

# Medicina Paliativa

## *User guide for authors* *Version 1.0*

\*In case of doubts, suggestions or difficulties, please contact us by email to  
[laura.martin@inspiranetwork.com](mailto:laura.martin@inspiranetwork.com)

\*Articles submitted via the new platform will be assessed therein. If you already had submitted an article, it will be evaluated using the traditional approach.

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## 1. SOFTWARE REQUIREMENTS

- In order to use the MedPal Manuscript Submission System you must have the Adobe Acrobat Reader (PDF reader) software installed.
- You may download this software for free from: <http://get.adobe.com/es/reader/>

## 2. REGISTERING AS AN AUTHOR

- Access the address <http://gestormedpal.inspiranetwork.com/Account/Login.aspx>
- Once there you will be given **two options**:

### *2.1 I am already registered in the platform*

- You access <http://gestormedpal.inspiranetwork.com/Account/Login.aspx>, which will take you to 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 after entering your **log-in data**.

### **2.2. I am a new user**

- You access <http://gestormedpal.inspiranetwork.com/Account/Login.aspx>, which will take you to the following screen.

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## New users

You need to register for submitting manuscripts

Check in

- Please click on “**Ckeck in**”.
- The system will then take you to a **registration form** that you **must fill out**.

## Author registration

Versión Castellano English version

Use this form to register in our system. (Minimum password length 4 characters)

### Login data

Email (*):	Password (*):
<input type="text"/>	<input type="password"/>
Confirm Email (*):	Confirm Password (*):
<input type="text"/>	<input type="password"/>
	<input type="checkbox"/> View password

### Personal data

Name (*):	Country (*):
<input type="text"/>	<input type="text"/>
Surname (*):	Zip Code:
<input type="text"/>	<input type="text"/>
Address:	Language:
<input type="text"/>	Español
City:	Phone:
<input type="text"/>	<input type="text"/>
Province:	Institution (*):
<input type="text"/>	<input type="text"/>
	Department/Service (*):
	<input type="text"/>

- You must **select a language** during registration, which will be the language the system will use to **communicate with you**.

