

# medicina fluminensis

The Journal of Croatian Medical Association - Rijeka Branch and Faculty of  
Medicine - University of Rijeka

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## Instructions to Authors

(Short Version)

**Please read carefully. Failure to conform to standards outlined here will delay processing.** Instructions to authors of *Medicina Fluminensis*<sup>®</sup> are in accordance with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals", published by the International Committee of Medical Journal Editors (ICMJE), available at: [www.icmje.org](http://www.icmje.org). The standards for the Editorial process are in accordance with the Committee on Publication Ethics (COPE) guidelines in "A Code of Conduct for Editors of Biomedical Journals", available at: <http://www.publicationethics.org.uk/guidelines>. Due to the limited space of printed edition, the following Instructions to Authors are only a part of the complete and more detailed Medicina Instructions to Authors which can be found at <http://hrcak.srce.hr/medicina> and <http://hlz-rijeka.com/medicina.html>.

**Please Note:** Beginning March 1, 2008 *Medicina Fluminensis*<sup>®</sup> is following new policies.

***The complete Medicina Fluminensis Instructions to Authors are divided into three sections:***

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- Permissions Information
- Permissions for Previously Published Illustrations, Tables or Text
- Disclaimer

## **MEDICINA FLUMINENSIS<sup>®</sup> POLICIES**

**General information and scope.** *Medicina Fluminensis*<sup>®</sup> is the official journal of the Croatian Medical Association – Rijeka Branch and Faculty of Medicine - University of Rijeka. The Journal was launched by CMA – Rijeka Branch in 1964. under the name *Medicina*<sup>®</sup>. Since 2010. the Journal has been co-published as *Medicina Fluminensis*<sup>®</sup> by the Croatian Medical Association – Rijeka Branch and Faculty of Medicine - University of Rijeka.

*Medicina Fluminensis*<sup>®</sup> is a peer-reviewed journal which publishes articles of general interest in all aspects of human biomedical sciences, including Basic science and Clinical research, Public health care and organization, History of Medicine, Medical bioethics and Medical education.

The audience for *Medicina Fluminensis*<sup>®</sup> titles consists of clinicians, research scientists and a range of professionals in the healthcare community. Authors should bear in mind the multidisciplinary status of the readership when writing the article.

The journal publishes the following types of articles: *Editorials, Original scientific papers, Short communications (Notes), Preliminary communications, Reviews, Professional papers, Case reports, Conference papers, Meeting abstracts, Letters to the Editor, Book reviews and Appendixes.*

**Editorial policies.** All manuscripts submitted to *Medicina Fluminensis*<sup>®</sup> must be written in Croatian or English and are given equal consideration, irrespective of country of origin, as long as the main criteria are met (i.e. the manuscript is written and prepared according to the *Medicina Fluminensis*<sup>®</sup> Instructions to authors and the article fits into the scope of *Medicina Fluminensis*<sup>®</sup>). Neither the journal, nor the publisher will assume any responsibility for statements in the articles, which are the sole responsibility of the authors.

A manuscript containing original material will be considered for publication with the understanding that:

- all named authors have agreed to its submission
- if neither the article nor any part of its essential substance, tables, or figures has been or will be published elsewhere before appearing in *Medicina Fluminensis*<sup>®</sup> (this restriction does not apply to abstracts or press reports published in connection with scientific meetings)
- it is not under consideration for publication by another journal
- any work in preparation, submitted, in press, or published that is potentially overlapping either in the actual data presented or in the conceptual approach is enclosed along with the original submission
- if the paper is accepted it will not subsequently be published in the same or similar form in any language without the consent of the Publisher

## **MEDICINA FLUMINENSIS<sup>®</sup> GUIDELINES FOR MANUSCRIPT PREPARATION**

Authors should have read the *Medicina Fluminensis*<sup>®</sup> policies while writing the manuscript. Correct preparation of the manuscript by the author(s) will expedite the reviewing and publication procedures.

**Submission of manuscripts.** To submit a manuscript, please prepare your manuscript according to the instructions set forth in detail. **Articles are submitted by e-mail to the Editor-in-chief: [sasa.ostojic@medri.hr](mailto:sasa.ostojic@medri.hr).**

Please name your manuscript in the following style: Surname – Manuscript (example, Elliott – Manuscript).

