

BIREME / PAHO / WHO

Latin American and Caribbean Center on Health Sciences Information

SciELO Methodology

**Secondary Pages Creation and Update**

Version 3.1

São Paulo - 2005

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## Secondary Pages Creation and Update

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BIREME / PAHO / WHO

Latin American and Caribbean Center on Health Sciences Information

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# Methodology document set

The complete set consists of 9 documents:

1. SciELO Model Guide
- 2. Secondary Pages Creation and Update**
3. File Preparation Procedures
4. Installing PC Programs
5. Code Manager and Title Manager
6. Markup and Parser
7. Converter
8. Local Site
9. SciELO Processing Procedures

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# Abbreviations used

- AACR2. Anglo-American Cataloguing Rules - 2nd Edition.
- ABNT. Associação Brasileira de Normas Técnicas [Brazilian Association of Technical Standards]
- ASCII. American Standard Code for Information Interchange.
- BIREME. Latin American and Caribbean Center on Health Sciences Information.
- BVS. Biblioteca Virtual em Saúde (*see* VHL).
- CGI. Common Gateway Interface.
- CNPq. Conselho Nacional de Desenvolvimento Científico e Tecnológico [National Council for Scientific and Technological Development].
- CNS. Conselho Nacional de Saúde [National Health Council (Brazil)].
- CSS. Cascading Style Sheet.

- DeCS. Health Sciences Descriptors.
- DTD. Document Type Definition.
- FAPESP. Fundação de Amparo à Pesquisa do Estado de São Paulo [The State of São Paulo Research Foundation].
- FAQ. Frequently Asked Questions.
- HTML. HyperText Markup Language.
- HTTP. HyperText Transfer Protocol.
- ISBN. International Standard Book Number.
- ISI. Institute for Scientific Information.
- ISO. International Organization for Standardization.
- ISSN. International Standard Serial Number.
- LILACS. Latin American and Caribbean Health Sciences Literature.
- MEDLINE. Medical Literature Analysis and Retrieval System Online.
- NLM. National Library of Medicine.
- PAHO. Pan American Health Organization.
- PDF. Portable Document Format.
- SciELO. Scientific Electronic Library Online.
- SeCS. Serials in Health Sciences.
- SGML. Standard Generalized Markup Language.
- URL. Universal Resource Locator.

- WHO. World Health Organization.
- XML. eXtensible Markup Language.

# How to use this manual

This support material for the SciELO methodology user aims to helping to prepare, make, standardize and store the journal's secondary of informative pages.

It addresses the following topics:

- Procedures for page preparation and storing
- Orientation on how to fill out the templates
- Instructions on how to transfer secondary pages to the server

It also contains the template attachments and a list of terms used in the editorial body.

# 1 Preface

## 1.1 About BIREME

Year after year, BIREME has been following its mission of being a center dedicated to scientific and technical health information for the region of Latin America and the Caribbean. Founded in Brazil in 1967, under the name of Regional Medicine Library (which the acronym BIREME comes from), it has always met the growing demand for up-to-date scientific literature from the Brazilian health systems and the communities of healthcare researchers, professionals and students. Then, in 1982, its name changed to Latin-American and Caribbean Center on Health Sciences Information so as to better express its dedication to the strengthening and expansion of the flow of scientific and technical health information across the region, but kept the acronym.

Networking, based on decentralization, on the development of local capacities, on sharing information resources, on developing cooperative products and services, on designing common methodologies, has always been the foundation of BIREME's technical cooperation work. It has been like this that the center established itself as an international model that fosters professional education

with managerial and technical information with the adoption of information and communication paradigms that best meet local needs.

The main foundations that gave origin and which support the existence of BIREME are following:

- ✓ access to scientific and technical health information is essential for the development of health;
- ✓ the need to develop the capacity of Latin American and Caribbean countries to operate their sources of scientific-technical health information in a cooperative and efficient manner;
- ✓ the need to foster the use and to respond to the demands for scientific-technical health information from governments, health systems, educational and research institutions.

BIREME, as a specialized center of the Pan-American Health Organization (PAHO)/ World Health Organization (WHO), coordinates and conducts technical cooperation activities on the management of scientific information and knowledge with the aim of strengthening and expanding the flow of scientific health information in Brazil and in other Latin American and Caribbean countries as a key condition for the development of health, including its planning, management, promotion, research, education, and care.

The agreement that supports BIREME is renewed every five years by the members of the National Advisory Committee of the institution (PAHO, Brazilian Ministry of Health, Brazilian Ministry of Education and Culture, Secretary of Health of the State of São Paulo, and Federal University of São Paulo – Unifesp). The latter provides the physical infrastructure necessary for the establishment of the institution.

In 2004 the institution took on the responsibility of becoming a knowledge-based institution.

## 1.1 The Virtual Health Library (VHL)

With the rise and consolidation of the internet as the prevailing means of access to information and communication, BIREME's technical cooperation model evolved, as of 1998, to build and develop the Virtual Health Library (VHL) as a common space for the convergence of the cooperative work of producers, intermediaries, and users of information. The VHL promotes the development of a network of sources of scientific and technical information with universal access on the internet. For the first time there has been a real possibility of equal access to health information.

To BIREME, the Virtual Health Library is a model for the management of information and knowledge, which includes the cooperation and convergence between institutions, systems, networks, and initiatives of producers, intermediaries, and users in the operation of networks of local, national, regional and international information sources favoring open and universal access.

Today, every country in Latin America and the Caribbean (Region) participates either directly or indirectly in the cooperative products and services offered by the VHL, which includes over 1,000 institutions in more than 30 countries.

The VHL is simulated in a virtual space of the internet formed by a collection or network of health information sources in the Region. Users of different levels and locations can interact and navigate in the space of one or many information sources, regardless of where they are. Information sources are generated, updated, stored and operated on the internet by producers, integrators, and intermediaries, in a decentralized manner, following common methodologies for their integration in the VHL.

The VHL organizes information in a structure that integrates and interconnects reference databases, specialist directories, events and institutions, a catalogue of the information resources available on the internet, collections of full texts with a highlight for the SciELO (*Scientific Electronic Library Online*) collection of scientific journals, selective information dissemination services, information sources to support education and decision-making, news, discussion lists, and support to virtual communities. The space of the VHL is, therefore, a dynamic and

decentralized network of information sources based on which it is possible to retrieve and extract information and knowledge to support health decision-making processes.

The Virtual Health Library can be visualized as a distributed base of scientific and technical health knowledge that is saved, organized and stored in electronic format in the countries of the Region, universally accessible on the internet and compatible with international databases.

## 1.2 About the SciELO Methodology

The access to adequate and up-to-date scientific and technical information is essential for the economic and social development, specially to support decision making process in planning, formulation and implementation of public policies and to support professional development and practice. The results of scientific research are mainly communicated and validated through publication in scientific journals. This is valid for developed and developing countries. However, scientific journals from developing countries face several distribution and dissemination barriers, which limits the access and usage of locally generated scientific information.

SciELO - Scientific Electronic Library Online is a model for cooperative electronic publishing of scientific journals on the Internet. Especially conceived to meet the scientific communication needs of developing countries, particularly Latin America and the Caribbean countries, it provides an efficient way to assure universal visibility and accessibility to their scientific literature, contributing to overcome the phenomena known as "lost science". In addition, the SciELO model comprises integrated procedures for the measurement of usage and impact of scientific journals.

SciELO Model is product of a partnership among FAPESP (the State of São Paulo Science Foundation) <<http://www.fapesp.br>>, BIREME (the Latin America and Caribbean Center on Health Sciences Information) <<http://www.bireme.br>>, as well as national and international institutions related to scientific communication

and editors. A pilot project, involving 10 Brazilian journals from different subject areas, was successfully carried out from March 1997 to May 1998, aimed at the development and evaluation of an adequate methodology for electronic publishing on the Internet. From June 1998, the project begins to operate regularly, incorporating progressively new journal titles and expanding its operation to other countries. Since 2002, the Project is also supported by CNPq (Conselho Nacional de Desenvolvimento Científico e Tecnológico) <<http://www.cnpq.br>>.

The SciELO Model comprises three components:

The model's first component is the SciELO Methodology, which enables the electronic publication of complete editions of scientific journals, the organization of searchable bibliographical and full text databases, the preservation of electronic archives and the production of statistical indicators of the scientific literature usage and impact. The methodology includes also journal evaluation criteria based on international scientific communication standards. SciELO full texts are enriched with dynamic hypertext links with national and international data bases, as for example, LILACS and MEDLINE.