## Author registration

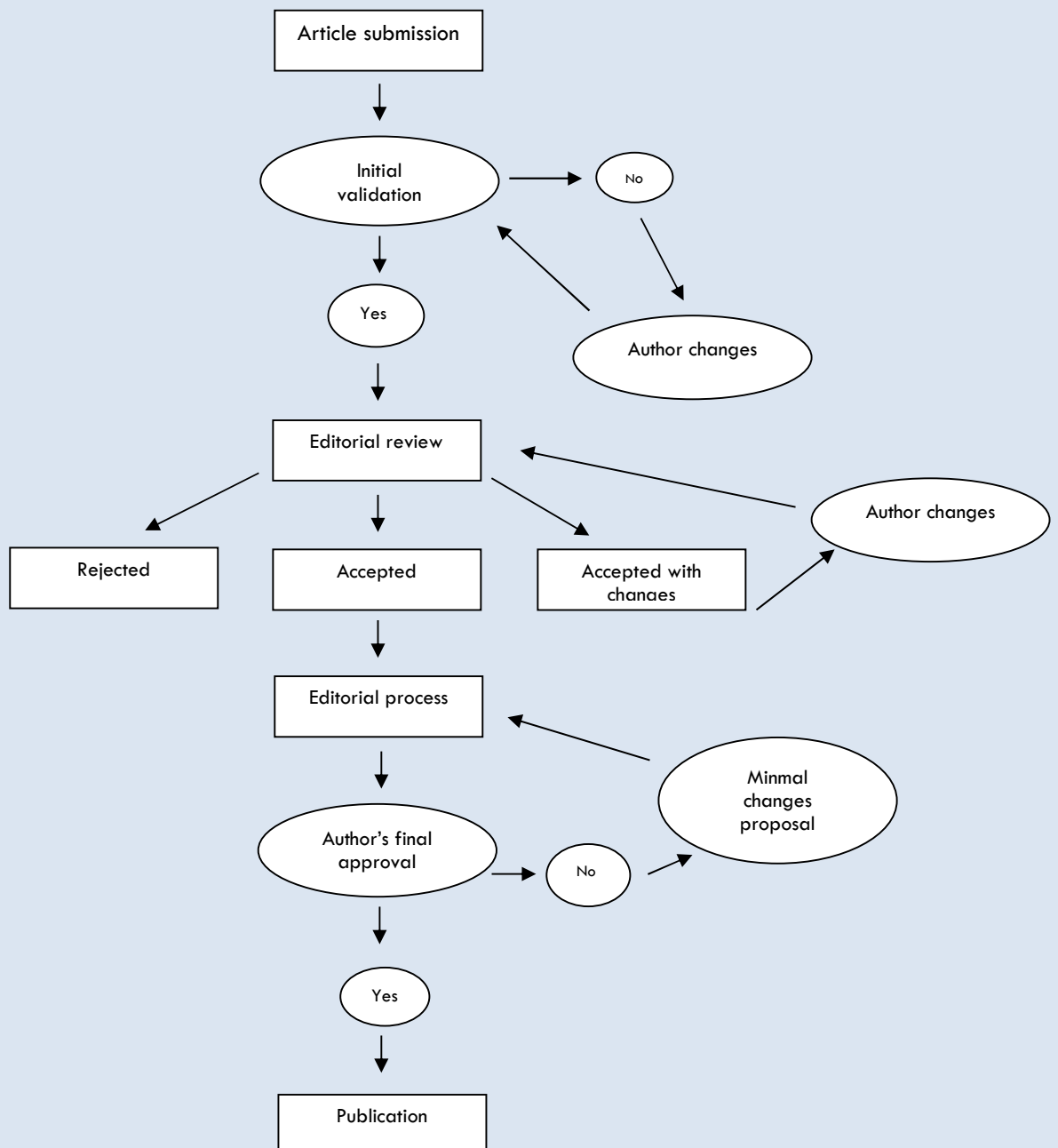
Versión Castellano English version

- Upon **completion of the registration form** you will receive a **confirmation email** including an **activation link** and your platform access data.
- This registration form will only come up the first time you access the MedPal online platform.

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- By clicking the activation link your registration onto the new platform will be complete.
- You must bear in mind that the **data you enter in the registration form**, specifically your email address, is what the platform will use to **try and communicate with you**.

### 3. EDITORIAL PROCESS FOR AUTHORS



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## 3.1 How do I submit a new article?

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

- You must click on the “**New article**” button on the right upper part of the screen to submit a new paper.

New article

- After clicking on “New article” the following **window** will come up to start the **article submission process**.

### Article submission

Step 1 / 5

#### Information about the article

Submission type

Area of interest (\*)

Article written in:  Español  English

Title in English (\*):

Keywords in English (\*):   
Separated by commas.

Abstract in English (\*):

Title in Spanish (\*):

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- Should you wish to cancel the submission at any time during the process, the system will **save your submission at the point where you left**.
- The **article submission process** involves **four steps**:

### 3.1.1. General information

- In this step you must:
  - Enter the data required by the system.

