

medicina[®]

The Journal of Croatian Medical Association – Rijeka Branch

Medicina[®] Guidelines for Supplement publication

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

Medicina[®] is willing to consider publishing supplements to regular issues. Supplement proposals may be made at the request of the Journal Editor, an Editorial board member, The Croatian Medical Association, a learned society or an alternative sponsoring organisation (including pharmaceutical companies, charitable foundations). Sponsorship is allowed. Supplements may consist of any of the following types:

- Conference proceedings, abstracts or satellite symposia
- A collection of articles on a particular theme or topic

Manuscripts received by the Medicina[®] Editorial office for publication in a Medicina[®] supplement must meet the following criteria to be considered for publication.

1. Submission Guidelines:

1. All manuscripts submitted for a supplement should be in accordance with Medicina's Instructions for Authors and will be subjected to the normal peer review processes of the journal.
2. The supplement should conform to the journal's style and format and should include details of the journal's affiliations and Editorial board.
3. The program for the proposed supplement must be reviewed and approved by the Editor-in-Chief in advance of the conference/symposium. Manuscripts may be rejected if they do not meet Medicina[®] standards.
4. The potential profitability of the supplement must not influence the decision process. The Editor will accept or reject a supplement purely on its academic merit.
5. Supplements that are clearly for promotional purposes will not be considered.
6. No title or article shall have the appearance of a conflict of interest, paid advertisement, or proprietary study (such decisions to be made by the Editor-in-Chief). Supplement manuscripts should be authored by the authors. The supplement editor must declare any competing interests.
7. The supplement editor must be involved at an early stage in the planning of the supplement or meeting and the selection of authors and/or speakers.
8. Any supplement published must be circulated to all regular journal subscribers and/or online.
9. The sponsor will be entitled to see proofs but cannot make any alterations save with the consent of the editor.
10. A publication schedule should be agreed in advance and adhered to as far as possible. Time of the publication will be decided by the editorial production staff of Medicina[®]. An estimated publication date will be set once Medicina offices have received all the supplement material. Medicina[®] reserves the right to move up or delay publication.
11. The supplement pagination should be distinct from that of regular issues (s1-s12).

2. Commercial issues:

1. The Journal's Publisher must be involved at an early stage. He/she will consult the Editor, coordinate the reviewing process, oversee production and negotiate the financial arrangements with the Sponsor.
2. The sponsor will be given a preliminary quotation. This will be based on the likely pagination, colour requirements, the number of additional copies required by the sponsor and the arrangements for online publication.
3. The editor should not become involved in any financial negotiations. All monies will be held by the publisher who will arrange payments as required.
4. The journal, not the sponsor, will be responsible for the editor's remuneration and expenses.
5. The publisher reserves the right to sell copies of the supplement to other organisations or individuals and to license the foreign language rights.
6. Usually the sponsor must agree to underwrite the costs of supplying the supplement to all regular subscribers. There will be no upper or lower limit on the number of additional copies the sponsor may purchase.

3. Advertising:

1. There will be no display advertising in commercially sponsored supplements. Supplements with either no or only partial non-commercial sponsorship may seek to offset costs by the sale of display advertising space.
2. Acknowledgement of sponsorship will be confined to a line on the title page or inside front cover "publication of this supplement is made possible by an education grant from....."
3. Commercial banner advertising on the web version of the supplement will not be permitted.

4. Abstract supplements:

Supplements comprising programmes and abstracts submitted to a learned society's meeting may also be accepted provided that the editor or learned society has been closely involved in the selection of the programme, speakers and abstracts. These supplements may carry display advertising and have one or more sponsors.

For Price Schedule please contact the
Medicina Editorial Office.