

medicina fluminensis

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

Manuscript submission Checklist

Please Note: Beginning March 1, 2008 *Medicina Fluminensis*[®] is following new policies.

Please ensure your paper concurs with the following article format:

1. SUBMISSION FORM

- _____ General manuscript information (Title, Authors, Corresponding Author)
- _____ Type of article that the manuscript represents
- _____ Number of pages (excluding abstract, acknowledgments, figure legends, and references)
- _____ Number of Figures and Tables
- _____ Names and addresses of at least two reviewers
- _____ Statement of financial or other relationships that might lead to a conflict of interest
- _____ Statement that the manuscript has been read and approved by all the authors
- _____ Copies of any permission to reproduce published material
- _____ Any additional information that may be helpful to the Editor

2. MANUSCRIPT FORMAT

- _____ The manuscript does not exceed 20 A4 pages without references, tables and figures
- _____ Standard margins 2.5cm
- _____ All text, references, figure legends, and tables are typed, double spaced with 11-point Arial font
- _____ Each page is numbered in the lower right corner starting with the title page
- _____ Figure are prepared as separate digital files
- _____ The manuscript is organized as follows: Title page, Abstract, Key words, Organizational components depending on the article type, Acknowledgments, References, Tables, Figure legends, Highlights

3. TITLE PAGE

- _____ The title of the article in English and Croatian (100 characters without spaces max)
- _____ Full names of each author with academic degrees and institutional affiliations
- _____ Full name and complete addresses, telephone and fax numbers of the corresponding author

4. ABSTRACT AND KEYWORDS

- _____ Maximum 250 words
- _____ Abstract in Croatian and English
- _____ Organized into paragraphs depending on the article type
- _____ For clinical trials, the trial registry name and registration number at the end of the Abstract
- _____ A list of 3-6 key words ordered alphabetically

5. REFERENCES

- _____ References numbered consecutively with superscript Arabic numerals
- _____ Typed double-spaced on a separate page, and numbered consecutively in the order in which they appear in the text
- _____ Style and punctuation of references follow the format illustrated in Medicina Guidelines for Manuscript Preparation

6. TABLES

- _____ Typed double-spaced on separate page
- _____ Tables numbered consecutively with Arabic numerals
- _____ Each table has a short descriptive title

7. FIGURES AND LEGENDS

- _____ Figures and images are **not** inserted or embedded into the manuscript but are saved and uploaded as separate files
- _____ Figures numbered consecutively according to the order in which they have been first cited in the text
- _____ Supported formats include TIFF, GIF, JPEG, PDF, PPT, TIF
- _____ Files conform to the resolution specifications indicated in Medicina Guidelines for Manuscript Preparation
- _____ Figure legends are printed and double-spaced on a separate sheet entitled „Titles and legends to figures“ (length of legends is not over 200 words)
- _____ Written permission to reprint in print and electronic media, including online use, has been obtained for use of all previously published illustrations (and copies of permission letters are included), and an appropriate credit line is given in the legends.

8. HIGHLIGHTS

_____ A separate Word doc file named „Highlights“ which includes 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)

medicina
fluminensis

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

<http://hrcak.srce.hr/medicina>

<http://hlz-rijeka.com/medicina.html>
