



Guide for the Publication of Erratum

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Also see:

[SciELO Ethics](#)

[Guidelines on Best Practices for Strengthening Ethics in Scientific Publication](#)

[Guide for the Publication of Retraction](#)

[Guide for the Publication of Addendum](#)

1 INTRODUCTION

An Erratum is a correction of errors identified in documents already published. Publishing an erratum is necessary when the author of the document or the editor of the journal identify one or more errors in the published document.

The procedure for publishing an erratum follows international guidelines and aims to preserve the original record of the manuscript while informing readers about any corrections made.

Cases in which an Erratum is **NOT** required:

- Layout or typesetting errors that do not omit data;
- Text formatting, such as a word that should have been in italics or bold, etc.;
- Spelling errors that do not affect the meaning of the text;
- ORCID correction.

2 PROCEDURES FOR REGISTERING AND PUBLISHING AN ERRATUM

The erratum publication process in SciELO must be initiated by an email from the journal to SciELO reporting the error found in one or more already published documents. SciELO does not accept requests sent directly by authors; in such cases, authors must contact the journal to report the need for corrections in the published document.

The editorial team of the journal must send an email to <publicacao@scielo.org>, providing the following: link to the document on SciELO, journal name, volume, issue, document title, DOI number, and a detailed description of the error. SciELO will assess the request and decide whether the publication of an erratum is necessary.

Once SciELO confirms the need for publishing the Erratum, it must be published in the current volume/issue of the journal. Errata are not published in past volumes/issues.

The creation and delivery of the erratum, along with the document referred to by the erratum (known as the “Erratum Package”), must be carried out by the XML service provider contracted by the journal. This process must be handled by the journal itself (see more information in the section ***DELIVERY AND PUBLICATION OF “ERRATUM PACKAGE” FILES***).

3 TYPES OF ERRATUM

3.1 Correction of information

Applies to cases where information such as text, tables, figures, etc., was inserted incorrectly in an honest manner, without legal implications for the parties involved and without affecting the results or the scientific validity of the study. In such cases, the publication of an *erratum* is sufficient. However, if misconduct or violations of good scientific publishing practices are identified, a Partial or Full Retraction may be required. For more information, refer to the [Guide for the Publication of Retraction](#).

3.2 Deletion of information

Applies to cases in which the removal of parts of the document, such as text passages, tables, figures, etc., is necessary due to an honest error, with no legal consequences and no impact on

the results or scientific integrity of the study. In these cases, the correction may be made through an *erratum*. However, when the deletion is related to legal matters or compromises the reliability of the study, the publication of a Partial or Full Retraction should be considered. For more information, refer to the [Guide for the Publication of Retraction](#).

3.3 Addition of information

Applies to cases where there is no correction of text, tables, or images, but rather the addition of information or clarification related to the published document that does not need to be embedded in the original file. In such cases, an Addendum should be published, refer to the [Guide for the Publication of Addendum](#).

Addenda do not contradict the original publication and is not intended to correct errors. They are used when the added information is crucial for the reader's understanding of a significant aspect of the published contribution. Addenda may be peer-reviewed, depending on the editorial policy of the journal. All addenda are linked within the related published document. In this case, the added information is not inserted into the original file, as is done in the case of an erratum.

Cases of inclusion within the scope of an erratum **are not considered addenda** because the information must be properly tagged in the original document to generate metrics for institutions and authors. Some inclusion cases that require an erratum are:

- Addition of funding institution with contract number;
- Addition of an author;
- Addition of author affiliation.

4 ABOUT CORRECTIONS

4.1 Corrections that occur effectively in the original documents

The publication of the erratum does not effectively correct the data in the document; it only informs readers about the corrections. However, since this is a digital publication, some data must mandatorily be corrected in the original document when such corrections involve bibliographic record data that affect bibliographic indexes and DOI, impacting searches and possibly bibliometric indicators.

