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## Instructions to authors

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The **Revista de la Sociedad Venezolana de Microbiología (RSVM)** is the official body of the Venezuelan Society of Microbiology (SVM) intended for the dissemination of all areas of Microbiology (bacteriology, mycology, virology, parasitology, food, cosmetics, medicines, veterinary, environmental, molecular biology, biotechnology), serving as a link and exchange between Venezuelan microbiologists, Latin America, the Caribbean, and the rest of the world. It is a biannual publication, with 2 issues a year, open access.

First published in print in 1980 and available in electronic version since 2000

The **RSVM** publishes:

Review articles, Original articles, Letters to the editor, Clinical cases, Short communications, Essays on current topics, Historical reviews, and Critical review of books.


### Processing charges fees

- La RSVM does not charge authors for the costs of reviewing, editing, or publishing their work.

### General conditions of publication.

- The journal accepts manuscripts from national or foreign authors throughout the year, which can be written in Spanish, English or Portuguese, using clear and precise language, observing grammatical rules.
- Manuscripts, accompanied by the authorship declaration letter and the checklist, must be sent to the RSVM's Editorial Committee email address [revsocvenmicrobiol@gmail.com](mailto:revsocvenmicrobiol@gmail.com)
- The corresponding author will receive the manuscript receipt letter containing the code assigned to the work.
- All communication with the RSVM both in cases of modifications, as well as the notification of the decision will be through Editorial's Committee email address [revsocvenmicrobiol@gmail.com](mailto:revsocvenmicrobiol@gmail.com)
- The manuscript must be accompanied by a letter of declaration of authorship signed by all authors, stating that:
  - They have actively participated in the execution of the work and agree to submit the article to the

RSVM for arbitration, recognizing that it has not been published or sent simultaneously to other journals.

- The work complies with bioethical considerations for the study in human beings and/or with experimental animals if applicable, as well as obtaining informed consent for the presentation of the clinical case and its images.
- State whether or not they received financing.
- Whether or not there are conflicts of interest, detailing if there are any
- Indicate the contribution of each of the authors. The author of the work is considered to be anyone who actively participated in the: a).- Conception and design of the study, obtaining data or its analysis and interpretation, b).- Critical review of the article and c).- Review and approval of the final version to be published. Those group members who do not meet the authorship criteria will be included in the Acknowledgments section. This section will be include in the paper.
- It is recommended that all authors have a number ORCID and is mandatory for the corresponding author. Authors can register at ORCID for free through the web <https://orcid.org/register> 
- In case of doubts or difficulties during the submission process, the corresponding author can write to the RSVM's email address [revsocvenmicrobiol@gmail.com](mailto:revsocvenmicrobiol@gmail.com) indicating the code assigned to the manuscript.

### Peer Review System – Arbitration

- All manuscripts will be examined by the Editorial Committee and then subjected to critical peer review.
- The authors are invited to propose other researchers as evaluators, who will be part of the bench of referees of the RSVM. The Editorial Committee reserves the right to decide whether to use one of the suggested reviewers.
- Manuscripts that do not comply with the instructions to the authors of the RSVM will be returned to the authors before submitting them to arbitration.

- The estimated time for the evaluation and decision processes of the Editorial Commission is 45 days.
- The Journal will give a reasonable period of up to 20 days to the authors to respond to the opinions of the referees or make the suggested modifications. If these take more time than stipulated, the work will be rejected or considered new.  
NOTE: If the authors need more time to answer referees' corrections, the corresponding author must send the request to the Editorial Committee through the email [revsocvenmicrobiol@gmail.com](mailto:revsocvenmicrobiol@gmail.com), indicating the extra time requested. If these take more time than stipulated, the work will be rejected or considered as a new submission.
- Once the verdict has been issued by the referees and reviewed by the Editorial Committee, the corresponding author receives the letter of acceptance or rejection of the work
- The RSVM is responsible for editorial review, style correction, translation review of summaries in English and Portuguese, as well as the final layout of the work.

### Job Submission Checklist

It is suggested to use the checklist in the RSVM ([Download](#)) prior to send it. Papers that do not meet all requirements will be returned to their authors and will not be accepted for review until all requirements are met.

### About the presentation of the works..

- The RSVM follow the style standards of the Vancouver Group ([www.ICMJE.org](http://www.ICMJE.org)).
- Manuscripts must be prepared as a document in Microsoft Word format.
- Times New Roman font, size 12 points, double spaced on consecutively numbered pages at the bottom right of the page.
- Italics should be used instead of underlining for scientific names (except URL addresses).
- Numerical data must include only one decimal.
- Figures and tables should be placed at the end of the manuscript.
- **Tables:** They must be created with the Word tables tool or, failing that, in Excel, with one-and-a-half space spacing, without colors, without horizontal or vertical lines, numbered in order of appearance as they appear in the work, and placed one per page at the end of the text. Up to a maximum of 3 boards are allowed. Additional tables must be properly justified by the authors. They must contain a descriptive title that must not be included in the table. The symbols used in the body of the table must be adequately described at the end of the table. If tables from other publications are

included, the authors must send permission stating that they are authorized for publication.

- **Figures:** including photographs and illustrations, must be numbered in order of appearance as they appear in the work and placed one per page at the end of the text in .jpg or .png format, of good quality, preferably 300x300 pixels in color or black and white. They must contain a descriptive title and a legend (if applicable), as well as sufficient information to allow their interpretation without resorting to the text. Up to a maximum of 3 figures is allowed. The inclusion of additional tables must be properly justified by the authors. Authors must identify the authorship of the figures. If figures from other publications are included, the authors must send permission stating that they are authorized for publication.
- **References:** The RSVM follows the Vancouver style for citing references ([www.ICMJE.org](http://www.ICMJE.org)). Must be identified with arabic numbers, placed in square brackets, and related directly to the content of the paragraph and cited consecutively.

