

# Instructions for writers

The *Revista Colombiana de Bioética*, an expressive tool from the Department of Bioethics at the Universidad El Bosque, is a semester publication arbitrated and addressed to the reader interested in knowing about the extent, transdisciplinary, and complexity of Bioethics. The Journal accepts projects done in Spanish, and in other languages such as French, English and Portuguese.

The Journal accepts articles or studies not exceeding 30 pages; bibliographical notes, which are like bibliographies, not exceeding 5 pages; and reviews varying between 4 and 6 pages. The projects must be presented on letter size sheets, printed and numbered using font size 12 on only one side and a spacing of one and a half. They must also be presented in Word for Windows on a diskette or CD.

The title should be short, giving information about the content and input by paying attention to Syntax and vague and incorrect expressions, and avoiding subtitles that do not make the title clear. The title should have an English translation.

Authorship must be adjusted to fit the following guidelines- write the author's full name. If there is more than one author, the Journal will accept the order given by the authors as well as the number of authors on the project. The write should make his academic degree, profession, position of responsibility that he holds, and the institution that he lends his services to known. The email address and postal address should be registered just like the explicit testimony, if that is the case, of the support received for the elaboration of the research.

The summary should reflect the objectives, methodology, results and conclusions. The infor-

mation should always come from the text of the article. Using words, which reflect the content in a precise manner, should vary between 180 and 200 words. The abstract should be translated to English.

The number of keywords can vary between 5 and 10. In order to include descriptors and keywords, the writer should use the Thesaurus of the UNESCO, or any thesaurus or a list of subject headlines widely known and used in the field of Bioethics. The key words should be translated to English.

Bibliographical references: are types of documents which the author can use as reference (ISO 690, third edition, 2010, Annex C). They will be all those documents with ISBN or ISSN that are available to the public, just like those studies or edited documents by universities or other recognised prestigious organisations. The writer is responsible for the truthfulness of the proposed reference and the matching of original documents. Only references that are useful should be recorded for the preparation of the project taking into consideration that the number should be reasonable and reflect the most relevant materials.

The publishing process involves the shipping of the manuscripts. Articles addressed to the *Revista Colombiana de Bioética* should be accompanied by a letter of presentation where the following aspects should be given:

- Title of project
- Name of writer
- Mailing and e-mail addresses
- Section of the magazine where the project should be included

- Contributions of the project
- Statement of originality and authorship
- Statement accepting the changes to content and style of the introduction

The *Revista Colombiana de Bioética* accepts projects which are submitted to the Publishing Committee for revision. This is to see if the projects fulfilled the requirements of the Journal such as the inclusion of the presentation letter. Then one makes an analysis to see if the rules of the presentation of the manuscripts are met, and if they fit into the thematic scope of the journal. Then external and internal arbitrators are assigned depending on the subject matter at hand. The anonymous revisers are selected in a unanimous way by the Journal's Publishing Committee in order to evaluate the content, methodology, appropriateness and style of the articles.

The writers will receive a summarised copy of the reports compiled by the revisers pointing out to them the manner of overcoming the deficiencies or carrying out the changes that are requested. Likewise, they will specify the medium through which the project will be published, and the exact time in which they will receive the drafts for a possible correction.

The *Revista Colombiana de Bioética* considers that the sending of a project by the write means that the project has not been published or accepted by another magazine for publication. If it had been published like gray literature, or it is on a web page and it is accepted for publication, it will be taken off the site and only the link with the title, author, summary and keywords will be left. The author or authors should accept that with the sending of the article for evaluation they authorise for the transfer of the author's rights to the Journal so that it can be promoted through printed or electronic media; and that the content of the articles is exclusively the writer's responsibility. The Journal will send 5 magazines to the writers. If more is needed, the writer can contact the Journal for subsequent shipping.

The *Revista Colombiana de Bioética* will make articles that are a product of empirical investigations, theoretical opinions, and critical reviews about the state of question on the particular topic, a priority for publication. On top of that, it requires originality, news, relevancy, severity and methodological quality, careful selection of bibliographical devices, support and a good presentation of the manuscript.