The SciELO Model's second component is the application of the SciELO Methodology to operate web sites of collections of electronic journals. The SciELO Model envisages the operation of national sites as well as thematic sites. The pioneer application is the SciELO Brazil site <<http://www.scielo.br>>. Nowadays, Chile <<http://www.scielo.cl>> and Cuba <<http://www.scielo.sld.cu>> are also operating applications regularly. Several other countries are evaluating and/or being trained on the SciELO Methodology. SciELO Public Health <<http://www.scielosp.org>>, a regional thematic library covering Public Health scientific journals from Latin America and Spain, was launched in December 1999. A portal to integrate and provide access to the network of SciELO sites operates at <<http://www.scielo.org>>.

The Model's third component is the actual development of partnerships among national and international scientific communication players — authors, editors, scientific and technological institutions, funding agencies, universities, libraries, scientific and technological information centers etc, aiming at the dissemination, improvement and sustainability of the SciELO Model. The operation of the SciELO

network is highly based on national infrastructures, which contributes to guarantee its future sustainability.

The successful development of the proposed SciELO network of Latin America and Caribbean scientific journals in the next years will contribute to make locally generated scientific information readily available, which will ultimately contribute to increase the usage of scientific and technical information on decision making process at different levels.

## 2 Introduction

The secondary or complementary pages include information related to the editorial board, the journal's history, the subscription to the journal's printed version and instructions to authors. The pages are available in the three languages used in the SciELO Methodology: Portuguese, Spanish and English.

These HTML static pages may be updated at any time, since they do not depend on the processing of databases. They are updated upon the request of journal publishers.

In addition to the secondary or static pages, there is the journal's main page which includes essential information on its identification, such as its ISSN, mission, title, logo, address, e-mail and name of the institution holding the copyright. Such information comes from the *Title Manager* (program used to enter information on journal collections) and therefore the updates become available on the journal's main page as soon as the information is processed in the databases.

This manual was designed to guide users in the development and updating of secondary or static pages of the journals of the SciELO collection.

## 3 Obtaining Information

First it is necessary to locate and gather the information that will provide the content of the secondary pages. The information should be sent by the publisher (source), but may alternatively be retrieved on the hard copy of the journal or captured from the journal's internet site.



These are the original electronic files sent by the publisher, before they're prepared and/or converted to be included on the SciELO site.

## 4 Information Filing

The information used to develop the secondary pages should be stored as follows:

For the SciELO Network - C:\scielo\serial\acrônimo\info

[C:\scielo\serial\acronym\info]

For SciELO Brasil - X:\fbpe\periodicos\acrônimo\info

[C:\scielo\periodical\acronym\info]



Whenever a journal is published in the SciELO system, it is assigned an acronym that identifies it in the collection.

## 5 Checking the Information

In order to develop secondary pages, the following information is required in Portuguese, Spanish and English:

	P	E	S
Complete title of journal* °			
ISSN (number and version)* °			
Journal's logo* °			
Journal's mission °			
Journal's areas of interest			
History			
Periodicity °			
Abbreviated title °			
Abbreviated ISO title °			
Additional information			
Indexing sources			
Copyright			
Financial Support			
Editorial board °			
Instructions to authors °			
Subscription instructions °			
Address, telephone, fax and e-mail °			

\* This info should be the same in the three languages

° Mandatory information

## 6 Local Directory

To enable the development of secondary pages, it is necessary to create a local directory (Picture 1) whose name is the journal's acronym. It is advisable to reproduce the structure of the pages as they appear in the server, as this facilitates the transfer of files, especially when using a site manager such as Dreamweaver.

The secondary page template files available in the directory below should be copied to the directory created:

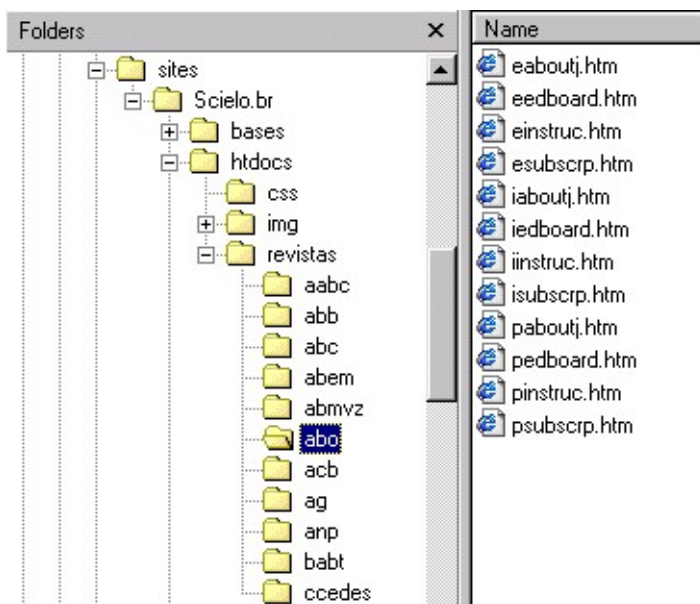
For the SciELO Network - C:\scielo\serial\Templates\paginas

For SciELO Brasil - X:\fbpe\SciELO.br\Templates\paginas

This directory includes the following files:

<b>Name of file</b>	<b>Content</b>	<b>Language</b>
eaboutj.htm	Acerca de esta revista	Spanish
eedboard.htm	Cuerpo editorial	Spanish
einstruc.htm	Instrucciones a los autores	Spanish
esubscrp.htm	Subscripción	Spanish
iaboutj.htm	About the journal	English
iedboard.htm	Editorial board	English
iinstruc.htm	Instructions to authors	English
isubscrp.htm	Subscription	English
paboutj.htm	Sobre esta revista	Portuguese
pedboard.htm	Corpo editorial	Portuguese

<b>pinstruc.htm</b>	<b>Instruções aos autores</b>	<b>Portuguese</b>
<b>psubscrp.htm</b>	<b>Assinaturas</b>	<b>Portuguese</b>



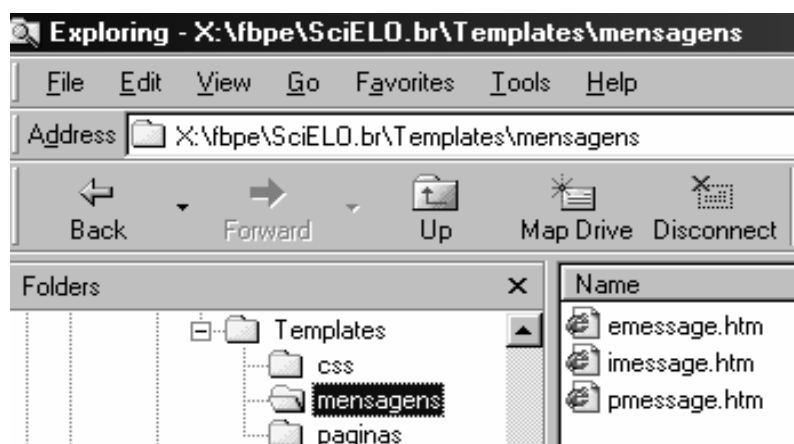
Picture 1 – Structure of the local directory

## 7 Language of Information

If any information needed to develop the secondary pages is found to be missing in any of the languages, a message should be included advising users that the information is not yet available. The templates with these messages are "emessage.htm" (Spanish), "imessage.htm" (English) and "pmessage.htm" (Portuguese), and may be found at:

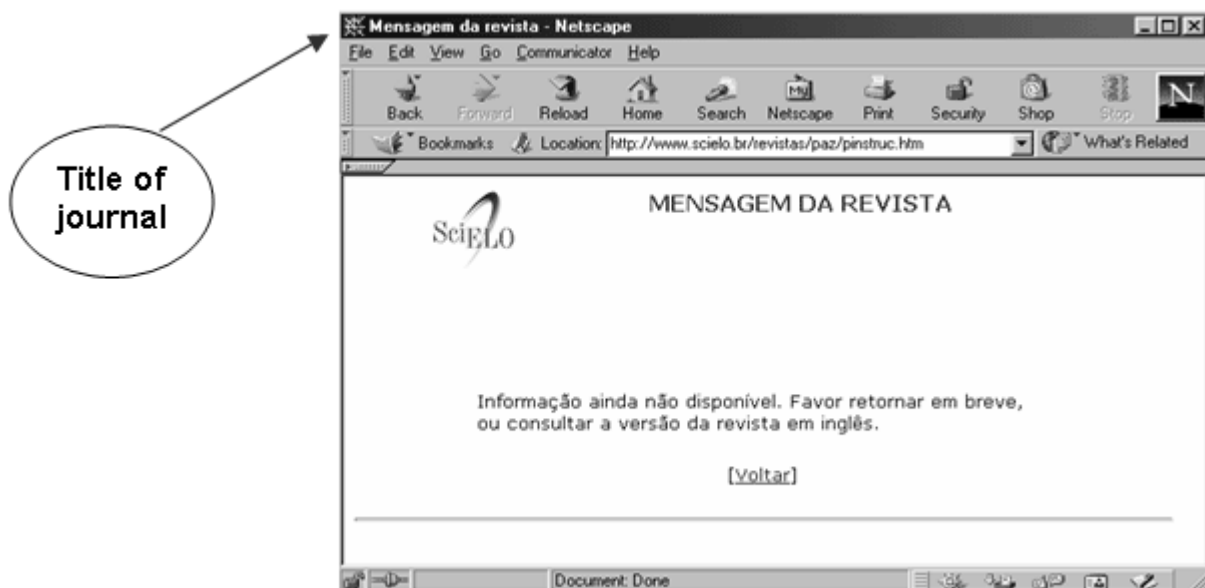
For the SciELO Network - C:\scielo\serial\Templates\mensagens