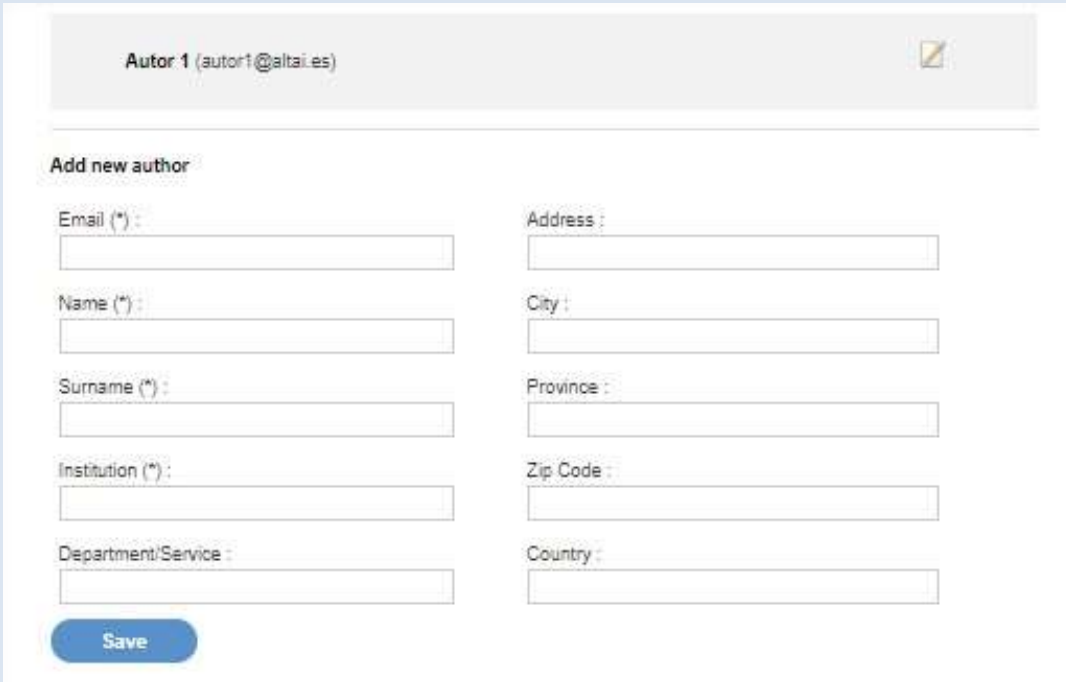
Submission type :	Original
Area of interest (*) :	
Article written in :	<input type="radio"/> Español <input checked="" type="radio"/> English
Title in English (*) :	
Keywords in English (*) :	
	<small>Separated by commas</small>
Abstract in English (*) :	
Title in Spanish (*) :	
Keywords in Spanish (*) :	
	<small>Separated by commas</small>
Abstract in Spanish (*) :	

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- After entering the required data you must click on “Next”.

### 3.1.2. Information about authors

- In this step you may **add the authors of the manuscript**.
- To do so you must **enter in the required fields** the data of each author, and “Save” each completed record before adding the next.



The screenshot shows a web interface for adding a new author. At the top, there is a header bar with the text "Autor 1 (autor1@altai.es)" and a small square icon with a diagonal line. Below this is a section titled "Add new author". The form consists of two columns of input fields. The left column contains: "Email (\*)", "Name (\*)", "Surname (\*)", "Institution (\*)", and "Department/Service". The right column contains: "Address", "City", "Province", "Zip Code", and "Country". Each field is represented by a rectangular text box. At the bottom left of the form is a blue button labeled "Save".

- The **person who submits** the article is considered the **main author**; subsequent authors may anytime be edited, deleted, or placed in the order of your choice by using the options “Delete,” “Upload” or “Download.”
- After registering all authors in the order shown in the manuscript you must click on “Next.”

Next



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### 3.1.3. Transfer of rights

Step three involves electronically signing a transfer of rights form.

The transfer of rights agreement proposed by MedPal is displayed.

To continue the process you must check the box to indicate acceptance of the transfer of rights agreement, and then click on “Next.”

I accept the assignment of rights in the above specified terms and confirm its veracity.

[Previous](#) [Next](#)

### 3.1.4. Required files

- In this step you must **upload all the files your article requires in order to be assessed.**

**Article submission** Step 4 / 5

---

Cover letter  Ningún archivo seleccionado   
Files.doc, .docx

---

Complete article (\*)  Ningún archivo seleccionado   
Files.doc, .docx

---

Artículo sin identificación de autores y centro (\*)  Ningún archivo seleccionado   
Files.doc, .docx

---

**Other files**

Type:  ▼

Description:

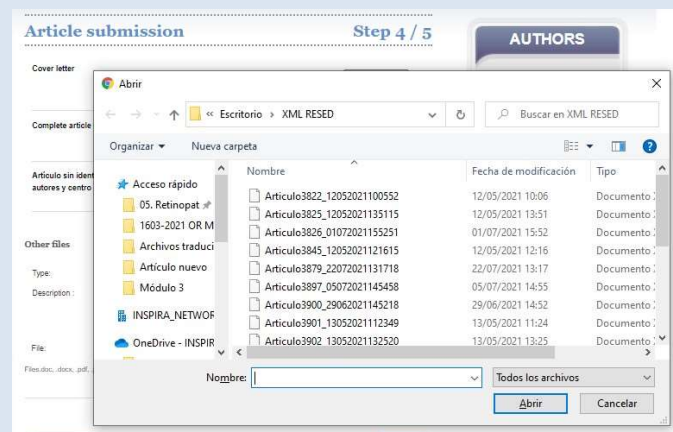
File:  Ningún archivo seleccionado   
Files.doc, .docx, .pdf, .jpg, .gif, .png, .tif, .liff, .xls, .xlsx, .pps, .ppsx, .ppt, .pptx

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- The **uploading process** is as follows:
  - You must click on **“Select file”** button associated with the document you wish to upload.



- A window will pop up wherein you must **pick the chosen document** from among the files in your computer.



- You must **select the right item** and click on **“Subir fichero (upload file)”**



- Once a file has been uploaded you have the **option to delete it** by clicking on the **“Recycle Bin”** icon.



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- Required documents include:
  - **Cover letter + conflicts of interest** – Besides introducing the article any related grants, awards, or support must be declared in the conflicts of interest statement and, where appropriate, described in the cover letter using the template form you may find both in the website's general information and the platform.
  - **Complete article.**
  - **Article with no authors or sites specified.**
    - This is necessary to guarantee a blind review. Please ensure no authors or sites are mentioned in the heading and body of text.
  - Once all files have been uploaded, you must **also attach any images, tables, etc.**, using the specified formats.
- You must also identify the **type of file** (table, image, etc.) and, optionally, a brief description.

Other files

Type:

Description:

File:  Ningún archivo seleccionado

Files.doc, .docx, .pdf, .jpg, .gif, .png, .tif, .tiff, .xls, .xlsx, .pps, .ppsx, .ppt, .ppbx

- Once **all necessary files have been uploaded**, you must click on “Next” if you are satisfied or “Previous” if you want to modify any data.
- 

.....

**Article submission** **Step 4 / 5**

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Cover letter MediPal Carta de presentacin.docx

---

Complete article (\*) mediPAL manuscrito ciego.docx

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Artículo sin identificación de autores y centro (\*) mediPAL manuscrito sin autores Cbia Contigo version corregida - copia.docx

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Other files

Type:

Description:

File:  Ningún archivo seleccionado

Files.doc, .docx, .pdf, .jpg, .gif, .png, .tif, .tiff, .xls, .xlsx, .pps, .ppsx, .ppt, .ppbx

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## 3.1.5 Review and submission confirmation

- In this step you must review the final contents and easily **confirm the submission is final**.
- To this end you must click the **“Validate all” button**.

**Article submission** **Step 5 / 5**

---

**The article and all related documentation will be submitted**

**Information about the article**

**Title:** ASDQ

**Keywords:** QWEQ

**Abstract:** sdqe

**Submission type:** Editorial

**Authors:** Autor 1 (-)

**Files Article**

**Cover letter:** MediPal Carta de presentacin.docx

**Complete article in English:** mediPAL manuscrito ciego.docx

**Article without identification in English:** mediPAL manuscrito sin autores Cbia Contigo version corregida - copia.docx

**Previous** **Validate all**

- Once this button is clicked the article is correctly submitted, and you will receive a **confirmatory, informative email. You will be able to consult the evaluation process from your control panel.**
- Should you not wish to submit the article, you may click on **“Previous”** to review all the documents involved.
- Please bear in mind that after clicking on the **“Validate all”** button the article will start the evaluation process and **no changes will be possible other than those suggested by the Editorial Committee.**
- In turn, once step 1 has been completed the platform **will memorize the point at which you interrupted the submission process**, so you can start where you left off the next time you log in.

