journal Editors (Vancouver Style) uniform requirements for preparing manuscripts sent to biomedical journals. If you want to access, click here.

The journal follows a continuous publication model.

Authors are to provide the primary records used for the data if requested by the editors.

Statement that each of the persons mentioned in the THANK YOU section authorizes being mentioned.

Front page

Must contain:

Title in Spanish, without initials or abbreviations; if names of institutions are used, they must be official and up-to-date (up to 15 words). The title must adequately correspond to their content.

- Authors: the full names and surnames of all the authors must appear, with their ORCID record, and the institution to which they belong, country and email.

Ej. Olga Lidia Veliz Concepción¹ <https://orcid.org/0000-0002-6142-3299>

Sandi Jiménez Puñales² <https://orcid.org/0000-0003-4535-9562>

1- Universidad de Ciencias Médicas de Villa Clara. Santa Clara, Villa Clara. Cuba. Correo electrónico: olgalidiavc@infomed.sld.cu

2- Hospital Universitario Ginecobstétrico "Mariana Grajales". Santa Clara, Villa Clara. Cuba. Correo electrónico: sandijp@infomed.sld.cu

- Article types (Original, Review, Special, Letter to the Editor, Editorial, Communication and Case Report).
- Declaration of conflicts of interest.
- Declaration of the originality of the work:
Eg: This manuscript is an original and unpublished work, it has not been totally or partially published, nor is it being evaluated by another journal or any other means of dissemination.
- Contribution of the authors (Original articles).
- All articles will be accompanied by a letter of responsibility that will enter the system as a complementary file. If it is not uploaded together with the article, the Editorial Board will reject it until the authors send it. In the specific case of all articles published by the "Cmte. Manuel Fajardo Rivero" Clinical and Surgical University Hospital must also have the endorsement of their Scientific Council.

Table. Summary of the general standards that manuscripts sent to *Medicentro Electrónica* must comply with.

Type of article	Characteristics of the articles					
	Title (words)	Authors	Abstract	Extension (words)*	References	Tables +Figures
Original Article	up to 15 words	8-10	Structured (250 words)	4 500	20 to 25 references, with a 50% update.	5
Review Article		3		5000	25 to 30 references, with a 70% update.	
Special Article		6	Unstructured (150 words)	4000	No more than 25, with 50% update	5

Communication		3		3500	Up to 10 80% update	
Case Report		3(in case of others, they must be very justified)		3000	Up to 10 80% update	5
Letter to the Editor		3		2500	Up to 10 80% update	
Editorial		They are requested by the Editorial Board				

* Without counting the front page, abstract, tables, figure captions, and supplementary material.

Main document

It is all the text or "body" of the manuscript that does not include the first page, the figures or the supplementary material. This main document should not contain any identifying information of the authors.

Abstract

For original and review articles, the abstract must be structured, with a maximum length of 250 words, and the headings: a) Introduction, b) Objectives, c) Methods, d) Results and e) Conclusions.

In the case of review articles, they must be structured as: a) Introduction, b) Objectives, c) Method and d) Conclusions.

Letters to the Editor and Editorials do not require an abstract.

In the rest of the manuscripts they will have an abstract, unstructured, with up to 150 words.

In no case should bibliographic citations or abbreviations appear.

It is written in the past tense.

Keywords

Three to six key words or phrases are included, preferably derived from the Medical Subject Headings (MeSH) of the National Library of Medicine. Available at: www.nlm.nih.gov/mesh/meshhome.html.

Abbreviations

Avoid improper use of abbreviations. The ones you use must be widely used and when they appear for the first time in the text they will be preceded by the full term.

Up to 8 are accepted in the entire document, a greater number must be fully justified.

Bibliographic references

References shall be numbered according to the order in which they are mentioned in the text and must be identified using Arabic numerals in superscript format within the text itself. Citations should refer to published, relevant, and up-to-date documents. References to personal communications and unpublished documents should be avoided; if absolutely necessary, they may be mentioned in the text within parentheses.

At least 50% of the references must consist of material published on the topic within the last 5 years. Journal titles should be abbreviated according to the Index Medicus (List of

Journals Indexed in Index Medicus). Do not use capital letters or underlining for emphasis. The arrangement of bibliographic elements and the use of punctuation marks must follow the Vancouver style.