For SciELO Brasil - X:\fbpe\SciELO.br\Templates\mensagens



## Picture 2 - Template directory

It is worth noting that these messages may be used for any secondary pages missing in the respective language, and should receive the name of the missing file. For example, if information in English is missing for a certain journal, the file "imessage.htm" should be used in the development of the four related secondary pages. The template will be copied to the corresponding directory of the journal and renamed as: "iaboutj.htm", "iedboard.htm", "iinstruc.htm" and "isubscrp.htm". The title of the message page need not be changed.



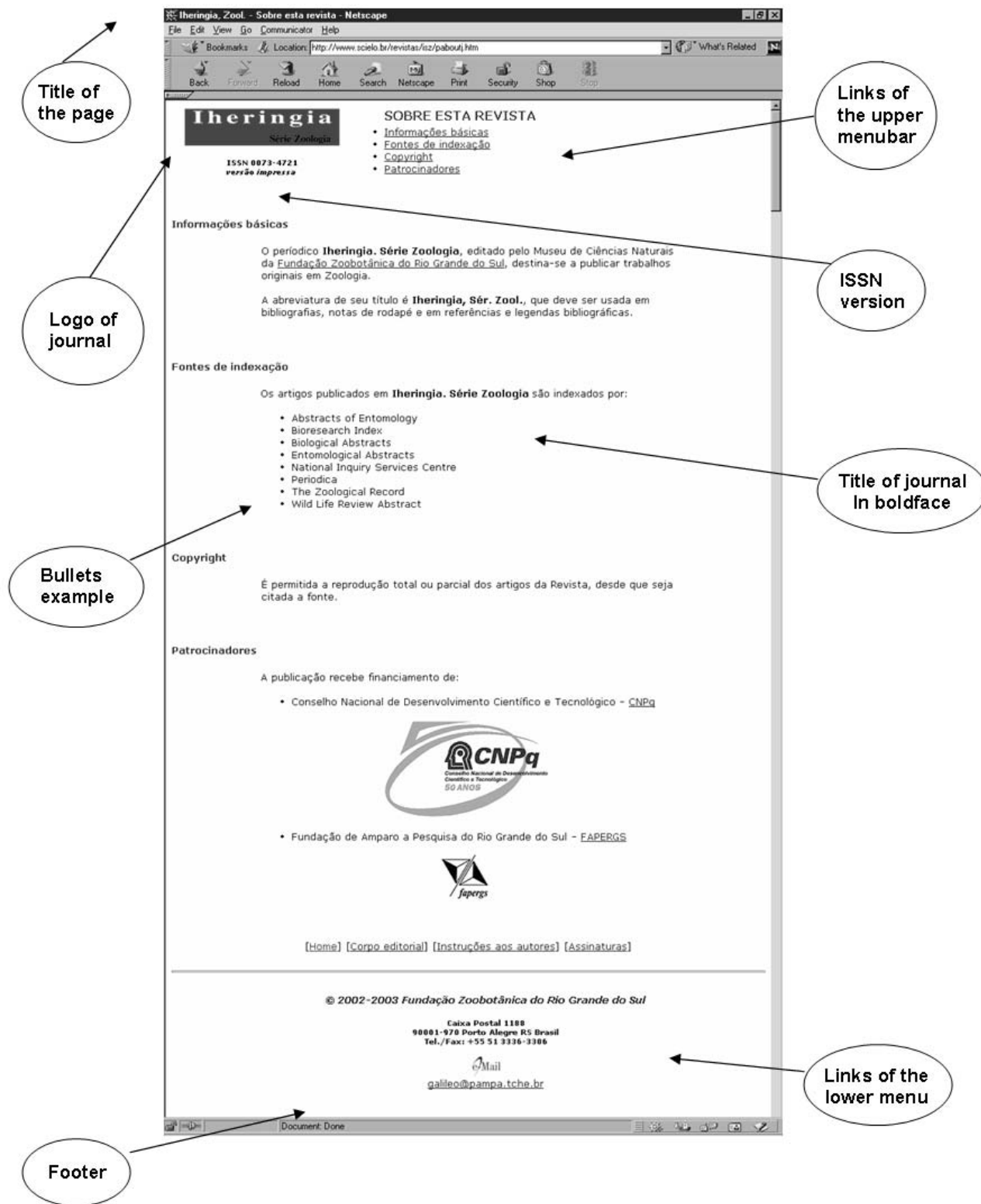
Picture 3 - "Journal message" page – [Message from the Journal] This information is not yet available. Please return shortly or check the journal's English version]

Check with the journal's publisher whether he/she can provide the missing information. Otherwise send the material for translation.

## 8 Instructions to Fill in the Templates

Enter the journal's information in the respective pages according to the structure suggested in the templates. It may be that not all the topics suggested have a corresponding content. If there is additional information, other than the information included in the template, include the said information where appropriate. For further information on the content of the secondary pages see the Attachments.

Below are some of the fields found in a secondary page (Picture 4).



Picture 4 – Fields of the page

## 8.1 Titles of secondary pages

The titles of secondary pages should be in the corresponding language and are formed by the journal's abbreviated title and the title of the page.

E.g.:

Acta Cir. Bras. - Sobre esta revista  
Acta Cir. Bras. - About this journal  
Acta Cir. Bras. - Acerca de esta revista  
Acta Cir. Bras. - Corpo editorial  
Acta Cir. Bras. - Editorial board  
Acta Cir. Bras. - Cuerpo editorial  
Acta Cir. Bras. - Instruções aos autores  
Acta Cir. Bras. - Instructions to authors  
Acta Cir. Bras. - Instrucciones a los autores  
Acta Cir. Bras. - Assinaturas  
Acta Cir. Bras. - Subscription  
Acta Cir. Bras. - Suscripción

## 8.2 Logo of journal

Check whether the size of the images comply with the standards below:

Maximum size of image (plogo.gif)

height = 150 pixels

width = 200 pixels

Maximum size of image (glogo.gif)

height = 350 pixels

width = 300 pixels

The images are stored in the following directory:

C:\scielo\web\htdocs\img\journals\acrônimo, where *acrônimo* is the acronym that identifies the journal's title in the SciELO system.

If after the secondary pages are uploaded to the server the images do not appear, make sure that they have been uploaded to the server too.

## 8.3 Links to the journal's main page from the secondary pages

The link to the main page that is active in the journal's logo and in the word "[Home]" located in the lower menu bar of each page is a script, whose variables are the journal's ISSN (pid=) and the language (lng=) of the interface. These variables are to be filled in with the journal's data as appropriate.

E.g.:

Interface in Portuguese -

`\scielo.php?script=sci_serial&pid=0102-8650&lng=pt&nrm=iso`

Interface in Spanish -

`\scielo.php?script=sci_serial&pid=0102-8650&lng=es&nrm=iso`

Interface in English -

`\scielo.php?script=sci_serial&pid=0102-8650&lng=en&nrm=iso`

The links will only work after the journal has been included on the SciELO site. If after the pages have been uploaded to the server the links do not work, check if the ISSN data and language have been correctly entered.

## 8.4 ISSN Version

Enter the ISSN and its version, whether the printed or online version. If the ISSNs of both versions are available, both may be included on the secondary pages.

E.g.:

ISSN 0102-8839

*versión impresa*

ISSN 0717-6333 printed version

ISSN 0365-2807 online version

ISSN 0100-8839

*versão online*

## 8.5 Links of the upper menu bar

Check whether the titles of the links on the top of the pages match the titles of the respective topics and whether these links are working.

