

Medicina Paliativa

User guide and advice for reviewers

Version 1.0

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1. SOFTWARE REQUIREMENTS

- In order to use the MedPal Manuscript Submission System you must have Adobe Acrobat Reader (PDF reader) installed in your computer.
- Should you not have it, the reader may be downloaded for free from: <http://get.adobe.com/es/reader/>

2. ACCESSING THE PLATAFORM

2.1 *How do I access the platform?*

- After receiving an invitation email, and registering into the platform by following the directions provided, you must access the platform using: <http://gestormedpal.inspiranetwork.com/Account/Login.aspx>
- Access will take you to the following screen.



Registered users

enter email and password

email (*) :

Password :

Keep me logged in

[I forgot my password](#)

validate user

Click on “**Validate user**” at the bottom of the screen once your log-in data have been entered.

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2.2 How do I select my working role?

If your user ID was registered with more than one profile (e.g., author and reviewer), the following screen will come up, wherein you will have to select the appropriate working role.

Your username has different roles to access various areas in this tool. Select the role you want to access this screen with:

Author Reviewer

Accept

3. WORK AREA AND OPTIONS

3.1. How does my work area look like?

- Once inside your work area you will be presented with four options:

3.1.1 Articles

- In the “Articles” tab you may **access all active articles** you are associated with that have **not yet been accepted for publication** by the Editor, that is, that **still may require your intervention**.

REFER.	DATE	TITLE	TYPE	STATUS
1272/2021	24-06-2021	Drenaje subcutáneo del brazo en el linfedema relacionado con el cáncer de mama	Clinical Notes	In Review Review

- Every article will be accompanied by data to help you **understand their status**, which may be filtered according to **established parameters**.

REFER.	DATE	TITLE	TYPE	STATUS
--------	------	-------	------	--------

- Article reference number.
- Submission date.
- Title.
- Type of article.

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5. Article status.

a. Under review

- i. The article the Editor just assigned to you.

b. Reviewed

- i. The article you reviewed and sent back to the Editor.

3.1.2. Emails

- You may access the **archived emails** associated with **every** article within your purview, both sent and received.

3.1.3 Registering as an author

- The system will allow you to register as an author for article submission if you are not already registered as such.

3.2 How do I know I have to interact with an article?

- Should an **article** remain within your **scope of work**, which is dependent on you to continue its **evaluation process**, the following image will appear.



In such a case you may access the article's file, and **must interact for the review process to continue.**

- In case **your intervention is not required**, but might be again at some point in the future, the same image will come up only this time without the symbol attached.



In this case you may access the article's file but not interact with it.

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3.3 How many interaction options are available to me?

- Upon selecting any of the assigned articles the following options will be available to you:
 - Summary
 - Files
 - Actions
 - Completed reviews
 - Emails



3.3.1 Summary

- This is an overview of the article including its general information.

TITLE IN SPANISH: Representaciones sociales de cuidados paliativos en estudiantes de medicina
Ref:1281/2021

LANGUAGE: Español

AREA OF INTEREST: Otros

SUBMISSION TYPE: Original

ABSTRACT IN SPANISH:
Introducción: El adecuado ejercicio de la medicina implica no solo el conocimiento científico, sino también las actitudes y creencias que se tengan hacia los pacientes. En particular, en los cuidados paliativos donde se requieren mayores niveles de humanización en el acompañamiento al final de la vida. El objetivo del presente estudio fue identificar las representaciones sociales de los cuidados paliativos en estudiantes de último año de medicina de una institución de educación superior. Materiales y Métodos: Estudio descriptivo, transversal, con una muestra de 72 estudiantes. Se diseñó un cuestionario para medir las representaciones sociales, con cuatro categorías de análisis: actitudes, conocimientos, experiencias y representación social de los cuidados paliativos. Resultados: Se evidencia un alto interés e importancia percibida de los estudiantes por los cuidados paliativos, pero insuficiente preparación para comunicar malas noticias y hablar de la muerte, habilidades indispensables en el desempeño de esta especialidad. Se destaca una diferencia significativa según el estrato socioeconómico con la experiencia y la actitud, lo cual indica que el contexto social es un modulador en la construcción de las creencias y actitudes, las cuales pueden ser modificadas por medio de la educación, implementando la formación de esta área desde el pregrado. Conclusión: Se encontró un elevado interés e importancia percibida de los estudiantes de medicina por incorporar los cuidados paliativos a los currículos, destacando la necesidad de aprender la comunicación de malas noticias con los pacientes y familiares, con el fin de generar una práctica más humana y compasiva.