Regarding the use of a DOI: if it provides access to the full text of the article, it is not necessary to include the URL. If, however, it does not provide full-text access, the URL must be included.

Examples of some common scenarios are provided below:

PRINTED JOURNALS

1. Standard article

Up to 6 authors

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med*. 2022 Jul 25;347(4):284-7.

More than six authors, followed by "et al."

Cortés-Alfaro I, Aguilar-Valdés J, Suárez-Medina R, Rodríguez-Dávila E, Durán-Rivero JS, Martínez-Sánchez L, et al. Risk factors associated with suicide attempts and perspectives on the event among adolescents. *Rev Cubana Med Integr*. 2020;27(1):33-4.

2. Collective author (the author is a group/team)

Pan American Health Organization. Diabetes prevention program. *Rev Panam Salud Públ*. 2019;40(5):679-86.

3. No author mentioned

Educational intervention regarding risk factors for premalignant lesions of the oral cavity. Bayamo. January–March 2016. *Multimed*. 2019;21(5):639-54.

PRINTED BOOKS

1. Books and other monographs

Between 1 and up to 6 authors

Laffita Labañino W. Acute abdomen in the pregnant woman. Havana: Editorial Ciencias Médicas; 2013.

2. Books with more than six authors or editors. List the first six, followed by "et al."

3. Editor(s), Compiler(s)

Rodríguez J, editor. Practical guide to mental health in disaster situations. Washington, D.C.: PAHO; 2006.

4. Corporate author

American Cancer Society. Cancer: what causes it and what doesn't. Atlanta: American Cancer Society; 2023.

5. Book chapters

Chapter and book by the same author

Laffita Labañino W. Surgical acute abdomen in the pregnant woman. Havana: Editorial Ciencias Médicas; 2013. General characteristics of surgical acute abdomen in the pregnant woman; pp. 1–12.

Chapter by an author different from the book's author(s)

Sarduy Bermúdez L, González Díaz ME, De La Rosa Samper E, Morales Aguiar DR. Etiology and pathogenesis of chronic immunoinflammatory periodontal disease. In: González Díaz ME, Toledo Pimentel B, Sarduy Bermúdez L, Morales Aguiar DM, De La Rosa Samper H, Veitia Cabarrocas F, et al. Compendium of Periodontics. Havana: Editorial Ciencias Médicas; 2017. pp. 73–147.

ELECTRONIC MATERIAL

Author(s) of the article. Title of the article. Abbreviated journal title [Internet]. Year Month Day of publication [cited Year Month Day];volume(issue): pagination. Available at:

Note: If there is no pagination, the number of screens may be estimated. E.g.:
[approx. 5 screens].

1. Journal article on the Internet

Santiago-Dager E, Venzant-Fontaine C, Hechavarría-Martínez BO, Salas LO, Odalmis N. Historical evolution of the treatment of necrotic immature permanent teeth. Medisan [Internet]. 2023 [cited 2024 Feb 1];27(3):[approx. 16 screens]. Available at: <http://scielo.sld.cu/pdf/san/v27n3/1029-3019-san-27-03-e4565.pdf>

2. Books

For 1 to 6 authors; for more than 6, follow with "et al."

Laffita Labañino W. Acute abdomen in pregnant women [Internet]. Havana: Editorial Ciencias Médicas; 2013 [cited 2024 Feb 6]. Available at: http://www.bvs.sld.cu/libros/abdomen_agudo_embarazo/abdomen_agudo_quirurg_embarazo_completo.pdf

3. Book chapters

Chapter and book by the same author

Laffita Labañino W. Acute abdomen in pregnant women [Internet]. Havana: Editorial Ciencias Médicas; 2013 [cited 2024 Feb 6]. Peritoneal syndrome; pp. 13–35. Available at: http://www.bvs.sld.cu/libros/abdomen_agudo_embarazo/abdomen_agudo_quirurgico_cap2.pdf

4. Chapter by an author different from the book's author(s)

Sarduy Bermúdez L, González Díaz ME, De La Rosa Samper E, Morales Aguiar DR. Etiology and pathogenesis of chronic immunoinflammatory periodontal disease. In: González Díaz ME, Toledo Pimentel B, Sarduy Bermúdez L, Morales Aguiar DM, De La Rosa Samper E, Veitia Cabarrocas F, et al. Compendium of Periodontics [Internet]. Havana: Editorial Ciencias Médicas; 2017 [cited 2024 Feb 6]. pp. 73–147. Available at: http://bvs.sld.cu/libros_texto/compendio_periodoncia/cap02.pdf