Receipt of all manuscripts will be acknowledged within 1 week and authors will be notified as to whether the article is to progress to external review. If an author does not receive confirmation of submission, he or she should contact the Editorial Office.

Initial screening of articles by the Editor-in-Chief or members of the Editorial board will assess the topicality and importance of the subject, the clarity of presentation, and relevance to the audience of the journal.

If the submission is incomplete (e.g. missing text components, figures, tables, etc.), the corresponding author will be informed of what is missing and will be asked to resubmit a complete version.

### **Submission Form.**

When submitting a new manuscript, the authors must **download and fill out the Submission Form** from our website <http://hlz-rijeka.com/medicina.html>.

The Submission Form includes the following information:

- General manuscript information (Title, Authors, Corresponding Author)
- Type of article that the manuscript represents
- Number of pages (excluding abstract, acknowledgments, figure legends, and references). This allows the Editor and reviewers to assess whether the information contained in the paper warrants the amount of space devoted to it, and whether the submitted manuscript fits within the journal's page limits
- The number of Figures and Tables
- Names and addresses of at least two reviewers
- A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself
- Statement that the manuscript has been read and approved by all the authors
- Copies of any permission to reproduce published material, to use illustrations or report information about identifiable people, or to name people for their contributions must accompany the manuscript
- Any additional information that may be helpful to the Editor

**Manuscript Format. The manuscript should not exceed 20 A4 pages (standard margins 2.5cm) without references, tables and figures. Editorial holds rights to all necessary changes to language and style of the original manuscript needed to adhere to uniform standards of the journal.**

Manuscripts (including all text, references, figure legends, and tables) should be typed, **double spaced** in Croatian or standard English, with **11-point Arial font and each page numbered in the lower right corner starting with the title page**. Our preferred file type for new manuscript submissions is **Word Doc** documents. Each figure should be prepared as a separate digital file (see figure preparation instructions that follow).

**Article sections.** Order the elements comprising the manuscript as follows:

- Title page
- Abstract
- Key words
- Organizational components depending on the article type (Please be sure to **read** which **organizational components** are required for each article type at <http://hlz-rijeka.com/medicina.html>)
- Acknowledgments
- References
- Tables
- Figure legends
- Highlights

**Title page.** This should include:

- *The title of the article:* in English and Croatian; 100 characters without spaces max. The title should reflect the content of the article. Avoid declarative statements, questions, titles that tantalize but do not inform readers, and subtitles.

- *Full names of each author with academic degrees and institutional affiliations* (the name and address of the institution(s) from which the work originated)
- *Reprints and correspondence*: Please provide full name and complete addresses, telephone and fax numbers of the corresponding author, to whom communications, proofs and reprint requests should be sent to with contact information.

**Abstract.** Abstract should be written both in English and Croatian. It should consist of **no more than 250 words**, and organized into paragraphs depending on the article type (for example in original scientific article the paragraphs should be labeled Aim, Methods, Results, Discussion and Conclusions). The abstract should provide the context or background for the study and should state the study's purposes, basic procedures (selection of study subjects or laboratory animals, observational and analytical methods), main findings (giving specific effect sizes and their statistical significance), and principal conclusions. For all clinical trials (see *Medicina Fluminensis*® Policies), the trial registry name and registration number must be stated at the end of the Abstract. For full details on the organization of abstract depending on the article type, please see <http://hlz-rijeka.com/medicina.html>.

**Key words.** A list of 3-6 key words is to be provided directly below the abstract. Key words should express the precise content of the manuscript and consist of words or phrases not in the title, as they are used for indexing purposes. They should each be arranged in alphabetical order and separated by a comma (,).

**Acknowledgments.** All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section. Grant, financial and material support should also be acknowledged. All acknowledgments should be typed in one separate paragraph that directly precedes the reference section. The inclusion of individuals and/or of institutions in the acknowledgment section in a manuscript requires a signed approval from each individual mentioned in the acknowledgment and/or of an authorized individual representing the institution(s) that clearly states that the individual(s) and/or institution(s) agree to be named in an acknowledgment section of the paper. Illustrations from other publications must be acknowledged.