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## 3.2. How do I know the article was validated for the review process?

- Before entering the **evaluation process** the **system must check whether the submitted files match the requirements specified in the publication guidelines**. Two possibilities exist:
  - If your article **is validated** you will receive an email to confirm its entering the evaluation process.
  - If it fails to comply with the requested characteristics or requirements, **your article will be rejected** and:
    - You will receive an email **discussing the issue that was found and you must modify**.
    - To **modify the article you must access your control panel**, where the article will be shown as “Pending changes.”

1284/2021 04-08-2021 Síndrome Neuroléptico Maligno en el Adulto Mayor Descripción de un caso.

Clinical Notes

Pending Changes



Review

- Then you must go to the “**Actions**” tab and click the “**Edit**” button to **modify your paper according to the editor’s requests**.

- SUMMARY
- FILES
- ACTIONS**
- ARCHIVE
- EMAILS

### You can perform the following actions on this article

**Amend Article**

**Comentario del Editor\_Asociado:** 01/08/2021 20:25:38  
(Español) Estimado Dr. Irene MARTÍNEZ GARCÍA

Tras el proceso de validación inicial en la revista Medicina Paliativa, de su artículo "Paniculitis Mesentérica: ¿es algo de lo que nos tenemos que preocupar?", con nº de Referencia 1273/2021, se requieren las siguientes modificaciones mayores:

- COMENTARIO de REVISOR 1  
Llama la atención el abordaje de un tema poco considerado en la práctica diaria de Cuidados Paliativos y encuentro muy adecuado el haberlo desarrollado mediante un caso clínico; de esta forma es mucho más visual y cercano a la práctica asistencial diaria, permitiendo tenerlo presente de forma rápida, en situaciones clínicas similares.

De entrada, el título invita a la lectura con el interés de llevar a la respuesta de la pregunta

This article requires some changes. Edit and change as needed

Edit


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- The system will **take you back to your article** where you will find the files submitted in the initial version.
- You must replace the old documents with the new ones including the requested changes.

**Article submission** **Step 4 / 5**

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**REMEMBER TO SUBMIT ALL FILES IN THEIR FINAL VERSION, WITH SPECIFIC CHARACTERISTICS.**

Cover letter COVER LETTER.doc 

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Complete article (\*) Seleccionar archivo Ningún archivo seleccionado Subir Fichero  
Files.doc, .docx

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Artículo sin identificación de autores y centro (\*) Seleccionar archivo Ningún archivo seleccionado Subir Fichero  
Files.doc, .docx

---


Article no identification showing changes (\*) Seleccionar archivo Ningún archivo seleccionado Subir Fichero  
Files.doc, .docx

---

Response to reviewers (\*) Seleccionar archivo Ningún archivo seleccionado Subir Fichero  
Files.doc, .docx

---

**Other files**

Type: Table 

Description:

File: Seleccionar archivo Ningún archivo seleccionado Subir Fichero  
Files.doc, .docx, .pdf, .jpg, .gif, .png, .tif, .tiff, .xls, .xlsx, .ppt, .ppsx, .pptx

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Previous Cancel edition Next

- Once this is completed the files will **be resubmitted for validation**.

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## 3.3 What happens once my article has been validated?

- After validation the article's **editorial review process begins**.
- **Three situations** may arise during this process:

### 3.3.1. Article accepted

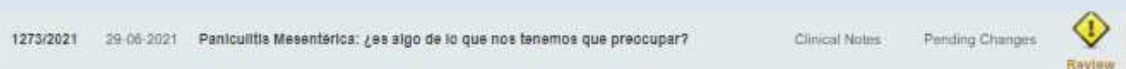
- You will be notified by **email that the article has been accepted and the final editorial process has begun**.