5. Webpage (website)

Website [Internet]. Place of publication: Publisher; year month day [updated year month day; cited year month day]. Available at: Web URL

World Health Organization [Internet]. New York: WHO; c2024 [cited 2024 Feb 6]. Available at: <https://www.who.int/es/>

CONFERENCES AND CONGRESSES

Ruiz-Guerrero I, Marzo-Guzmán D, Boudet-Molina R, Moraguez-Rodríguez DE, Negret-Delís J. Educational intervention on breast cancer in women at risk of developing breast cancer. In: EdumedHolguín2021. 10th Scientific Conference of the SOCECS. Nov 20 – Dec 20, 2021; Holguín (Cuba). Holguín: University of Medical Sciences; 2021. 15 p. Available at:
<https://edumedholguin2021.sld.cu/index.php/edumedholguin/2021/paper/viewFile/172/94>

THESES

For doctoral and master's theses [doctoral thesis], [master's thesis]

Loayza-Palomino LM. Pulp therapy in young permanent dentition using Biodentine [degree thesis]. [Huancayo]: Universidad Peruana Los Andes; 2022. Available at:
<https://repositorio.upla.edu.pe/bitstream/handle/20.500.12848/4452/TRABAJO%20DE%20SUFICIENCIA%20PROFESIONAL.pdf?sequence=1>

Tables

They must be created in Web Table 1 or Grid 1 format, with all borders. They will be classified with Arabic numerals, according to their order of appearance in the text. Each table will be written double-spaced on a separate sheet and will be included in the Results, or at the end, before the bibliographical references. Those that contain little data can be commented on in the text instead of appearing as tables.

They include a title or heading at the top, while the bottom section describes the abbreviations used—listed in alphabetical order—as well as any symbols and the source from which the data were obtained. The content is self-explanatory, and the data presented should not be repeated in the figures. Tables in image format are not accepted.

Figures

Includes charts, drawings, photos, and images obtained directly from diagnostic imaging equipment. They must be unpublished, otherwise they must have the corresponding reproduction permission and clearly expose the original source.

They will be sent in digital format (JPEG), with a resolution sufficient to guarantee print quality (not less than 300 dpi), and are not included in the main document, but in separate files as "supplementary files" through the system on-line management of manuscripts (OJS). Special details are marked with arrows, asterisks, and arrowheads, using maximum contrast to the figure.

Figure captions must be clear and explanatory. No data should appear in the figures that would reveal the identity of the patient. The photographs of people must be taken in such a way that they are not identifiable or, otherwise, they must be accompanied by the consent of their use by the person photographed (see Informed consent section).

Supplementary material

The supplementary material will be published only online.

The images and tables must meet the established requirements that are shown in the corresponding sections; and the audios or videos must be:

- a) Referring, logically, to key aspects of the article or research,
- b) Anonymous (do not include any identifying data),
- c) Light "weight": < 5 Mb,
- d) Duration < 2 minutes. If they were longer, they must be divided into two or more short sequences,

- e) In formats normally playable by computers, tablets and mobile phones (Audio Video Interleave [.avi], Moving Picture Experts Group [.mpeg, .mpg] and MPEG Audio Layer III [.mp3], preferably),
- f) A brief description of each audio or video sequence will be included after the figure captions,
- g) They will only be included in the publication by decision of the Editor-in -Chief.

EDITORIAL

It is requested by the Editorial Board. If you believe you might submit a manuscript for this section, you should contact the committee before doing so.

ORIGINAL ARTICLE

- The length must not exceed 4,500 words, excluding front page, abstract, bibliographic references, and annexes. A maximum of 8 to 10 authors is permitted.
- Each article must be accompanied by a letter detailing the contribution of each author, in accordance with the CRediT (Contributor Roles Taxonomy) framework.

Example:

María Capote Pérez: performed statistical processing.

José Cabrera González: selected the study sample.

Iván López Díaz: developed the measurement instrument.