Therefore, **upon publication of the erratum, the only data that SciELO allows to be effectively corrected** in the original document are:

1. DOI number;
2. Author name;
3. Corresponding author information;
4. Document section;
5. Document title;
6. Author affiliation;
7. Abstract (complete);
8. Keywords;
9. Funding institution plus contract number;
10. Funding agency;
11. Clinical trial registration number;

- 12. Citation;
- 13. Reference;
- 14. Bibliographic citation:
 - a. Journal title;
 - b. Volume;
 - c. Issue (or special issue);
 - d. Volume supplement;
 - e. Frequency;
 - f. Year;
 - g. Pagination;
 - h. Elocation-id.
- 15. Document history dates;
- 16. Information about authorship contribution.

Any other data that undergoes correction, such as tables, figures, charts, or parts of the text, **will not be effectively corrected in the original document**, but readers will have access to an erratum informing them about the corrections.

4.2 Corrections in compound surnames of authors

It is common for journals to request corrections without publishing an erratum when an author notices that their surname is incorrect, usually when attempting to register the document in the academic profile databases.

In these cases, it is extremely important for journals to include clear rules in their author guidelines for the identification of compound surnames.

When a compound surname is not clearly indicated in the PDF (original document) and is incorrectly tagged in the XML, the error will appear in the “How to cite” section on SciELO, in the table of contents of the journal on SciELO, in the metadata of CrossRef (DOI), and in all interoperated databases such as Web of Science, SciELO Citation Index, PubMed, PMC, and other databases that harvest SciELO data.

For this reason, if the original PDF document does not present a clear rule indicating a compound surname, the publication of an erratum will be required to correct the surname.

SciELO suggests that journals adopt one of the following formats:

Uppercase

José Márcio DE MARTINO
Antônio Diego RABELO DA PONTE

Bold

José Márcio **De Martino**
Antônio Diego **Rabelo da Ponte**

Uppercase + Bold

José Márcio **DE MARTINO**
Antônio Diego **RABELO DA PONTE**

Hyphen

José Márcio De-Martino
Antônio Diego Rabelo-da-Ponte

Hyphen + Bold

José Márcio **De-Martino**
Antônio Diego **Rabelo-da-Ponte**

Hyphen + Uppercase + Bold

José Márcio **DE-MARTINO**
Antônio Diego **RABELO-DA-PONTE**

By adopting one of these formatting rules, the XML tagging service provider, as well as SciELO, will be able to apply better quality control to ensure the correct publication of authors' surnames (figures 1 and 2).

Examples of journals that apply surname formatting:

Figure 1: Bold surname



Figure 2: Bold and uppercase surname



5 ERRATUM TEXT

The erratum text must clearly explain the reason the document is subject to an erratum. The wording is at the discretion of the journal's editorial team; however, the text must include the full citation of the document being corrected, following the bibliographic style adopted by the journal.

Example of text for correction:

In the document <full citation of the document according to the bibliographic style adopted by the journal>:

Where it read:

"<information to be modified>"

It should read:

"<corrected information>"

<name of the editor-in-chief>

Editor-in-Chief

Example of text for inclusion:

In the article <full citation of the document according to the bibliographic style adopted by the journal>: the following information was added <in section X, paragraph X, table, figure, etc.>: "<new information>"

Editorial Board of <journal title>

Example of text for exclusion:

In the article <full citation of the document according to the bibliographic style adopted by the journal> the following information was removed <in section X, paragraph X, table, figure, etc.>: "<excluded information>"