### Bioethical Considerations

All studies must follow bioethical practices and comply with the provisions of the 1975 Helsinki Declaration revised in 1983. <https://www.wma.net/es/politicas-post/declaracion-de-helsinki-de-la-amm-principios-eticos-para-las-investigaciones-medicas-en-seres-humanos> and as stipulated by the 2000 World Bioethics Congress. Studies with humans must establish, in the description of the materials and methods, the approval of the Ethics Committee of the institution where the work was carried out.

- Those studies that involve animals must follow the guidelines for the care and use of laboratory animals. <https://grants.nih.gov/grants/olaw/guide-for-the-care-and-use-of-laboratory-animals>

### Manuscript body

Each section must begin on a separate page, following what is established for each type of publication to be sent.

**First page:** The title (14 points) will be indicated in the language in which the work is written. Full names and surnames of the authors, indicating in each case the institution to which they belong, the email address and the ORCID number. An star should be indicated to the corresponding author, indicating his or her email address immediately placed in the affiliation.

Below the authors, the title will be placed in English (14 points) or in Spanish if it is written in another language.

The order of appearance of the authors cannot be modified once the work has been accepted.

**Second page:** Abstract in the original language of the article and a Summary in Spanish, both of equal content and on the same page, highlighting the objective, materials and methods, results and conclusions, written in a single unstructured paragraph in simple spacing and with a length of no more than 200 words, followed by a list of 3 to 6 Key words in English and in Spanish and taken from the descriptors DeCS de Bireme-LILACS.

**Successive pages:** According to specifications of the type of publication to be sent.

### 1. Review articles

Systematic analysis of published or unpublished research results aimed at answering a research question on a specific topic aimed at highlighting advances in that field. It will be carried out at the invitation of the Editorial Commission.

It includes a critical analysis of the literature and the authors' own data and must contain a methodical systematic review of the literature of a minimum of 50 and a maximum of 80 references. The maximum number of words allowed is 10,000, not counting title (Spanish and English), summary (Abstract, keywords and key words), tables and figures and references.

The inclusion of tables and/or figures that facilitate understanding is recommended. It must comply with the general structure required by the journal, specifying in the materials and methods the search carried out: inclusion and exclusion criteria, terms to search, databases, period, languages and adding a figure with the flowchart of the search and selection of the articles following the format PRISMA (<http://prisma-statement.org/>).

### 2. Original articles

Are original investigations focused on the journal's specialty areas. Must include: summary and abstract, keywords, introduction, materials and methods, results, discussion, or results and discussion, conclusions and/or recommendations, acknowledgment (if applicable), conflict of interest, financing, and references. Maximum allowed number of words 8000, not counting title (Spanish and English), summary (Abstract and keywords), tables, figures and references.

### 3. Letters to the editor

Work in which critical or analytical approaches are expressed on the documents published in the RSVM and which, in the opinion of the Editorial Committee,

constitute an important contribution to the discussion of the topic by the scientific community. The structure of the text is free. It is recommended not to exceed two pages including references, tables, and figures.

### 4. Clinical cases

Presentation of rare clinical cases in medical practice (human or animal). Must include summary and abstract, keywords, a brief review of the relevant literature, the description of the case, [indicating that informed consent has been obtained from the patient (and/or their tutor) for the anonymous publication of the case and images] following the guidelines of the Case Report Guidelines (CARE) (<http://www.care-statement.org>), discussion, acknowledgment (if applicable), conflict of interest, funding and references. Maximum allowed number of words 2500, not counting title (Spanish and English), summary (Abstract and keywords), tables and figures and references.

The submission must be accompanied by the informed consent of the patient(s) (and/or their tutor).

### 5. Brief communications.

Brief work that presents important final, preliminary, or partial original results of an investigation that usually require immediate dissemination. It must comply with the general structure required by the journal for original articles, including bioethical considerations. The maximum allowed number of words is 2500, not including title (Spanish and English), summary (Abstract, keywords and key words), tables and figures and references

### 6. Essays on current topic

Manuscript that presents a series of arguments and reflections on a specific topic of great interest that, in the opinion of the Editorial Committee, constitutes an important contribution to the discussion of the topic by the scientific community. The structure must contain: abstract and summary in Spanish, keywords, introduction, body, conclusions, acknowledgment (if applicable), conflict of interest, financing, and references. Maximum allowed number of words 3000, not counting title (Spanish and English), summary (Abstract, keywords and key words), tables and figures and references.

### 7. Historical and/or biographical reviews

Section designed to contribute to the historical memory of the SVM and Venezuela. It highlights important historical facts related to Microbiology in the country and the world. Also included in this section are the biographies of prominent Venezuelan microbiologists (must include a preferably recent close-up photo in vertical format

included in the text of the biography). The structuring of the text is free, however, it is recommended to follow the format of the e-book "*Cazadores de Microbios en Venezuela y el Mundo*". It is recommended not to exceed 3 pages including references, links, tables and figures (if applicable).

The biography prepared will be reviewed by the biographer, who will make adaptations and corrections according to his or her discretion. It must include the biographer's email.

### 8. Critical review of books

Review of a book approached in a critical and/or analytical way that, in the opinion of the Editorial Committee, constitutes an important contribution to the discussion of the topic by the scientific community. The structuring of the text is free. It is recommended not to exceed one page.

### Privacy statement

The names and email addresses shared in the RSVM will be used exclusively for the purposes declared by this journal, which is to facilitate communication between the authors and members of the scientific community. This information will not be provided to third parties for any other purpose.

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