**References.** The Editorial department checks all references for validity, however, authors are responsible for the accuracy of their references.

In text, tables and legends, references must be given as superscript Arabic numerals, numbered consecutively in the order in which they appear in the text. At the end of the papers they should be listed as full citations (double-spaced) in numerical order corresponding to the order of citation in the text. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. Once a reference is cited, all subsequent citations should be to the original number. If more than two consecutive references are encountered, please separate them with a **dash**.

Abbreviations for titles of medical journals should conform to those used in the latest edition of *Index Medicus* (please visit <ftp://nlmpubs.nlm.nih.gov/online/journals/ljiweb.pdf>). Whenever possible, authors should focus on recent papers. Papers of particular interest can be identified using one asterisk symbol (\*) and chosen references should be annotated with a brief sentence explaining why the reference is considered to be of interest. If more than two consecutive references are encountered, please separate them with a dash.

The following are sample references:

• **Journal Article:**

**Standard Journal article.** Santos F, Dean W. Epigenetic reprogramming during early development in mammals. *Reproduction* 2004;127:643-51.

**Six or more authors.** Reik W, Constância M, Fowden A, Anderson N, Dean W, Ferguson-Smith A et al. Regulation of supply and demand for maternal nutrients in mammals by imprinted genes. *J Physiol* 2003;547:35-44.

**Journal article with organization as author.** Institute of Medical Illustrators. Photography of cleft audit patients. *J Audiovis Media Med.* 2004;27:170-4.

**Journal article with governmental body as author.** National Institutes of Health (US). End-of-life care. National Institutes of Health statement on the state of the science. *AWHONN Lifelines.* 2005;9:15-22.

**Journal article within a supplement.** Draghici S, Khatri P, Shah A, Tainsky MA. Assessing the functional bias of commercial microarrays using the onto-compare database. *Biotechniques.* 2003;(Suppl):55-61.

**In press.** Savinainen KJ, Helenius MA, Lehtonen HJ, Visakorpi T. Overexpression of EIF3S3 promotes cancer cell growth. *Prostate.* In press 2006.

**Internet resource.** Organ Procurement and Transplantation Network. National Data Reports. Available at <http://www.optn.org/latestData/step2.asp>. Accessed January 7, 2008.

• **Books:**

**Standard book with initials for authors.** Benirschke K, Kaufmann P, Baergen RN. *Pathology of the Human Placenta.* 5<sup>th</sup> Edition. New York: Springer Science, 2006;171-8.

**Volumes of Books with a Separate Title for the Volume but Without Separate Authors/Editors:** Moller TB, Reif E. *Pocket atlas of sectional anatomy: computer tomography and magnetic resonance imaging.* Vol. 2, Thorax, abdomen, and pelvis. Stuttgart: Thieme, 2001; 226.

**Parts of books.** Bhatia S, Robinson LL. Epidemiology of leukemia in childhood. *In:* Nathan DG, Orkin SH, Look AT, Ginsburg D (eds). *Nathan and Oski's Hematology of Infancy and Childhood.* Philadelphia: Saunders Company, 2003;1081-110.

• **Dissertations and theses:**

Banić D. *Kvaliteta života bolesnika na redovitoj hemodijalizi.* Rijeka: Medicinski fakultet, 1997;85. PhD thesis.

• **Papers and Poster Sessions Presented at Meetings:**

**Standard paper presented.** Bernhardt A, Weiss C, Breuer J, Kumpf M, Sieverding L. The clinical relevance of an elevated lactate level after surgery for congenital heart disease. Abstracts of the 3rd International Symposium on the Pathophysiology of Cardiopulmonary Bypass. Aachen, 2000;16.

**Standard poster presented.** Chasman J, Kaplan RF. The effects of occupation on preserved cognitive functioning in dementia. Poster session at 4th Annual Conference of the American Academy of Clinical Neuropsychology. Philadelphia, 2006;15-17.