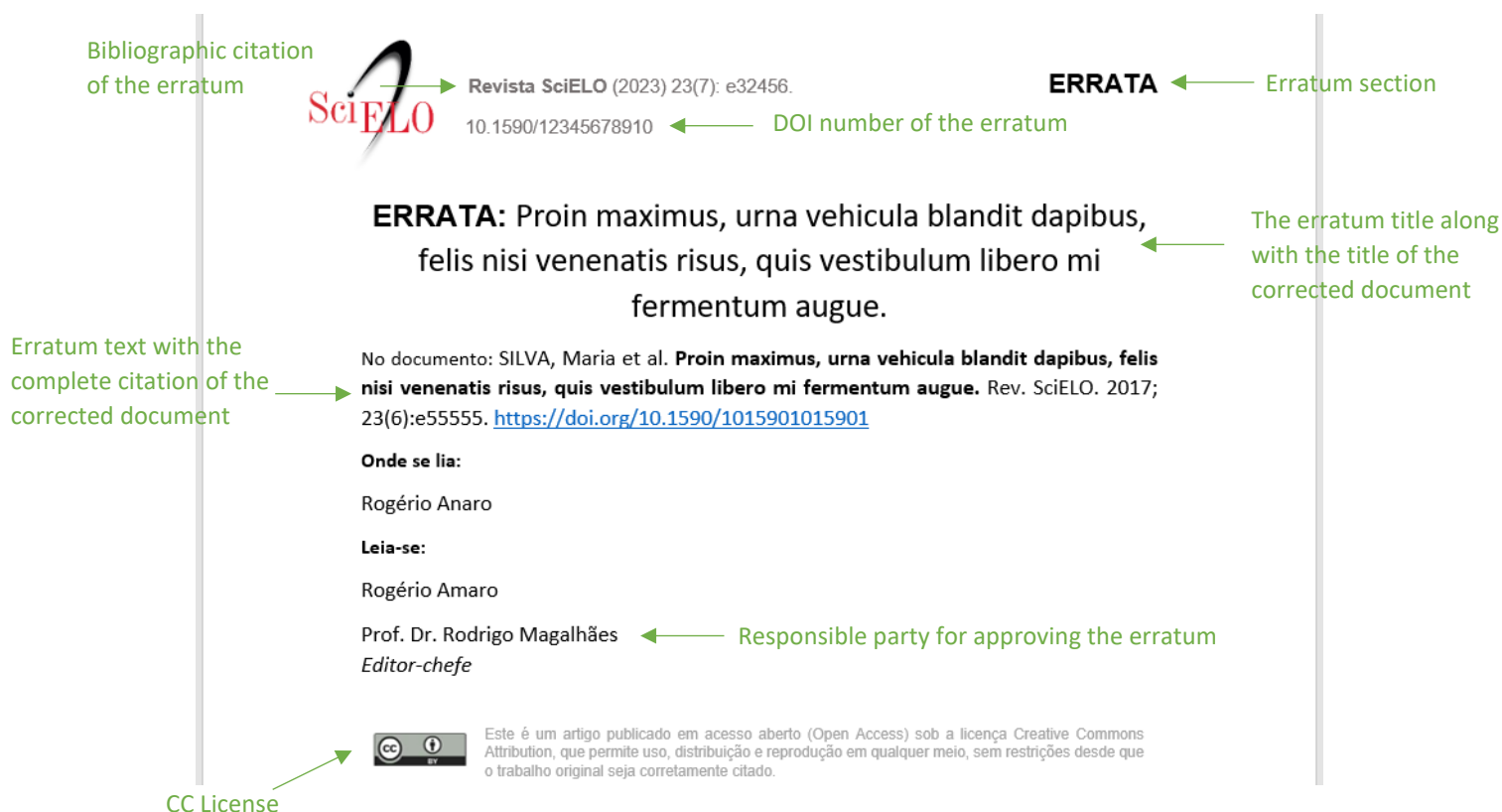
Editorial Board of <journal title>

6 ERRATUM PDF

The layout of the erratum should be treated by the journal's editorial team as any other scientific document, even if it is not peer-reviewed, and must include (**Figure 3**):

1. A unique DOI number for the erratum (*different from the DOI of the corrected document*);
2. The erratum section (*matching the language of the erratum text*);
3. The erratum title along with the title of the corrected document (*matching the language of the erratum text*);
4. Erratum text including the full citation of the corrected document;
5. Bibliographic citation of the erratum:
 - a. Journal title;
 - b. Volume and/or issue (*always in the current volume and/or issue of the publication*);
 - c. Year of publication (*always in the current year of the publication*);
 - d. Pagination or elocation-id of the erratum;
6. Name of the editor-in-chief and/or editorial team responsible for approving the erratum (*Do not include signatures for security reasons*);
7. Creative Commons (CC) license (*the same adopted by the journal*).