Presentation order: 1) Front page, 2) Abstract and keywords, 3) Introduction, 4) Methods, 5) Results, 6) Discussion, 7) Conclusions, 8) Bibliographic references. Acknowledgments, if any, appear after the conclusions.

Title

Must correspond to the article's topic. It should be concise, understandable, and informative; no longer than 15 words; and contain no acronyms or abbreviations. If the names of institutions are used, they must be the official, current versions.

Abstract

Structured into sections. It must follow this format: Introduction–Objectives–Methods–Results–Conclusions. It has a maximum limit of 250 words, provides a clear overview of the work, and is written in the past tense. Keywords

Must be specific and representative of the document's semantic content, covering both primary and secondary topics. Include at least 3 keywords or key phrases. The use of the DeCS (Health Sciences Descriptors) thesaurus is recommended: <http://decs.bvs.br/E/homepagee.htm>

Introduction

Present brief, clear, and appropriate background information. Establish the rationale for the scientific problem. Clearly state the objective(s) of the study at the end of the Introduction; this must be written in paragraph form.

Methods

Define the type of research or study, the time period, and the location. Define the population or study group, as well as the inclusion, exclusion, and elimination criteria. Describe the criteria and justification for sample selection, if applicable. Clearly describe the variables analyzed, as well as the methods used for data collection, processing, and analysis. The statistical methods employed must be appropriate for the type of study. The methodology must be reproducible by other researchers. State any ethical considerations specific to the study.

Results

Presented in alignment with the study's objectives. Use appropriate statistical measures (where required). Figures and tables should highlight relevant findings, avoiding the repetition of information across them. A maximum of 5 items—including tables, figures, or statistical charts—is permitted.

Discussion

Provide a critical analysis of the study results in light of work published by other researchers, both nationally and internationally. Explain the scope and limitations of the findings. Describe the potential applicability and generalizability of the results.

Conclusions

These are mandatory. They should be concise, appropriately generalized, address the study's objectives, and align with the Results and Discussion sections. Do not repeat results.

References

Include 20 to 25 references. Citations must be properly marked (using superscripts placed after punctuation marks). At least 50% of the references must be from works published within the last five years.

Tables

The title of each table must accurately reflect its content. The information presented must justify the table's inclusion; do not repeat information already provided in the text. Tables must be formatted with grid lines. In addition to a title, each table must include the source of the data presented.

Figures

Include only those that are necessary and relevant. Figure captions must accurately correspond to the figures. A maximum of 3 figures is allowed. Each file must not exceed 500 KB and must be in JPG format.

Charts and Diagrams

These must be editable—meaning an editor should be able to modify them without needing to recreate them if changes are required. Each file must not exceed 500 KB.

REVIEW ARTICLE

- The length must not exceed 5,000 words, excluding the front page, abstract, and bibliographic references. It must not have more than 3 authors.

Order of presentation: 1) Front page, 2) Abstract and keywords, 3) Introduction, 4) Methods, Development, 6) Bibliographical references.

Title

Must correspond directly to the article's subject matter. It should be concise, understandable, and informative; it must not exceed 15 words and should not include acronyms or abbreviations.

Abstract

Must be structured into the following sections: Introduction, Objective(s), Methods, and Conclusions. The maximum length is 250 words.

Keywords

Must be specific and representative of the document's semantic content, covering both primary and secondary topics. A minimum of 3 keywords or key phrases is required. The use of the DeCS (Health Sciences Descriptors) thesaurus is recommended:
<http://decs.bvs.br/E/homepagee.htm>

Introduction

Provide brief, clear, and appropriate background information, supported by bibliographic references. The topic must be significant and relevant to the scientific field. Establish the scientific problem that prompted the review. Clearly state the objective(s) of the work at the end of the Introduction; this should be written as a paragraph.

Methods

Outline the criteria and justification for the selection of the sources consulted, the search engines used, and the time period covered by the review.

Body (Development)

Present the content in alignment with the study's objectives. Include figures and tables that highlight relevant aspects without repeating information. Interpret the findings from the literature consulted, compare the differences and similarities among the studies analyzed, and critically evaluate the results in the context of work published by other researchers. Discuss the potential applicability and generalizability of the findings. Include any additional aspects that warrant consideration (if necessary), and point out the limitations or contributions of the review.

Conclusions

These should address the study's objectives and be clear, specific, and relevant.