## 8.6 Content of pages

Below are some relevant remarks as to the inclusion of content into the templates of secondary pages.

### 8.6.1 Title of journal

All the occurrences of the journal's title in the text of the secondary pages should appear in boldface letters, with no variation in the font standard color (automatic).

### 8.6.2 Sub-items in the body of the text

The sub-items included in the text may appear in boldface letters.

E.g.:

Standards for the submission of papers

Papers submitted to the journal should be sent:

in two printed copies, with numbered pages, in that two pages should bear no information on authorship. On a separate sheet, include a title in Portuguese and one in English, in addition to the author's complete address, with telephone and fax number and e-mail, in addition to information regarding the area the paper deals with. The names of the authors, with the main surname in uppercase, should be followed by the authors' affiliation in full;

in a diskette, typed in a recent version of Word for Windows, with no formatting except for paragraph formatting; a label including the author's name, the paper's title and the program used should be placed on the diskette. The diskette will not be returned to the author, who should keep a backup file to incorporate any changes eventually suggested by the reviewers.

Notes

All notes should be included in the footer, and numbered from 1 onwards. If there's a note in the title, it should be identified with an asterisk rather than a number. The notes may not be used for bibliographic reference purposes. References should be made in the text of the paper. E.g.: ... according to Chomsky (1995:152)...; references after a quote: ...(Chomsky 1995:152); in the event of paraphrasing: (cf.: Chomsky 1995:152). Never use *idem* or *idem*, *ibidem*.

For emphasis use *italics*. Do not underline text.

### Illustrations

Tables, graphs, drawings, charts and trees should be sent separately, printed in laser/ink jet printer or made with India ink. They should be numbered and titled. Only the initials of the title should be capitalized.

### Abstract

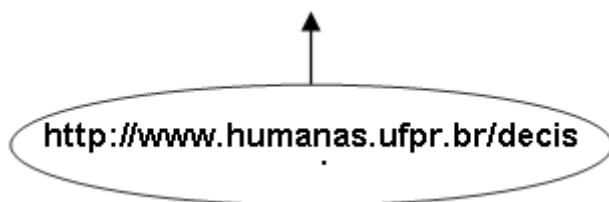
Abstracts should be typed in italics, and should include the word ABSTRACT: or RESUMO: before the text. Abstracts should come in two versions (one in English and one in Portuguese) of about 100 words. It is advisable that the abstracts be proofread by native speakers of the respective languages. The ABSTRACTS and RESUMOS should be followed by three key words/palavras-chave, in the respective language, preceded by the term Key Words or Palavras-Chave.

## 8.6.3 Links embedded in the texts of the secondary pages

The links to the institutions related to the journal should be available in the first occurrence of the name of the institution in each of the secondary pages.

Check if the external links embedded in the body of the text are working. Leave the word with the corresponding link. Do not write the URL.

E.g.: The Journal of Sociology and Politics is a bi-annual publication of the area of Political Science of the **Department of Social Sciences** of the **Federal University of Paraná**.



It is advisable to create links to the other secondary pages whenever the text includes information found in other pages. It is not necessary to repeat the data. In

the example below, a link was created for the word "Editors" to the "pedboard.htm" file.

E.g.:

#### Objective and editorial policy

The Journal is dedicated to the publication of original papers on experimental and theoretical research, and simulation related to the processes, structure and properties of materials. Original contributions (Articles and Letters) are accepted. Review articles depend on an invitation from the **Editors**.

The submission of articles for publication implies that the paper has not been published before, that it has not been submitted to any other journal, and that it will not be published in any other publication without the written consent of the Editors.



### 8.6.4 Occurrence of address in the body of the text

When developing secondary pages – especially "Instructions to authors" and "Subscriptions" – check whether there is a mention, in the text body, to the address to which material should be sent and/or to the journal's contact information. Delete such information and replace it for the expression "address below", "endereço abaixo", "dirección abajo", according to the language used in the page, with a link to the address found in the footer of the page.

### 8.6.5 Bullets

The texts that include bullets – such as, for example, in the editorial board, indexing sources, and other – should be presented with no space between the data.

E.g.:

#### Editorial Board

Ana Maria Silva (Universidade Federal de Pelotas, Pelotas, RS)  
Carlos Alberto de Nogueira (Universidade de Brasília, Brasília, DF)  
Carlos César Santos (Pontifícia Universidade Católica do Rio Grande do Sul, Porto Alegre, RS)

The name of the institution with which the members of the periodical's Editorial Board are affiliated should always be included. Additionally, the city and/or state and/or country may also be included. If the institution is identified by an acronym in addition to its full name, prefer its full name.

A link to the e-mails and personal websites of the members of the Editorial Board may also be included in the names of the members.

E.g.:

Scientific editors

Carlos Guilherme Damasceno Pereira (Universidade de São Paulo, Piracicaba, Brasil)

Francisco de Assis Filho (Universidade de São Paulo, Piracicaba, Brasil)

Gerhard Bandel (Universidade de São Paulo, Piracicaba, Brasil)

**Priscila Andrade** (Universidade de São Paulo, Piracicaba, Brasil)



### 8.6.6 Sponsors of periodicals

The logos of sponsors may be included in the secondary pages, under the item "Institutional Sponsors" in the pages "About the journal", "Sobre esta revista" and "Acerca de esta revista".

The name of the institution should be written in full, followed by a hyphen (-) and by its abbreviation. Links to the site of the institutions are placed in the abbreviation, and in the sponsor's image. After the following sentences: "The publication of this journal is financially supported by:", "A publicação recebe financiamento de:", "La publicación de la revista es financiada por:" – according to the language used in the interface – enter the name of the institutions, with bullets.

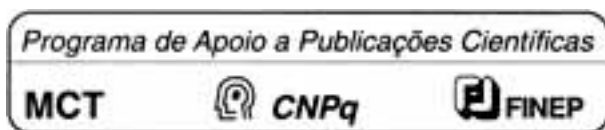
For SciELO Brasil

The most common logos used in Brazilian periodicals should include the image addressing below. It is not necessary to upload them to the server.

CNPq = \img\revistas\cnpq50.gif



CNPq + MCT + FINEP = \img\revistas\logo1.jpg



FAPESP = \fbpe\img\ revistas\fapesp.gif



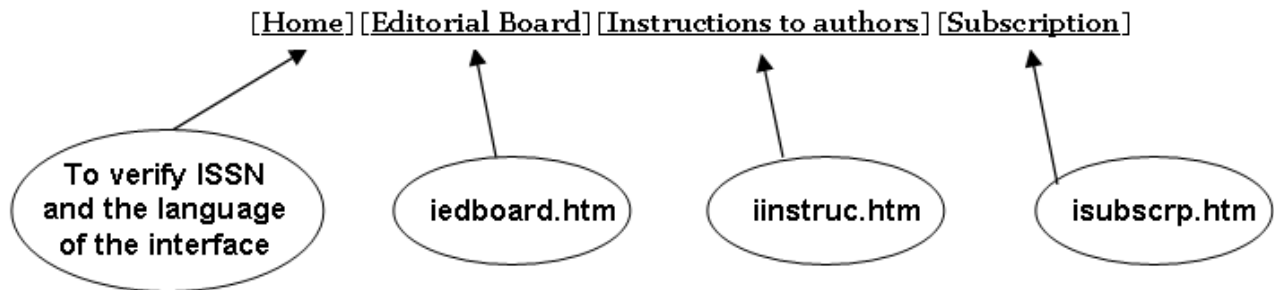
USP = \fbpe\img\ revistas\usp.gif



### 8.6.7 Links of the lower menu to other pages

The links should lead users to the correct pages of the corresponding language.

In the pabout.htm page, the footer will include the following data.



Note that there's no link to the item [**About the journal**]. This link will be available only on the other pages.



## 8.6.8 Footer

The copyright notice and the journal's contact information should be included in the footer of the secondary pages. The telephone, fax and e-mail may appear more than once.

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R. General Carneiro, 460, sl. 904  
80060-150 Curitiba PR Brasil  
Tel./Fax: +55 41 360-5093



**[contato@revistasociologiaepolitica.org.br](mailto:contato@revistasociologiaepolitica.org.br)**

### 8.6.8.1 Copyright

The copyright notice includes the year of publication of the journal on the SciELO site and the year of production of the page, followed by the name of the journal's copyright holder. At the turn of each new year, the corresponding year should be added, while keeping the first year of publication of the journal in the SciELO base. Prefer the full name of the institution that holds the copyright.

