INSTRUCTIONS TO AUTHORS

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Papers should be written on PC or MAC, using 12 pt font, double-spacing, with 4 cm left margin. Bold letters should be reserved for subtitles. Expressions like *in vitro, in vivo, in situ* and other ones taken from Latin should be written in *italic*. Routes of administration should be written without dots and italicized (eg. im, instead of i.m.). Original articles, reviews and articles from history of medicine should not exceed 16 pages; special articles 10; case reports 6; letters to the editor 3, and congress reports and book reviews 2.

All measurements should be reported in the metric system of the International System of Units (SI), and the standard internationally accepted terms (except for mmHg and °C).

MS Word is recommended for word processing. Illustrations should be made using standard graphic formats (*pdf, *Ai, *cdr).

Photos should be delivered in *jpg format 1:1, 300 Dpi as separate files.

Papers should be prepared in accordance with the Vancouver Convention.

**Preparation of the manuscript**

Parts of the manuscript are: Title page; Abstract with Key words; Text; Acknowledgements (optional), References.

1. **Title page**
   a) The title should be concise but informative, while subheadings should be avoided;
   b) Full names of the authors marked with ascending Arabic numerals in superscript (e.g. 1, 2, 3).
   c) Exact names and places of department(s) and institution(s) of affiliation where the studies were performed, city and the state for any authors, clearly marked by standard footnote signs;
   d) Contact data of the corresponding author.

2. **Abstract and key words**
   The second page should contain the title of the article and a structured abstract (250-300 words for original articles). In short, clear sentences the authors should write the Background/Aim, major procedures — Methods (choice of subjects or laboratory animals; procedures, methods for observation and analysis), the obtained findings — Results (concrete data and their statistical significance), and the Conclusion. It should emphasize new and important aspects of the study or observations. A non-structured abstract of maximum 150 words should be used for editorials, review articles, current topics, special articles, professional articles, history of medicine articles and case reports. Below the abstract 3-5 key words should be provided that describe the topic of the article. The key words should be selected from Medical Subject Headings (MeSH).

3. **Text**
   The text of the articles includes: Introduction, Methods, Results and Discussion. Longer articles may need subheadings within some sections to clarify their content. Case reports should have three sections: Introduction, Case history, Discussion and Conclusion.

   **Introduction.** After the introductory notes, the aim of the article should be stated in brief (the reasons for the study or observation), only significant data from the literature, but not extensive, detailed consider-
ation of the subject, nor data or conclusions from the work being reported.

**Methods.** The selection of study or experimental subjects (patients or experimental animals, including controls) should be clearly described. The methods, apparatus (manufacturer’s name and address in parentheses), and procedures should be identified in sufficient detail to allow other workers to reproduce the results. Also, give references to established methods, including statistical ones. Identify precisely all drugs and chemicals used, with generic name(s), dose(s), and route(s) of administration. State the approval of the Ethic Committee for the tests in humans and animals.

**Results** should be presented in logical sequence in the text, tables and illustrations. Emphasize or summarize only important observations.

**Discussion** is aimed to emphasize the new and significant aspects of the study and the conclusions that result from them. Relate the observations to other relevant studies. Link the conclusions with the goals of the study, but avoid unqualified statements and conclusions not completely supported by your data. Conclusion could be a separate chapter or the last paragraph of the discussion;

**References**

References should be superscripted and numerated consecutively in the order of their first mentioning within the text. All the authors should be listed, but if there are more than 6 authors, give the first 6 followed by et al. Do not use abstracts, secondary publications, oral communications, unpublished papers, official and classified documents. References to papers accepted but not yet published should be cited as “in press”. Information from manuscripts not yet accepted should be cited as “unpublished data”. Data from the Internet are cited with the date of citation.

Examples of references:


**Tables**

Each table should be typed double-spaced on a separate sheet, numbered in the order of their first citation in the text in the upper right corner and supplied with a brief title each. Explanatory notes are printed under a table. Each table should be mentioned in the text. If data from another source are used, acknowledge fully. Each table should be named in order to indicate the author’s name the number of the table, (e.g. Johnson_Table 1). The place of the table in the text should be marked as in the following example:“(Table 1 near here)”.

**Illustrations**

Any forms of graphic enclosures are considered to be figures and should be submitted as additional databases in the System of Aseestant. Letters, numbers, and symbols should be clear and uniform, of sufficient size that when reduced for publication, each item will still be legible. Each figure should be named in order to indicate the author’s name the number of the figure (e.g. Johnson_Figure 1). If a figure has been published, state the original source.

Captions for illustrations are typed on a separate page, with Arabic numbers corresponding to the illustrations. If used to identify parts of the illustrations, the symbols, arrows, numbers, or letters should be identified and explained clearly in the legend. Explain the method of staining in photomicrographs. Captions should be detailed enough to allow for understanding of the content of the figure without previous reading of the text. The place of the figure in the text should be marked as in the following example:“(Figure 1 near here)”.

**Abbreviations and acronyms**

Authors are encouraged to use abbreviations and acronyms in the manuscript in the following manner: abbreviations and acronyms must be defined the first time they are used in the text and thereafter must be consistently used throughout the whole manuscript, tables, and graphics; abbreviations should be used only for terms that appear more than three times in text; abbreviations should be sparingly used. Use of abbreviations in the titles should be avoided. Even if used after its definition in the abstract, the same definition and repetition of the abbreviation should be performed the first time it is used in the text.