References

There shall be a limit of 25 to 30 references, which must be properly cited (using superscripts placed after the punctuation mark), with 70% of the works having been published within the last five years.

SPECIAL ARTICLE

These articles are commissioned by the journal's Editorial Board and must not exceed 4,000 words, excluding the front page, abstract, and references (which are limited to 25, with at least 50% being recent/updated). The required structure is: Introduction, Body (Development), and Conclusions. The body should reflect the characteristics of an original research article but be presented as a single section, without subheadings, while maintaining a logical flow. This category also encompasses experience-based reports, essays, systematizations, clinical practice guidelines, and similar works, provided they pertain to medical science. The abstract may be unstructured (up to 150 words) or structured, at the authors' discretion. If images, graphs, or tables are included, they must not exceed 5 in total; they must be provided in an editable format, with clear captions, titles, and source citations.

COMMUNICATION

Short papers, not exceeding 3,500 words—excluding the front page, abstract, and references—must include an unstructured abstract of no more than 150 words. These papers should present topics of interest within a specific scientific field in a concise and accessible manner, incorporating novel insights that reflect the author's perspective. Research findings may also be reported. Submissions must include no more than 10 bibliographic references, 80% of which should be recent (up-to-date). A maximum of three authors is permitted.

CASE REPORT

These are reports concerning patients, techniques, or other novel information submitted by an author for publication. They must not exceed 3,000 words, excluding the front page, abstract, and bibliographic references (up to 10, with 80% being recent/up-to-date). A maximum of three authors is permitted; the participation of any additional author must be justified.

The structure includes:

- An unstructured, concise **Abstract** (up to 150 words).
- A brief **Introduction** providing information about the condition.

- **Patient presentation** (medical history, reasons for seeking consultation or emergency care, diagnostic tests performed, and the patient's clinical course). This section should be supported by no more than five high-quality images, each with a corresponding figure caption; images must be referenced within the text in the order in which they appear. The JPG format is preferred. Any symbols, arrows, or letters used within the images must contrast clearly against the background and should be added using image-editing software (e.g., Paint, Photoshop). If photographs of individuals are used, the subjects must not be identifiable; otherwise, written authorization from the patient must be provided. Photomicrographs must include a scale bar. If digitized videos are used, they must be submitted in .avi format as separate files; the file size must not exceed 1 MB, and the journal editor must be consulted for approval.
- A concluding **Commentary**, in which the author provides an assessment of the case and compares their experience with findings reported by other authors.

LETTER TO THE EDITOR

Submissions expressing the authors' ideas, positions, or disagreements regarding content published in the journal—or topics relevant to the field—will be accepted, subject to evaluation by the Editorial Board. Letters that adhere to the ethical principles of scientific publishing will be published. Any arguments presented must be supported by appropriate bibliographic references, in accordance with the guidelines adopted by the journal. Submissions must not exceed 2,500 words (excluding the front page) and may include up to 10 bibliographic references, 80% of which must be current (recent). A maximum of 3 authors is permitted.

MANUSCRIPT SUBMISSION

Medicentro Electrónica uses an online manuscript management system (OJS – Open Journal System); therefore, you must be registered as an “Author.” To do so, please visit the journal’s website at <http://medicentro.sld.cu/index.php/medicentro/index>. Once you have obtained your username and password, you may begin the manuscript submission process.

Manuscripts must be submitted as two or more separate files: 1) the main document (the text or “body” of the manuscript), 2) the front page, and 3) any tables, figures, or other supplementary material—such as graphs, diagrams, or annexes (if applicable).

OPEN JOURNAL SYSTEM

Both the lead author and any co-authors must be registered to publish in this journal. First, select the appropriate journal section for your manuscript—that is, the article type—then upload the main document, followed by the metadata (authors, title, abstract, and bibliography). This is also where you enter your ORCID. Often, this step triggers an error message that prevents you from proceeding, which can be frustrating and may lead you to give up; however, the issue is simply that the OJS format does not include the “s” in “https.” Removing it will allow you to continue entering your data into the system.

Next, upload any necessary supplementary files—such as the title page, figures, videos, or any other material the authors deem relevant—and finally, complete the submission process.