### 3.3.2. Article rejected

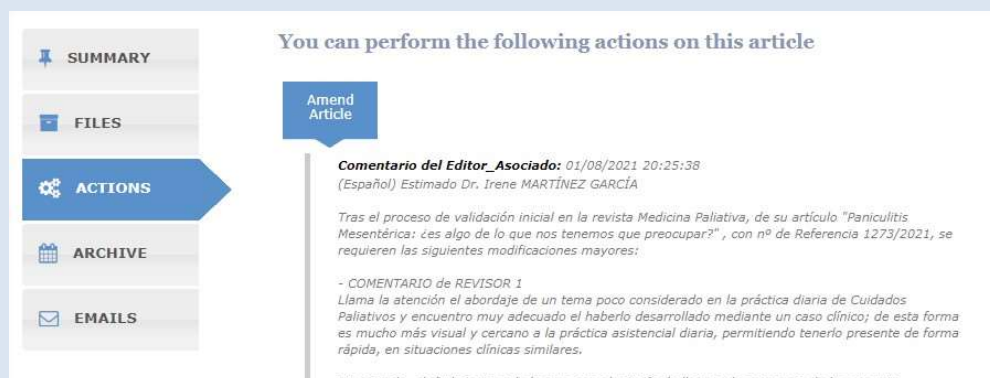
- In case your article is **rejected you will be notified by email**.
- The evaluation process is terminated.

### 3.3.3. Article accepted with changes

- Should the Editorial Committee consider that your article may be accepted once **certain changes are implemented**, you will be notified in an **email discussing the required changes for acceptance**.
- To modify the article you must access your **control panel**, where it will be listed with a **"Pending changes" status**.



- In order to modify the article as requested, you must go to the **"Actions"** tab and click on **"Edit."**



**SUMMARY**

**FILES**

**ACTIONS**

**ARCHIVE**

**EMAILS**

**You can perform the following actions on this article**

**Amend Article**

**Comentario del Editor\_Asociado:** 01/08/2021 20:25:38  
(Español) Estimado Dr. Irene MARTÍNEZ GARCÍA

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De entrada, el título invita a la lectura con el interés de llegar a la respuesta de la pregunta

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- The system will take you to your article, where you will find the **information included in the first submitted version**.
- You must **replace the old documents with the new ones containing the requested changes**.

## Article submission Step 4 / 5

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**REMEMBER TO SUBMIT ALL FILES IN THEIR FINAL VERSION, WITH SPECIFIC CHARACTERISTICS.**

---

**Cover letter** COVER LETTER.doc 

---

**Complete article (\*)**  Ningún archivo seleccionado   
Files.doc, .docx

---

**Artículo sin identificación de autores y centro (\*)**  Ningún archivo seleccionado   
Files.doc, .docx

---

**Article no identification showing changes (\*)**  Ningún archivo seleccionado   
Files.doc, .docx

---

**Response to reviewers (\*)**  Ningún archivo seleccionado   
Files.doc, .docx

---

**Other files**

Type:  ▼

Description:

File:  Ningún archivo seleccionado   
Files.doc, .docx, .pdf, .jpg, .gif, .png, .tif, .tiff, .xls, .xlsx, .pps, .ppsx, .ppt, .pptx

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- **Three documents** are required:
  - The **complete modified article** (attach on “Complete article” thus deleting the first version).
  - The **modified article with no authors or sites specified** (attach on “Article with no authors or sites specified” thus deleting the first version).
  - A **document including: a letter specifying the changes** included in the manuscript **in response to each reviewer remark**, in addition to an unidentified version of the article where **changes are highlighted in red**, either manually or by having “Track changes” on (attach on “Unidentified article showing changes”).
- Similarly **you must attach any other files** (figures, tables, etc.) that were **modified from the initial version**.
- **Unmodified files should not be submitted again**.
- Once the process is complete the files are resubmitted for evaluation.