• **Journals on the internet:**

Terauchi Y, Takamoto I, Kubota N. Glucokinase and IRS-2 are required for compensatory beta cell hyperplasia in response to high-fat diet-induced insulin resistance. *J Clin Invest* [Internet]. 2007;117:246-57. Available from: <http://www.jci.org/cgi/content/full/117/1/246>

• **Personal communications, unpublished observations, and submitted manuscripts** are not legitimate references. They must be cited in the text only (not in the reference list) as follows: author name, degree(s) held, unpublished data, year. If authors wish to cite the unpublished observations of other workers they need to make sure they hold all necessary permissions.

**Tables.** These should be labeled sequentially as Table 1, Table 2, etc and each should have a short descriptive title. Each table should be self-explanatory, typed double-spaced on separate page, and numbered consecutively with Arabic numerals. Use superscript

lowercase letters to denote footnotes within a table in the order they appear. Each table must include definitions of all abbreviations that have been used. Abbreviations must be used more than once; if not, do not abbreviate but write out. Be sure that each table is cited in the text.

Tables should not duplicate the content of the text. Unlike figures or images, tables may be embedded into the manuscripts on separate pages, or supplied as separate electronic files.

**Figures and Illustrations.** Figures and images should **not** be inserted or embedded into the manuscript document; rather, they should be saved and uploaded as separate files and numbered consecutively according to the order in which they have been first cited in the text (i.e. Figure 1, Figure 2 etc).

Medical and scientific illustrations will be created or redrawn in-house if necessary. If an outside illustrator has created a figure, *Medicina Fluminensis*® reserves the right to modify or redraw it to meet our specifications for publication. The author must explicitly acquire all rights to the illustration from the artist in order for us to publish it.

- *Format of submitted art:* Supported formats include TIFF, GIF, JPEG, PDF, PPT, TIF.
- *Resolution:* Files must conform to the following minimum resolution specifications: 300 dpi for black and white and color photographs with no labeling; 600 dpi for combination figures (photographs with labeling); 1200 dpi for line art (eg. graphs, drawings that have no gray tones). For x-ray films, scans, and other diagnostic images, as well as pictures of pathology specimens or photomicrographs, send sharp, glossy, black-and-white or color photographic prints. It is permissible to send low-resolution images for peer review, although we may ask for high-resolution files at a later stage.
- *Image size:* Images should be 20.0 cm wide by 14.5 cm high.

A reasonable number of colour illustrations will be reproduced free of cost to the author, but special arrangements must be made with the Editor for extensive color plates, elaborate tables, or extra illustrations.

*When sending the manuscript by standard mail.* All supporting material to the manuscript can be sent on a compact disc (CD) to the Editorial Office of Medicina. Illustrations and photographs should not be included in the manuscript itself, but rather as a separate file named according to the order they appear in the manuscript. Illustrations will not be returned.

**Legends for Figures and Illustrations.** Figures should be labeled sequentially, numbered and cited in the text. Figure legends should be printed and double-spaced on a separate sheet entitled "Titles and legends to figures", with Arabic numerals corresponding to the illustrations. Figures should be made as self-explanatory as possible. Titles and detailed explanations belong in the legends and not on the illustrations themselves. Provide a short title in the legend. Maximum length of legends should be limited to 200 words. Letters, numbers, and symbols on Figures should be clear and even throughout, and of sufficient size that when reduced for publication each item will still be legible.

When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. Photomicrographs should have internal scale markers, which have to be explained and the method of staining in photomicrographs should be identified. Symbols, arrows, or letters used in photomicrographs should contrast with the background.

**Highlights (summary).** Highlights are intended to awake interest of the reader and state the most important aspects of the article. The author should include a separate Word doc file named „Surname - Highlights“ in which he or she will include a series of bulleted statements which represent key problems and conclusions, unresolved issues and points for emphasis of work in future (two paragraphs of maximum 50 words). After

the manuscript is accepted for publication, these statements will appear throughout text in separate tables, highlighting the most important issues of the article.

**Abbreviations and units of measurement.** Authors should express all measurements in Système International (SI) units given in parentheses throughout the text. Except for units of measurement, abbreviations should be used as few as possible. Abbreviations must be defined at first mention. Use only standard abbreviations and avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

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