E.g.: A journal that has been part of the SciELO collection since 1997 through the current year (2003).

© 1997-2003 Instituto Universitário de Pesquisas do Rio de Janeiro

Whenever the periodical's copyright holder is a division of an institution, write the name of the division first, followed by the name of the Institution. See the example below:

© 2000-2003 Faculdade de Odontologia da Universidade de São Paulo

Do not include additional information such as "All rights reserved" or other.

### 8.6.8.2 Address

If there's more than one contact address for the journal, check with the editor in charge which address should be published on the journal's secondary pages. If it is necessary to specify to which institution the address defined for communication belongs, include the name of the institution – other than the copyright holder – before the address.

E.g.:

© 2002 Sociedade Entomológica do Brasil  
IAPAR - Área de Proteção de Planta  
Caixa Postal 481  
86001-970 Londrina PR Brasil

For the SciELO Network

It is advisable to write addresses according to the conventions of each country. However, countries participating in the Network may adopt the standard established for SciELO Brasil. It is essential to maintain the consistency of the model defined for presenting the address across all pages.

For SciELO Brasil

The journal's address should appear as shown below. It is not necessary to put hyphens between the fields, except for the Zip Code (CEP).

Street/Avenue, Number, Complementary Data, District  
P.O.Box  
Zip Code City State Country

E.g.:

R. 1 de Agosto, 550, cj. 230 Vila Água Funda  
 Caixa Postal 230  
 04157-050 São Paulo SP Brasil

Always use the pertinent abbreviation for the different types of locations, such as:

<b>Location</b>	<b>Abbreviation</b>
Alameda	Al.
Avenida	Av.
Praça	Pça.
Ladeira	Lad.
Rua	R.
Travessa	Trav.
Viaduto	Vd.

Street names should not be abbreviated. This applies to military patents, titles, Saints, and others.

E.g.:

R. Brigadeiro Faria Lima  
 Al. Santa Inácia  
 Av. General Jardim

The address complementary data should be abbreviated according to the table below:

<b>Location</b>	<b>Abbreviation</b>	<b>Examples</b>
Andar	and.	14. and.
Bloco	bl.	bl. 2a
Conjunto	conj.	cj. 316
Sala	sl.	sl. 5

The district is not mandatory. If applicable, enter it as indicated in the model.

Do not include the word CEP before the ZIP code. The P.O.Box should be indicated by the expression "Caixa Postal", rather than CP, followed by the number.

The country name should be written in the same language used in the interface.

E.g.:

Brasil - in Portuguese and Spanish  
 Brazil - in English

### 8.6.8.3 Telephone

Telephone and fax number(s) should be written after the abbreviation "Tel.:" or "Fax:", using the plus (+) sign to introduce the country code, followed by the area code. Separate the four last digits of the telephone or fax number by a hyphen (-).

E.g.:

Tel.: +55 11 555-1234

Fax: +55 11 555-3214

If there is a single number for the telephone and fax lines, write it on one line.

E.g.:

Tel./Fax: +55 11 565-1894

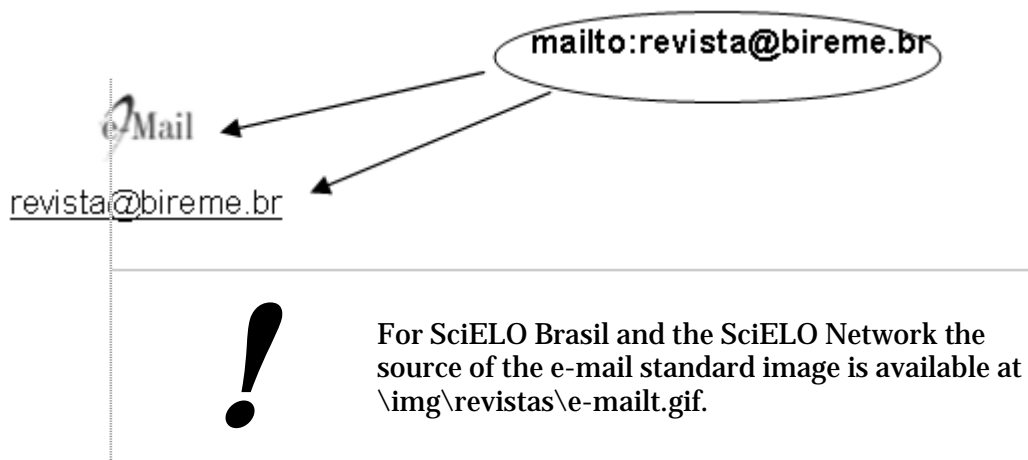
Extensions are identified by r. and ext.

### 8.6.8.4 E-mail

Enter the journal's contact e-mail(s).

Links to the e-mail (mailto:) are to be placed in the standard e-mail image and in the indication of the e-mail itself. It is not necessary to write the word "e-mail".

E.g.:



## 9 Upload of Secondary Pages to the Server

Once the pages are ready, upload them to the server to check them.



The upload of files to the server may be carried out using several software programs designed to this end such as Dreamweaver, FTP 32, FTP Commander and others.

### For the SciELO Network

If a local server is not being used, upload the four pages once they're ready to the official SciELO server and check the data (content, links, layout, etc.). If there is any problem, make the necessary corrections and upload the corrected secondary page(s) to the server.

### For SciELO Brasil

Upload the pages once they're ready to the local server (PPE-PROC) and check the data (content, links, layout, etc.). If there is any problem, make the necessary corrections and upload the corrected secondary page(s) to the server.

E.g.: F:\scielo\web\htdocs\revistas\acrônimo

Once the corrections have been made, upload the page(s) to the official SciELO Brasil server and/or SciELO Saúde Pública (SciELO Public Health) server as appropriate.

Do not forget that in addition to the local server (F), the pages must be copied to X, where the backup copy is stored too.

E.g.:

X:\fbpe\ SciELO.SP\acrônimo

X:\fbpe\ SciELO.br\acrônimo

The checking of the secondary pages should ALWAYS be carried out with a Netscape browser, as this browser allows easier detection of HTML code failures.

# 10 Bibliographic references

1. PACKER, Abel Laerte. SciELO: metodología para la preparación, almacenamiento, diseminación y evaluación de revistas científicas electrónicas. In: *Congreso Regional de Información en Ciencias de la Salud, 4* [online]. San José, 1998. Available from internet:  
<http://www.bireme.br/cgi-bin/crics4w/text0?id=crics4-mr3-co3>.
2. PACKER, Abel Laerte; et al. SciELO: uma metodologia para publicação eletrônica. *Ciência da Informação* [online]. 1998, v. 27, n. 2 [cited 2005 Set 21]. Available from:  
[http://www.scielo.br/scielo.php?script=sci\\_arttext&pid=S0100-19651998000200002&tlng=en&lng=en&nrm=iso](http://www.scielo.br/scielo.php?script=sci_arttext&pid=S0100-19651998000200002&tlng=en&lng=en&nrm=iso). ISSN 0100-1965.

# 11 Glossary

- **Affiliation.** Institution to which the author belongs or to which he/she is subordinated.
- **Analytical.** Part of a document, such as the article of a periodical or the chapter of a book.
- **Application.** Program used to execute tasks in connection with an application, such as the creation or edition of texts, drawings, animations, layout, etc. E.g.: text processor, database manager, Internet browser, etc.
- **Backup.** Procedure used to duplicate one or more files and/or directories in another storing device (tape or disc), thus producing a backup copy that may be restored in the event of accidental deletion or physical damage to the original data.
- **Bibliographic Database.** Electronic version of a catalog or bibliographic index.

- **Bibliographic Description.** Description of a bibliographic item by using attributes such as author, title, edition, size, etc.
- **Browser.** Internet page navigator, such as Internet Explorer and Netscape Navigator.
- **CDS/ISIS - MicroISIS.** Software programs developed and maintained by UNESCO to treat bibliographic data.
- **CGI.** The Common Gateway Interface is a standard for interfacing external applications with information servers, such as HTTP or Web servers.
- **Controlled or structured vocabulary.** Collection of related terms, organized according to a methodology, in order to facilitate the access to the information previously indexed with those terms.
- **Cooperating Center.** Institution that participates in the VHL and/or contributes bibliographic records to Bireme.
- **Database.** Collection of data that are structured to be easily accessed and handled. It is formed by units called records whose attributes are represented by fields. For example, in a file called "customer base", each customer is a record, with several fields such as "NAME", "CUSTOMER CODE", "TELEPHONE" etc.
- **DeCS Server.** Application developed by Bireme using the IsisScript language to manage the database of health descriptors (DeCS).
- **Descriptor.** Embodies a concept accepted in a controlled vocabulary (like a thesaurus.)
- **DTD SciELO.** Describes the article structure and other periodic texts of scientific, identifying and defining of necessary form its structure and the bibliographical elements constituent, the context

where they appear, its obligatoriness and its attributes. The DTD is used for the description and computerized treatment of texts.