Figure 3: Example of Erratum PDF



7 PDF OF THE DOCUMENT REFERENCED BY THE ERRATUM

The document subject to the erratum should include the following two elements in its PDF. The journal's editorial team is free to decide where to insert them (**figure 4**).

1. Date of approval of the erratum in the document's history dates;
2. Text indicating that the document has an erratum with a DOI link to the erratum. We suggest the following text:
 - a. **Portuguese:**
 - i. Este documento possui uma errata: [DOI link of the erratum]
 - b. **English:**
 - i. This document has an erratum: [DOI link of the erratum]
 - c. **Spanish:**
 - i. Este documento tiene una errata: [DOI link of the erratum]

To create the DOI link for the erratum, which is likely not yet published, simply insert the DOI that will be assigned to the erratum preceded by <https://doi.org/> **DOI OF THE ERRATUM**.

For more information, consult [Display guidelines for Crossref DOIs](#), item **How to display a Crossref link** and [Guidance for creating a DOI](#) (Portuguese only).

Figura 4: Addition of text with erratum link + history date in the PDF of the document referenced by the erratum

Rev. SciELO. 2017;23(6):e55555
<https://doi.org/10.1590/1015901015901>
[Este documento possui uma errata: <https://doi.org/10.1590/12345678910>]

ARTIGO

Proin maximus, urna vehicula blandit dapibus, felis nisi venenatis risus, quis vestibulum libero mi fermentum augue.

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...

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Text indicating that the document has an erratum with a DOI link to the erratum

Addition to the document's history dates: the date of approval of the erratum

8 XML

For XML tagging of both the erratum and the document mentioned by the erratum, refer to the [Guide for the use of XML elements and attributes in documents following the SciELO Publishing Schema implementation and other relevant publishing information](#) (SPS), in the sections:

- [Erratum](#):
 - [Erratum XML](#);
 - [XML of the Document Mentioned by Erratum](#).

9 DOCUMENT PAGE ON THE WEBSITE

Both the erratum and the document mentioned by the erratum will display clickable yellow boxes in the header section of their respective pages on the website (**Figures 5, 6 and 7**).

Figure 5: Example of an Erratum page

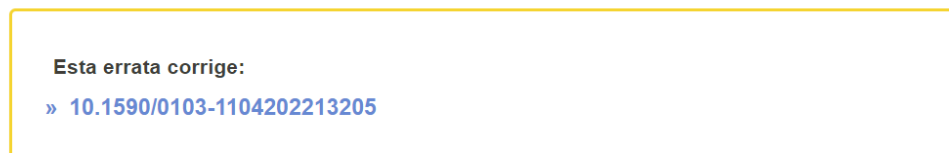


Figure 6: Example of a page of the document mentioned by the erratum

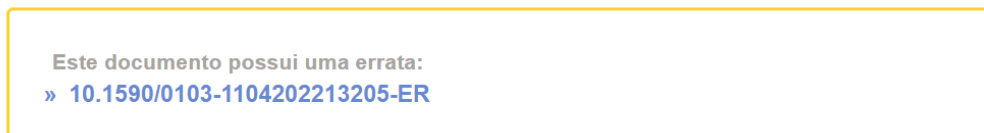


Figure 7: Example of an Erratum page that corrects more than one document



10 SUBMISSION AND PUBLICATION OF THE “ERRATUM PACKAGE”

The creation and submission of the erratum along with the document referenced by the erratum (referred to as the “Erratum Package”) must be carried out by the XML service provider contracted by the journal. This process must be handled by the journal itself, and the erratum package must include:

1. Erratum XML + images, if any
2. Erratum PDF
3. XML of the document/documents referenced by the erratum + images, if any
4. PDF of the document/documents referenced by the erratum

The erratum must be published in the current volume/issue of the journal; errata are not published in past volumes/issues.