KEYWORDS IN SPANISH: Representaciones Sociales, Cuidados Paliativos, Estudiantes de Medicina, Actitudes

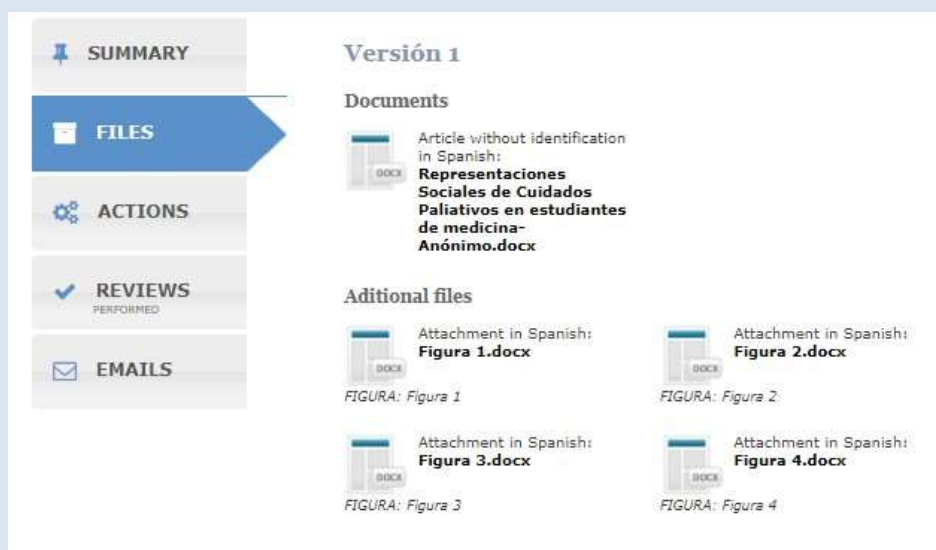
TITLE IN ENGLISH: Social Representations of Palliative Care in Medical Students

ABSTRACT IN ENGLISH:
Introduction: The proper practice of medicine involves not only scientific knowledge, but also attitudes and beliefs towards patients. Particularly in palliative care, where higher levels of humanization are required in end-of-life care. The aim of this study was to identify the social representations of palliative care in final year medical

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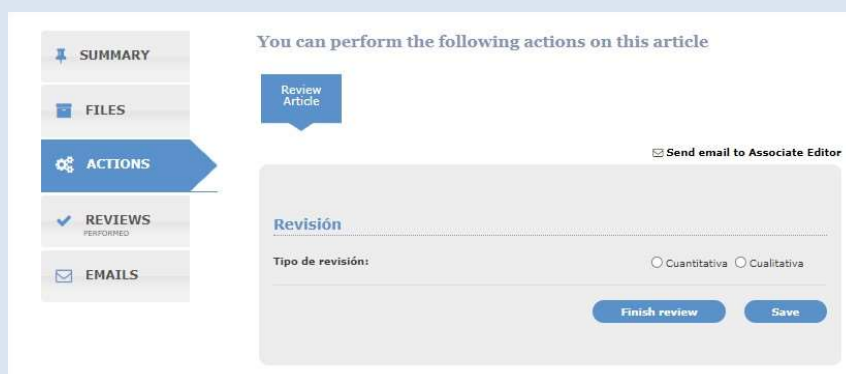
3.3.2 Files

- This allows accessing the article and all its associated files.
- This is the **first step** in starting the review process. **You must download files from this tab.**



3.3.3 Actions

- This shows the **potential actions** you may take to keep the article moving through the editorial process.
- It is from this tab that you **must the appropriate decisions** for the article to progress through the **assessment process**, as discussed in the **editorial process** section.



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3.3.4 Completed reviews

- Here you will be shown your previously completed reviews, when appropriate.

3.3.5 Emails

- This includes the flow of communications about any article you were involved in.

4 EDITORIAL PROCESS FOR REVIEWERS

4.1 *How are articles assigned?*

- Articles to be reviewed will **be assigned by the Editor**, and you will be notified by email of every article assigned to you; also by email you **may accept or reject any given assignment**.
 - The Editor may **attach comments**.
 - The Editor will make it clear when a **review** and related comments are to be reported in **English**.

4.2 *What actions can I take with each assigned article?*

- Once you have accepted to review an article, and the article appears within the control panel, only **one form of interaction** will be available at the Actions tab, so that you must:

4.2.1 Review the article



- Once the article has been downloaded and analyzed you will be given three review options.

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1. **Comment for author:** A text entry box where you may include a short review assessment or key points the Editor may later decide to submit to the author attached to the publisher's final decision.

Proposal of Notes for Author :



2. **Comment for Editor-in-Chief:** A text entry box wherein you must type a brief assessment of the article exclusively for the Editor's private, confidential use, that is, to be never shared with the author.

Confidential Note to Associate Editor :



3. **Upload article with corrections:** you must upload the revised, definitive article for the Editor's review. **It is important that all changes suggested by the reviewer be clearly highlighted.**

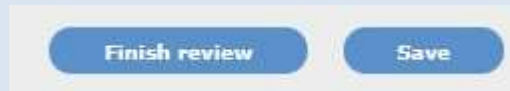
File of review

File of review: Ningún archivo seleccionado

- If you wish to end your review and submit the results to the Editor, please click on "Finish review".

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- If you wish to wait or have not completed the review, please click on “Save”; the review will be saved but not finished.



- Should you want to send any comments to the Editor before submitting the reviewed article, you have the option “Send mail to Editor” on the upper right corner of the review form.

To contact the Associate Editor, use the option “ Send email to the Director” available in [EMAILS section](#)



Enviar email ✕

Sent To : **jgbarboteo@hotmail.com (Jesús González Barboteo)**

Subject (*):

Message (*):

Enviar **Cancel**