- **Editorial Committee.** Group of professionals and specialists of the publication area of a periodical whose objective is to establish the rules and editorial conventions and to evaluate the contributions received by the publication to guarantee a certain quality standard.
- **Electronic Format.** Any form of storage, retrieval or presentation of information that may be transmitted on-line or recorded in magnetic or optical media.
- **Field.** *See* Database.
- **File.** In computing, a set of data that may be saved into some type of storing device. The data files are created by applications, such as a text processor for example.
- **Glossary.** Vocabulary for specific or controlled use, used in publications to clarify the meaning of technical or restricted terms which are not widely used.
- **Guide.** Defines the processes needed for the production of a source of information or phases of a methodology.
- **Indexing.** Procedure to identify and describe the content of a document with terms that reflect the corresponding subject matters to allow the document to be retrieved later.
- **ISO Format (of files).** Standard established by the ISO to allow the exchange of data between institutions, networks and users.

- **LILACS Format.** A bibliographic description format established by BIREME, based on the UNISIST Reference Manual for Machine-readable Bibliographic Descriptions.
- **Manual.** Set of steps and operations, whether automatic or manual, required to provide users with instructions on a certain application, program or methodology.
- **Methodology.** Set of rules and conventions used to standardize a process or the production of a source of information.
- **National Coordinating Center.** Institution that cooperates with the VHL and whose primary role is the coordination of a region's cooperating centers.
- **PDF.** File format developed by Adobe whose objective is to maintain the presentation format of a document designed for printing when this document is stored in digital media.
- **PubMed.** Service of the National Library of Medicine that includes over 15 million citations from MEDLINE and other life science journals for biomedical articles back to the 1950s. PubMed includes links to full text articles and other related resources.
- **Quotation.** Excerpt originally written by a third person. Quotations appear between inverted commas in a publication, with a mention to the author.
- **Scientific production.** Collation (gathering and analysis) of all the literature on a certain theme or literature produced by a specific author for the purpose of analysis, especially of a quantitative nature.
- **SGML.** Metalanguage standard of the ISO (International Organization for Standardization) used for the definition of languages of marking

of electronic texts, making possible the interchange and the distribution of documents in the most varied formats, from one same source of data.

- **Style.** Element which defines the form of a character, a set of characters or a paragraph for viewing or printing purposes. *See* template.
- **Stylesheet.** File which contains the definition of the styles of a publication. *See also* template.
- **Technical Cooperation.** Exchange between developing countries or between developing countries and developed countries to enable cooperation in certain areas, such as the exchange of specialists and faculty members, development or transfer of technology, exchange of information, exchange of information and experiences to improve sanitary conditions.
- **Template.** File which contains the basic definition of the type of document that will be used, with style, predefined text, etc.
- **Thematic area.** Specific set of information on the subject matter of a VHL which allows user topic-based navigation.
- **Treatment Level.** Codified definition of the degree of depth applied to the document upon its bibliographic description.
- **URL.** Standard defined for the addressing of data contents via the TCP/IP protocol. Internet browsers use the URL to access Web pages.
- **Vancouver Group.** Was created in 1978 for the elaboration of articles, including the norms for the bibliographical references and was supported of the National Library.

- **XML.** Language created to allow the arrangement of data in a structured and hierarchical manner, thus facilitating data communication between different systems and platforms.

# Appendix A - Templates of Secondary Pages (Portuguese, English, Spanish)

In Portuguese

Template "Sobre esta Revista"



## **SOBRE ESTA REVISTA**

[Informações básicas](#)

[Fontes de indexação](#)

[Copyright](#)

[Patrocinadores](#)

**Informações básicas**

Texto que poderá conter informações sobre **título completo da revista**, editor, objetivos, áreas de interesse, histórico, periodicidade, título abreviado da revista e outros dados pertinentes.

A abreviatura de seu título é **título abreviado da revista**, que deve ser usada em bibliografias, notas de rodapé e em referências e legendas bibliográficas.

### Fontes de indexação

Os artigos publicados em **título completo da revista** são indexados ou resumidos por:

Nome da base de dados onde a revista é indexada -  
sigla

...

...

### Copyright

Informação de copyright: nome do detentor dos direitos, política da revista a respeito de fotocópias de artigos e outras questões, procedimentos da revista etc.

### Patrocinadores

A publicação recebe financiamento de:

Nome da instituição que financia a publicação da revista  
- sigla

Nome da instituição que financia a publicação da revista  
- sigla

É possível incluir os logotipos, links para Web sites das instituições, e-mail, endereço, etc.

[\[Home\]](#) [\[Corpo editorial\]](#) [\[Instruções aos autores\]](#) [\[Assinaturas\]](#)

**Endereço**  
**CEP Cidade Estado País**

**Tel.:**

**Fax:**

 eMail

e-mail

## Template "Corpo Editorial"



ISSN 0000-0000  
*versão online ou versão  
impressa*

### **CORPO EDITORIAL**

Editor [ou Editores]

Editores associados

Comissão editorial

Produção editorial

#### **Editor [ou Editores]**

Nome do editor (Instituição a qual pertence - sigla, cidade, sigla do estado, país)

Nome do editor (Instituição a qual pertence - sigla, cidade, sigla do estado, país)

É possível incluir e-mails, links para websites, etc.

#### **Editores associados**

Nome do editor (Instituição a qual pertence - sigla, cidade, sigla do estado, país)

Nome do editor (Instituição a qual pertence - sigla, cidade, sigla do estado, país)

É possível incluir e-mails, links para websites, etc.

#### **Comissão editorial**

Nome (Instituição a qual pertence - sigla, cidade, sigla do estado, país)

Nome (Instituição a qual pertence - sigla, cidade, sigla do estado, país)

É possível incluir e-mails, links para websites, etc.

### Produção editorial

**Revisão**

Nome

**Composição**

Nome

**Arte Final**

Nome

**Etc.**

Nome

Nome

[\[Home\]](#) [\[Sobre esta revista\]](#) [\[Instruções aos autores\]](#) [\[Assinaturas\]](#)

---

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**Nome do detentor dos direitos autorais**

**Endereço**

**CEP Cidade Estado País**

**Tel.:**

**Fax:**



e-mail

## Template "Instruções aos Autores"



ISSN 0000-0000  
versão online ou versão  
impressa

### INSTRUÇÕES AOS AUTORES

Escopo e política

Forma e preparação de manuscritos

Envio de manuscritos

## Escopo e política

Texto que poderá conter a descrição da política editorial da revista, especificação das áreas de interesse da publicação, os tipos de artigos e outros assuntos que publica, relato dos procedimentos de avaliação por pares (*peer review*) da revista, especificação do público da revista, etc.

## Forma e preparação de manuscritos

Texto que define os tipos de documentos publicados pela revista; especificação das seções ou partes que formam estes tipos de documentos; determinação da extensão e outras instruções para a apresentação de resumos; determinação do formato, extensão, e outras instruções para a apresentação de ilustrações, figuras, fotografias, tabelas, etc., padrões de apresentação exigidos, estabelecimento dos padrões para referências bibliográficas, etc.

## Envio de manuscritos

Texto que poderá conter informações referentes ao envio do original.

[\[Home\]](#) [\[Sobre esta revista\]](#) [\[Corpo editorial\]](#) [\[Assinaturas\]](#)

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*Endereço*  
*CEP Cidade Estado País*

*Tel.:*

*Fax:*

 eMail

[e-mail](#)

## Template "Assinaturas"



**ASSINATURAS**

**ISSN 0000-0000**  
*versão online ou versão  
impressa*

Texto sobre os procedimentos para a assinatura da versão impressa da **revista**: forma de solicitação, preços, formas de pagamento, etc.

Procedimentos e preços para compra de cópias de artigos e outras questões.

Todas as subscrições e mudanças de endereço devem ser enviadas ao endereço abaixo.

A versão online da **revista** é preparada com a metodologia desenvolvida pelo Projeto Projeto FAPESP/BIREME de Periódicos Eletrônicos. No momento, a versão online, que inclui os textos completos dos artigos, está disponível gratuitamente.