The filename of the document already published on SciELO and referenced by the erratum must remain the same as the previously submitted file.

The submission of the erratum package must follow the rules in the [Package Delivery Guide for Publication](#) (*Portuguese Only*), and the erratum must be included in either a [continuous publication](#) (CP) batch or a regular publication issue (in this case, the erratum must appear in the table of contents).

If more than one document contains errors, the journal may choose whether to publish one erratum per document or a single erratum covering all documents. This is an editorial decision.

An erratum may correct information in only one language for journals that publish in more than one language; in this case, the erratum may be published in only one language. For errors occurring in more than one language, it is recommended to publish the erratum in all languages in which the document was published.

If you have any questions, please contact the SciELO team at: <publicacao@scielo.org>.

References

The procedures followed by SciELO for registering and publishing errata, retractions, and addenda are based on standards recommended by the following ethics, indexing, and scientific publishing committees:

- Principles of Transparency and Good Practice in Academic Publications recommended by the Committee on Publication Ethics (COPE);
 - www.publicationethics.org
- COPE Retraction guidelines;
 - <https://doi.org/10.24318/cope.2019.1.4>
- CSE’s White Paper on Promoting Integrity in Scientific Journal Publications;
 - <https://www.councilscienceeditors.org/recommendations-for-promoting-integrity-in-scientific-journal-publications>
 - https://www.abecbrasil.org.br/arquivos/whitepaper_CSE.pdf
- International Committee of Medical Journal Editors (ICMJE);
 - <http://www.icmje.org/icmje-recommendations.pdf>

- Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Publishing and Editorial Issues Related to Publication in Biomedical Journals Publishing & Editorial Issues: <<http://goo.gl/879CKr>>
 - Corrections and Version Control: <<http://goo.gl/zfD6zl>>
- Equator Network;
 - www.equator-network.org
- World Economic Forum;
 - <https://widgets.weforum.org/coe/>
- The Office of Research Integrity;
 - <https://ori.hhs.gov/definition-misconduct>
- Declaration On Research Assessment (DORA);
 - <https://sfdora.org/read/>
- Code of Good Scientific Practice (FAPESP);
 - https://fapesp.br/boaspraticas/2014/FAPESP-Code_of_Good_Scientific_Practice.pdf
- Conselho Nacional de Desenvolvimento Científico e Tecnológico (CNPq);
 - <http://www.cnpq.br/web/guest/diretrizes>
- Guia de boas práticas para o fortalecimento da ética na publicação científica (SciELO).
 - <https://wp.scielo.org/wp-content/uploads/Guia-de-Boas-Praticas-para-o-Fortalecimento-da-Etica-na-Publicacao-Cientifica.pdf>
- NLM/PUBMED - MEDLINE - National Library of Medicine
 - Errata, Retractions, Partial Retractions, Corrected and Republished Articles, Duplicate Publications, Comments (including Author Replies), Updates, Patient Summaries, and Republished (Reprinted) Articles Policy for MEDLINE. Fact Sheet: <<https://www.nlm.nih.gov/bsd/policy/errata.html>>
- Guide to the Use of Artificial Intelligence Tools and Resources in Research Communication on SciELO:
 - <https://25.scielo.org/wp-content/uploads/2023/09/2-Susan-Guide-to-the-Use-of-AI-tools-and-resources-20230914-EN.pdf>
- Programa SciELO: Oficina de Ética y Buenas Prácticas en la Comunicación de la Investigación (SciELO Ética):
 - <https://25.scielo.org/wp-content/uploads/2023/09/3-Edmundo-Establecimiento-de-la-Oficina-de-Etica-y-Buenas-Practicas.pdf>

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