ARTICLE PROCESSING

Reception

Once the article is received, the author responsible for the correspondence will receive the notification of receipt of the manuscript, with his/her identification number, which he /she must use from that moment on. It is then submitted to a review process that begins with the scientific editor, who sends it to one of the section editors, and these, in turn, send it to the referees/reviewers that the journal has declared; which will use the evaluation guide established for each type of article, available on our platform. Subsequently, these specialists issue a diagnosis according to the following categories: publishable without markings, accepted with major fixes, accepted with minor fixes, or rejected. The Editorial

Board will carry out the first review within 30 days to determine if the manuscript complies with the Publication Guidelines and the editorial process can continue.

Peer Review

Within thirty (30) days of a manuscript's entry into the system, a decision will be made regarding its acceptance, return for revision, or rejection. In exceptional cases—depending on the complexity of the work—an additional period of up to thirty (30) days may be granted to allow for expert consultation.

All submissions are evaluated by expert reviewers appointed by the editors. Furthermore, strict adherence to established ethical standards is maintained to prevent conflicts of interest.

The journal aligns with the principles of Open Science and employs an open peer review process to foster transparency in both the editorial workflow and scientific communication. This approach requires the consent of all involved parties (authors and reviewers).

The journal's editorial office will keep authors informed regarding the status of their submissions—including whether they have been accepted to proceed further in the review process—via the OJS (Open Journal Systems) platform. The journal's Editorial Board reserves the right to reject any articles deemed unsuitable for publication.

Prior to publication, authors will be notified via email to review the galley proofs and inform the journal of any errors or typos.

Should an author decide, for any reason, not to proceed with the publication of their article, they must notify the journal in writing to avoid potential ethical conflicts.

Authors are expected to complete any revisions suggested by reviewers or editors within one month. Failure to do so grants the Editorial Board full authority to withdraw the article from the journal due to the author's delay and non-compliance with established requirements.

Editorial Decision

If a manuscript requires revisions, the comments and suggestions from the Editorial Board and the experts will be sent to the corresponding author, who must respond within a period of no more than 30 calendar days. Failure to respond within this timeframe will result in the manuscript being automatically rejected and archived.

Once a final editorial decision has been reached—approximately 6–8 weeks after the date of submission—*Medicentro Electrónica* will notify the authors of the outcome. The journal's editorial and drafting boards reserve the right to reject any articles deemed unsuitable for publication. If, for any reason, an author decides not to proceed with the publication of their article, they must notify the journal's office in writing to avoid any potential ethical conflict.

OPEN SCIENCE

This journal adheres to the principles of Open Science and promotes:

- Open peer review.
- Review both before and after the acceptance of an article (pre-print and post-review).
- Open publication of research data: the journal encourages the sharing of research data, requiring authors to provide and reference the data used in their research so that it may be shared and reused, thereby fostering scientific transparency and credibility. Furthermore, depending on the type of article, the analyzed dataset must be included (uploaded as supplementary material) in an editable format (e.g., Excel (.xlsx or .xls) or SPSS (.sav)).

To align with Open Science principles, authors may deposit their research data in any internationally recognized repository, ensuring compliance with the FAIR principles (Findability, Accessibility, Interoperability, and Reusability).

The following are recommended:

DataCite, The Dataverse Network, Zenodo, SciELO Data

CONTINUING PUBLICATION AND PREPRINTS

The journal follows a continuous publication model and is governed by the current digital data preservation policy established by the Cuban Medical Science Publishing House (ECIMED in Spanish) and the National Information Center of Medical Sciences (Infomed).

It only accepts documents previously published in recognized preprint servers (SciELO Preprints, PubMed Central, Medxiv, ArXiv, bioRxiv, Plos and others considered by the Editorial Board). Authors must mention in their submission the availability of the document on any of these servers and its exact location, as well they must be updated at the end of the review process and layout tests.

CONTACT

Address: 7th Street #80 between Prolongación de Colón and Arnaldo Milián Hospital | Santa Clara| Villa Clara | Cuba | ZIP Code 50100 |Postal address 860

Main contact Editor in chief

PhD Vicente José Hernández Moreno

Editorial Board, Centro Provincial de Información de Ciencias Médicas. Universidad de Ciencias Médicas de Villa Clara.

Telephone: (053) (42) 273765

Fax: 1820

Support contact

PhD Vicente José Hernández Moreno

E-mail: vicente@infomed.sld.cu and medicentro@infomed.sld.cu