[\[Home\]](#) [\[Sobre esta revista\]](#) [\[Corpo editorial\]](#) [\[Instruções aos autores\]](#)

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***Nome do detentor dos direitos autorais***

***Endereço***  
***CEP Cidade Estado País***  
***Tel.:***  
***Fax:***

  
e-mail

**In English**

**Template "About the Journal"**



**ABOUT THE JOURNAL**

Basic Information

**ISSN 0000-0000**  
*online version or printed  
version*

Information Services

Copyright

Sponsors

## Basic Information

Text with information about the **complete title of the journal**, publisher, objectives of the journal, areas of interest of the journal, history of the journal, frequency and others.

Its abbreviated title is **abbreviated title of the journal**, and it should be used in bibliographies, footnotes, references and bibliographic strips.

## Information Services

The articles published in **complete title of the journal** are indexed or summarized by:

Name of the institution that finances the publication of the magazine - acronym

...

...

## Copyright

Information on copyright: name of the owner of the copyright, policy of the journal with respect to the photocopy of articles, and other matters, procedures of the journal etc.

## Sponsors

The publication of this journal is financially supported by:

Name of the institutions that finance the publication of the journal - acronym

Name of the institutions that finance the publication of the journal - acronym

It is possible to be included logotypes, links for the Web sites of the institutions, e-mail, address, etc.

[\[Home\]](#) [\[Editorial Board\]](#) [\[Instructions to Authors\]](#) [\[Subscription\]](#)

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**Copyright owner's name****Address****Zip Code City Country****Tel.:****Fax:****e-Mail****e-mail**

## Template "Editorial Board"



ISSN 0000-0000  
*online version or printed  
 version*

### EDITORIAL BOARD

EditorAssociated editorsPublishing boardPublishing production

#### Editor

Editor's name (Institution to which belongs -  
 abbreviation, city, state, country) - abbreviation, city,  
 state, country)

Editor's name (Institution to which belongs -  
 abbreviation, city, state, country)

It is possible to include e-mails, links for the Web sites etc.

#### Associated editors

Editor's name(Institution to which belongs -  
 abbreviation, city, state, country)

Editor's name (Institution to which belongs -  
 abbreviation, city, state, country)

It is possible to include e-mails, links for the Web sites etc.

### **Publishing board**

Editor's name (Institution to which belongs -  
abbreviation, city, state, country)

Editor's name (Institution to which belongs -  
abbreviation, city, state, country)

It is possible to be included e-mails, links for the Web sites etc.

### **Publishing production**

***Review of***  
Name

***Standardization***  
Name

***Composition***  
Name

***Final art***  
Name

***Etc.***  
Name  
Name

[\[Home\]](#) [\[About the journal\]](#) [\[Instructions to authors\]](#) [\[Subscription\]](#)

---

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***Copyright owner's name***

***Address***  
***Zip Code City Country***  
***Tel.:***  
***Fax:***

  
[e-mail](#)

## Template "Instructions to Authors"



ISSN 0000-0000  
online version or printed  
version

### INSTRUCTIONS TO AUTHORS

Scope and policy

Form and preparation of manuscripts

Sending of manuscripts

#### Scope and policy

Text that describes the publishing policy of the journal, specifies the areas of interest of the publication and the type of articles and other matters that publishes, reports the procedures of valuation by pairs (*peer review*) of the journal, specifies the public of the journal, etc.

#### Form and preparation of manuscripts

Text that specifies the format and the forms of original shipment for the journal, establishes the standards of presentation of the journal and for bibliographic references of the journal, etc.

#### Sending of manuscripts

Text that will be able to contain referring information to the sending of the original.

[[Home](#)] [[About the journal](#)] [[Editorial Board](#)] [[Subscription](#)]

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*Copyright owner's name*

*Address*  
*Zip Code City Country*  
*Tel.:*  
*Fax:*

  
e-mail

## Template "Subscription"



### SUBSCRIPTION

ISSN 0000-0000  
*online version or printed  
version*

Text on the procedures for the signature of the printed version of the **journal**: form of request, prices, modes of payment, etc.

Procedures and prices for purchase of article copies and other questions.

All subscriptions and changes of address should be sent to the address below.

The online SciELO version of **complete title of the journal**, prepared using a methodology developed by FAPESP/BIREME Project of Electronic Journals, and including the complete text of articles, is available for free.

[\[Home\]](#) [\[About the journal\]](#) [\[Editorial Board\]](#) [\[Instructions to authors\]](#)

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*Copyright owner's name*

*Address*

*Zip Code City Country*

*Tel.:*

*Fax:*

eMail

e-mail

## In Spanish

### Template "Acerca de esta Revista"



#### ACERCA DE ESTA REVISTA

[Información básica](#)

[Indizada en](#)

[Copyright](#)

[Patrocinadores](#)

#### Información básica

Texto que puede contener información sobre el **título completo de la revista**, institución publicadora, objetivos de la revista, áreas de interés de la revista, histórico de la revista, periodicidad, y otras.

La abreviatura de su título es **título abreviado de la revista**, que debe ser usado en bibliografías, notas al pie de página, leyendas y referencias bibliográficas.

#### Indizada en

Los artículos publicados en **título completo de la revista** son indizados o resumidos por:

Nombre del índice o abstract que indiza la revista - sigla

...

...

#### Copyright

Informaciones sobre copyright: nombre del detentor de los derechos de autor, política de la revista con respecto a la reproducción de artículos y otras materias, procedimientos de la revista etc.

#### Patrocinadores

La publicación de la revista es financiada por:

Nombre de las institución que financia la publicación de la revista - sigla

Nombre de las institución que financia la publicación de la revista - sigla

Es posible incluirse logotipos, links para los web sites de las instituciones, e-mail, enderezamiento, etc.

[\[Home\]](#) [\[Cuerpo editorial\]](#) [\[Instrucciones a los autores\]](#) [\[Subscripción\]](#)

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***Nombre del detentor del copyrigh***

***Dirección completa  
Código Postal Ciudad País***

***Tel.:***

***Fax:***

***eMail***

**e-mail**

## Template "Cuerpo editorial"



**ISSN 0000-0000**  
*versión online o versión  
impresa*

### **CUERPO EDITORIAL**

Editor

Editores asociados

Junta editorial

Producción editorial

### **Editor [o Editores]**

Nombre del editor (Institución a que pertenece - abreviatura, ayuntamiento, ciudad, país)

Nombre del editor (Institución a que pertenece - abreviatura, ayuntamiento, ciudad, país)

Es posible incluirse e-mails, enlaces para sitios, etc.

**Editores asociados**

Nombre del editor (Institución a que pertenece -  
abreviatura, ayuntamiento, ciudad, país)

Nombre del editor (Institución a que pertenece -  
abreviatura, ayuntamiento, ciudad, país)

Es posible incluirse e-mails, enlaces para sitios, etc.

**Junta editorial**

Nombre del editor (Institución a que pertenece -  
abreviatura, ayuntamiento, ciudad, país)

Nombre del editor (Institución a que pertenece -  
abreviatura, ayuntamiento, ciudad, país)

Es posible incluirse e-mails, enlaces para sitios, etc.

**Producción editorial*****Revisión de...***

Nombre

***Normalización***

Nombre

***Composición***

Nombre

***Arte final***

Nombre

***Etc.***

Nombre

Nombre

[\[Home\]](#) [\[Acerca de esta revista\]](#) [\[Instrucciones a los autores\]](#) [\[Subscripción\]](#)

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***Nombre del detentor del copyrigh***

***Dirección completa  
Código Postal Ciudad País***

**Tel.:****Fax:**e-mail

## Template "Instrucciones a los Autores"



ISSN 0000-0000  
versión online o versión  
impresa

### INSTRUCCIONES A LOS AUTORES

Alcance y política editorial

Forma y preparación de manuscritos

Envío de manuscritos

#### Alcance y política editorial

Texto que describe la política editorial de la revista, especifica las áreas de interés de la publicación y el tipo de artículos y otras materias que publica, informa los procedimientos de valuación por pares (*peer review*) de la revista, especifica el público de la revista, etc.

#### Forma y preparación de manuscritos

Define los tipos de documentos publicados por la revista, especifica las secciones o partes que forman esos tipos de documentos, determina la extensión y otras instrucciones para la presentación de resúmenes, determina el formato, extensión y otras instrucciones para la presentación de ilustraciones, figuras, fotografías, tablas etc., establece las normas de presentación de la revista y para las referencias bibliográficas de los trabajos, etc.

#### Envío de manuscritos

Texto que especifica las formas de envío de originales para la revista.