### ***3.4 What happens once my article has been accepted?***

- Upon acceptance your article will move to “**Proofreading completed**” and you will have to wait until a layout is sent to you for your final approval before publication.
- Once accepted, and in the course of the editorial process until an article is assigned to a printed issue, the publisher will provide a pre-publication using DOI assignment, which will be accessible on the journal’s website allowing referencing and inclusion in a résumé.

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## 4. WORK AREA AND OPTIONS

### 4.1 What does my work area look like?

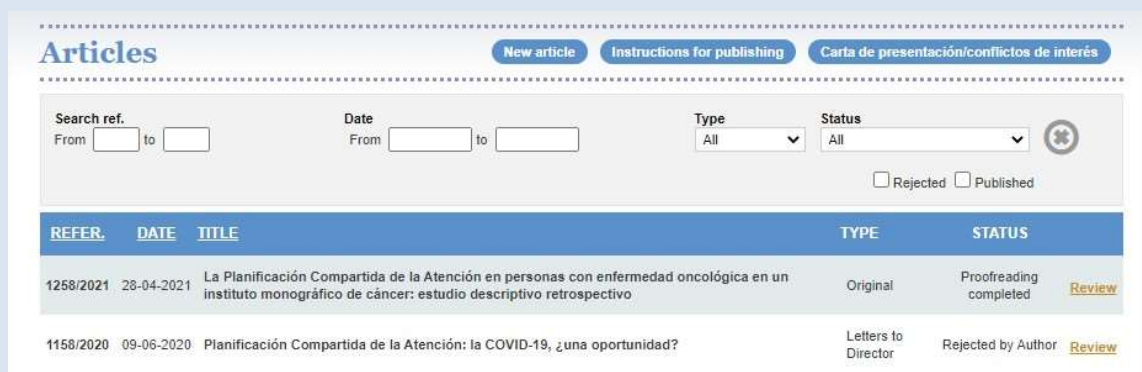
- Once inside your work area the following **options will be available** to you:



- Articles:** this will be your **usual workspace**, where you may find all your submitted articles and those under development.

#### 4.1.1 Articles

- In the “Articles” tab you may **consult all the active articles** you submitted and are now undergoing the editorial process.



- Each article** will be **associated with data** to help you understand its **status**, which you may filter using the parameters provided.

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

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1. **Article reference number.**
2. **Submission date.**
3. **Title.**
  
4. **Journal.**
5. **Type of article.**
6. **Article status.**
  - a. **Under development**
    - i. The article has **not yet been submitted to the platform** and is still **being developed**. Whenever you start uploading information on an article the system will automatically save it.
  - b. **Pending validation**
    - i. The article is now undergoing the **validation process** prior to the editorial review process.
  - c. **Under review**
    - i. The article was submitted and validated, and is now **undergoing the editorial review process**.
  - d. **Pending changes**
    - i. The article passed some validation or review process, and now requires some changes to move further in the process.
  - e. **Under editorial process**
    - i. The article successfully passed the editing review, and is now undergoing the final editorial process prior to publication.
  - f. **Pending final approval by author**
    - i. The article passed the final editorial review process, and is dependent on your final approval for publication.

## 4.2 How do I know I have to interact with an article?

- In case the article remains within your **scope of action**, and is dependent on you to continue the **review process**, the following “**Review**” icon will appear.



In this case you may access the article's fact sheet, and **must interact with it for the review process to continue**.

- In case the article remains within your **scope of action**, but progression along the evaluation process is **not dependent on you**, the following will come up.

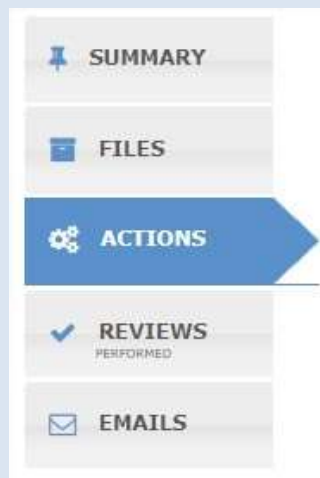


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In such a case you may **consult the article's fact sheet, but will not be able to interact.**

## 4.3 Which are the interaction options available to me?

- You will be shown the following options:



4.3.1 **Summary** – You will be shown an overview of the article's general data.

