

RULES FOR THE PREPARATION OF LETTERS TO THE EDITOR

NORMAS PARA LA PREPARACIÓN DE CARTAS AL EDITOR

GENERAL INSTRUCTIONS

This document is a template for submitting letters to the editor.

Letters to the editor do not require peer review.

It is important to note that the content must be relevant to the field of road infrastructure, transportation engineering, or related topics.

The suggested structure for this type of document is as follows:

- **Title:** Every letter to the editor must have a title that provides a concise and accurate description of the letter's purpose.
- **Addressee:** A phrase such as Dear Editor or Letter to the Editor is sufficient to begin the letter with a simple, straightforward, and cordial greeting.
- **Main Text Content:** The letter should begin with a clear and explicit reference to the event or publication that prompted it. If it refers to a previously published article in the journal, the full title and publication details of that article must be included. From there, the text should follow a logical and progressive structure. Subsequent paragraphs should convey, debate, or argue a point for or against the content of the publication, or include additional comments intended for public sharing—such as ideas, opinions, or reflections related to the topic of interest or other medical and scientific matters. The letter should end with a final paragraph serving as a conclusion.
- **Authors:** The names of the authors must be included along with their highest academic degree. It is recommended that letters to the editor be signed by no more than four authors. Authors should also indicate their affiliation or institutional association. This section must also specify the corresponding author and their contact information.
- **References:** This section must include only the references used in the development of the letter. Only works cited in the text should appear in the list—if a source is not cited in the letter, it should not be included. It is recommended to use up-to-date sources (no more than five years old), unless older sources are needed to provide context. Sources from websites, newspapers, and non-scientific magazines should be avoided; however, they may be used



to provide background information. A minimum of 5 and a maximum of 15 bibliographic references is recommended, including the article referenced in the letter, if applicable.