[\[Home\]](#) [\[Acerca de esta revista\]](#) [\[Cuerpo editorial\]](#) [\[Suscripción\]](#)

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***Dirección completa***  
***Código Postal Ciudad País***

***Tel.:***

***Fax:***

eMail

e-mail

## Template "Subscripción"



### SUBSCRIPCIÓN

ISSN 0000-0000  
*versión online o versión  
impresa*

Texto sobre los procedimientos para la subscripción de la versión impresa de la **revista**: formulario de solicitud, precios, modos del pago, etc.

Procedimientos y precios para la adquisición de copias de artículos y otras materias.

Todas las suscripciones y cambios de dirección se deben enviar a la [dirección abajo](#).

La **versión online** SciELO de la revista es preparada con metodología desarrollada por el [Projeto FAPESP/BIREME de Periódicos Eletrônicos](#). Todos los materiales publicados en este sitio están disponibles en forma gratis.

[[Home](#)] [[Acerca de esta revista](#)] [[Cuerpo editorial](#)] [[Instrucciones a los autores](#)]

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# Appendix B - Templates of the Message Secondary Pages (Portuguese, English, Spanish)

In Portuguese



MENSAGEM DA REVISTA

Informação ainda não disponível. Favor retornar em breve, ou  
consultar a versão da revista em inglês ou espanhol.

[\[Voltar\]](#)

## In English



### JOURNAL MESSAGE

Information not available yet. Please come back soon, or visit the journal's Portuguese version or Spanish version.

[\[Back\]](#)

## In Spanish



### MENSAJE DE LA REVISTA

Información aún no disponible. Favor volver en breve, o consultar la versión de la revista en portugués o inglés.

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## Appendix C - List of Editorial Board-Related Terms (Portuguese, English, Spanish)

<b>Portuguese</b>	<b>Spanish</b>	<b>English</b>
Administradora	Administradora	Administrator
Apoio Técnico	Apoio Técnico	Technical Support
Apoio técnico e secretaria	Apoio técnico y secretaria	Technical Support and Secretary
Arte-final	Arte-final	Artwork
Assessora editorial	Asesora editorial	Editorial Advisor
Assessoria científica	Asesoría científica	Scientific Advisor
Assistência editorial	Asistencia editorial	Editorial Assistant
Assistente de comunicação	Asistente de comunicación	Communications Assistant
Assistentes editoriais	Asistentes editoriales	Editorial Assistants
Bibliotecária e Assistente do Editor	Bibliotecaria y Asistente del Editor	Librarian and Editor's Assistant
Bibliotecária responsável	Bibliotecaria responsable	Librarian in charge
Bibliotecário de apoio	Bibliotecario de apoyo	Assistant Librarian
Co-Editores	Coeditores	Co-Editors
Colaboradores permanentes	Colaboradores permanentes	Regular Contributors
Comissão de publicação	Comisión de publicación	Publishing Committee
Comissão editorial	Comisión editorial	Editorial Committee
Comissão Editorial Internacional	Comisión Editorial Internacional	International Editorial Committee
Comissão executiva	Comisión ejecutiva	Executive Committee
Comitê de área	Comité de área	Area Committee
Comitê de redação	Comité de redacción	Editorial Committee

<b>Portuguese</b>	<b>Spanish</b>	<b>English</b>
Comitê editorial executivo	Comité editorial ejecutivo	Executive Editorial Committee
Comunicação científica	Comunicación científica	Scientific Communication
Conselho anterior	Consejo anterior	Previous Board
Conselho científico	Consejo científicos	Scientific Board
Conselho consultivo internacional	Consejo consultivo internacional	International Advisory Board
Conselho de redação	Consejo de redacción	Editorial Board
Conselho editorial executivo	Consejo editorial ejecutivo	Executive Editorial Board
Conselho editorial internacional	Consejo editorial internacional	International Editorial Board
Conselho executivo	Consejo ejecutivo	Executive Board
Conselho internacional de consultores	Consejo internacional de consultores	International Board of Consultants
Consultores científicos	Consultores científicos	Scientific Consultants
Consultores externos	Consultores externos	External Consultants
Consultoria editorial	Consultoría editorial	Editorial Consulting
Coordenação editorial	Coordinación editorial	Editorial Coordination
Coordenador internacional	Coordinador internacional	International Coordinator
Coordenadora científica	Coordinadora científica	Scientific Coordinator
Corpo de revisores	Cuerpo de revisores	Proofreading Staff
Corpo editorial	Cuerpo editorial	Editorial Board
Diagramação e Arte Final	Diagramación y Arte Final	Layout and Artwork
Diretor administrativo e comercial	Director administrativo y comercial	Administrative and Sales Director
Diretor de publicações	Director de publicaciones	Director of Publications
Diretor responsável e editor	Director responsable y editor	Director in charge and Editor
Editor adjunto	Editor adjunto	Associate Editor
Editor administrativo	Editor administrativo	Administrative Editor
Editor assistente	Editor asistente	Assistant Editor
Editor associado	Editor asociado	Associate Editor
Editor chefe	Editor jefe	Chief Editor
Editor científico responsável	Editor científico responsable	Scientific Editor in charge
Editor consultivo	Editor consultivo	Advisory Editor
Editor de resenha	Editor de reseña	Review Editor
Editor e Diretor de Publicações	Editor y Director de Publicaciones	Editor and Director of Publications
Editor executivo	Editor ejecutivo	Executive Editor
Editor fundador	Editor fundador	Founding Editor
Editor principal	Editor principal	Main Editor
Editor responsável	Editor responsable	Editor in charge
Editor técnico	Editor técnico	Technical Editor
Editora administrativa	Editora administrativa	Administrative Editor
Editora Assistente	Editora asistente	Assistant Editor
Editora chefe	Editora jefe	Chief Editor
Editora científica	Editora científica	Scientific Editor
Editora de resenhas	Editora de reseñas	Review Editor
Editora executiva	Editora ejecutiva	Executive Editor
Editora financeira	Editora financiera	Financial Editor
Editora gerente	Editora gerente	Managing Editor

<b>Portuguese</b>	<b>Spanish</b>	<b>English</b>
Editora responsável	Editora responsable	Editor in charge
Edição eletrônica, capa e arte final	Autoedición, portada y arte final	DTP, cover and artwork
Edição para Internet	Autoedición para Internet	Internet Editing
Editora-chefe	Editora jefe	Chief Editor
Editoras	Editoras	Editors
Editoras associadas	Editoras asociadas	Associate Editors
Editores adjuntos	Editores adjuntos	Associate Editors
Editores anteriores	Editores anteriores	Previous Editors
Editores assistentes	Editores asistentes	Assistant Editors
Editores associados divisionais	Editores asociados divisionales	Division Associate Editors
Editores associados internacionais	Editores asociados internacionales	International Associate Editors
Editores auxiliares	Editores auxiliares	Supporting Editors
Editores científicos	Editores científicos	Scientific Editors
Editores correspondentes	Editores corresponsales	Corresponding Editors
Editores de área	Editores de área	Area Editors
Editores de resenhas e editores de mini-resenhas	Editores de reseñas y editores de mini reseñas	Review Editors and Mini-Review Editors
Editores de seção	Editores de sección	Section Editors
Editores especiais	Editores especiales	Special Editors
Editores executivos	Editores ejecutivos	Executive Editors
Editores setoriais	Editores sectoriales	Sectoral Editors
Editoria executiva	Editorial ejecutiva	Executive Editorship
Equipe de produção	Equipo de producción	Production Staff
Equipe executiva	Equipo ejecutivo	Executive Staff
Equipe técnica	Equipo técnico	Technical Staff
Gerente de edição	Gerente de autoedición	DTP Manager
Gerente editorial	Gerente editorial	Editorial Manager
Grupo de assessores	Grupo de asesores	Group of Advisors
Jornalista responsável	Periodista responsable	Journalist in charge
Marketing e distribuição	Marketing y distribución	Marketing and Distribution
Membros	Miembros	Members
Presidente	Presidente	President
Produção editorial	Producción editorial	Editorial Production
Representantes das instituições	Representantes de las instituciones	Representatives of Institutions
Revisão gramatical da Língua Inglesa	Revisión gramatical de la Lengua Inglesa	Proofreading of English Texts
Secretária de redação	Secretaria de redacción	Secretary of the Editing Room
Secretário diagramador	Secretario diagramador	Layout Secretary
Secretário Executivo	Secretario ejecutivo	Executive Secretary
Subeditores	Subeditores	Sub-Editors
Suporte administrativo	Soporte administrativo	Administrative Support
Tesoureiro	Tesorero	Treasurer