- This is a generic view of the article including its general data. **This overview is merely informative.**

**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 como 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

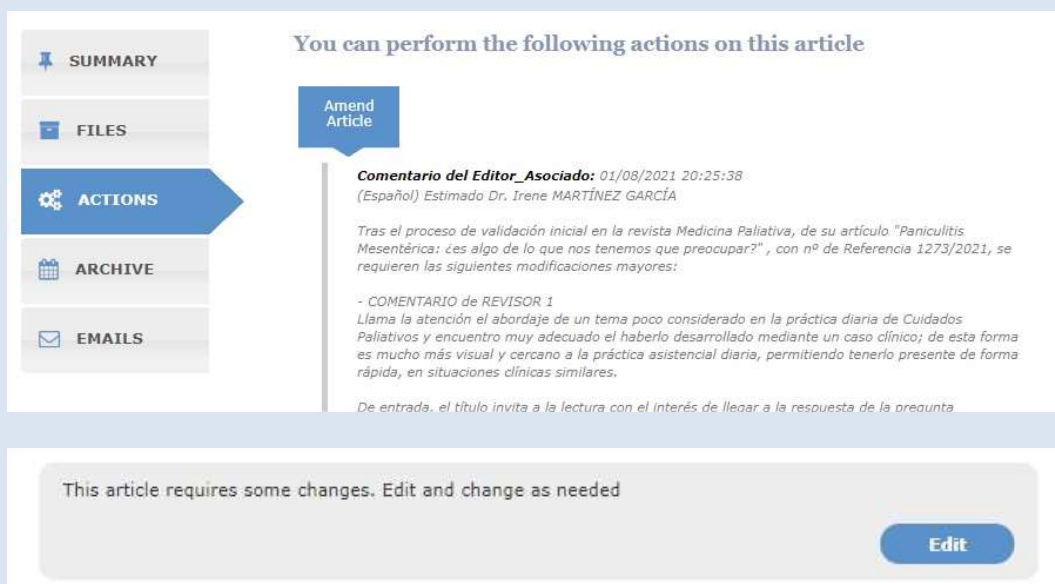
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## 4.3.2 Files – You may access the article and all its supplementary files.



## 4.3.3 Actions – You will be shown the possible actions you may take for the article to keep moving along the editorial process.

- This is the tab where you must **make the pertinent decisions** about the article for it to move on in the **evaluation process**, as was discussed when describing the **editorial process**.
- In most cases this will involve **entering modifications** or **incorporating files**, which you may execute by pressing on the **“Edit”** tab.



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4.3.4 Article archive – You may access information on the route and stages an article has been through along the editorial process.

The screenshot displays the 'Historico' (History) section of an article's editorial process. On the left, a navigation menu includes 'SUMMARY', 'FILES', 'ACTIONS', 'ARCHIVE' (highlighted), and 'EMAILS'. The main content area shows a timeline of stages:

- Creation** (vers.1) on 26/07/2021 19:16:26, leading to **Validation Pending** (vers.1).
- Validation Pending** (vers.1) on 27/07/2021 8:23:27, leading to **Pending Changes** (vers.1).
- Pending Changes** (vers.2) on 27/07/2021 16:48:36, leading to **Validation Pending** (vers.2).

Below the timeline, there is a **Comentario al Autor:** (Spanish) from Dr. Jose del Corral Morales, dated 27/07/2021 16:48:36. The comment reads: "Antes de validar su artículo para que comience el proceso editorial debe eliminar toda la información sobre autores y su filiación del apartado 'Artículo sin identificación', ya que es el archivo que se envía a revisores. En cuanto modifique este fichero, validaremos su artículo y dará comienzo el proceso editorial. Reciba un cordial saludo, Equipo Directivo MedPal".