

## INSTRUCTIONS FOR AUTHORS

*Serbian Archives of Medicine* is the Journal of Serbian Medical Society, founded in 1872, which publishes articles by the members of the Serbian Medical Society, subscribers, as well as members of other associations of medical and related fields. The Journal publishes: original articles, Communications, case reports, review articles, articles on history of medicine, articles for practitioners, articles for the column "Language of medicine", congress and scientific meeting reports, professional news, book reviews, texts for "In terroty of...", i.e. *In memoriam* and *Promemoria* columns, as well as comments and letters to the Editorial Board in relation to the published papers.

The submitted manuscripts are forwarded by the Editorial Board to reviewers for editing and evaluation. If the reviewers find that the manuscript needs to be modified or amended, the copy of the report is sent to the author(s), requiring of them to make necessary modifications or amendments of the text or to provide argumentative explanation of their disagreement with the suggested reviewers remarks.

The final decision on acceptance of the article for publication is made by the Editor-in-Chief.

The authors shall not be remunerated for the published articles, and they are required to assign copyright of their papers to the publisher. Manuscripts and enclosures shall not be returned to the authors.

Reproduction or repeated publication of any section of the manuscript already published in the *Serbian Archives* requires the publisher's approval.

The Journal is printed in the Serbian language, Cyrillic alphabet, with an abstract translated into English. Articles written by foreign authors are published in the English language with an abstract both in Serbian and English.

## GENERAL INSTRUCTIONS

The text of the manuscript should be typed in *Word* format, Roman alphabet, with double spacing, using exclusively the *Times New Roman* font, and font size 12 pt. The text should be prepared with margins set to 25 mm and onto A4 paper size, aligned left and the initial lines of all paragraphs indented 10 mm, without hyphenation. Tabs and successive blank spaces are not to be used for text alignment; instead, ruler alignment control tool and toolbars are suggested. Only one space follows after any punctuation mark. If special signs (symbols) are used in the text, use the *Symbol* font.

The manuscript should be printed on one side of the white A4 sheet of paper, and submitted in three (3) copies. Pages are numbered consecutively within the bottom margin, beginning from the title page.

References cited in the text are numbered with Arabic numerals in the parenthesis (for example: [1,2]), in order of appearance in the text.

If the paper is a part of the master's or doctoral thesis, or a research project, that should be designated in a separate note at the end of the text.

Title page. The separate, cover sheet, of the manuscript should include the following:

- title of the article without any abbreviations;
- each authors full names and family names (no titles), indexed by numbers;
- name and institutional address of the author(s), in order corresponding to the indexed numbers of the authors;
- if the article was previously presented at any scientific meeting, write the name, venue and time of the meeting;
- name and family name, corresponding address, phone and fax number, and e-mail address of one of the authors should be typed at the bottom of the page.

Authorship. All individuals listed as authors should be qualified for authorship. Every author should have participated sufficiently in writing the article in order to take responsibility for the whole article and results presented in the text. Authorship is based only on:

- crucial contribution to the article conception, obtaining of results or analysis and interpretation of results,
- design of manuscript or its critical review of significant intellectual value,
- final revision of the manuscript being prepared for publication.

The authors shall enclose the description of contribution to the manuscript of any co-author individually. Funding, collection of data or general supervision of the research group alone cannot justify authorship. All other individuals having contributed to the preparation of the article shall be mentioned in the *Acknowledgment* section, with description of their activities, and their written consent.

Abstract. Along with the original article, communication, case report, review article, article on history of medicine, article for "Language of medicine" and article for practitioners, the abstract not exceeding 200-300 words should be typed on a separate sheet of paper.

In the original article, the abstract shall have the following structure: introduction, objective, method, results and conclusion. Each segment shall be typed in a separate paragraph beginning with headings *Introduction*, *Objective*, *Method*, *Results*, and *Conclusion* using boldface. The most significant results (numerical values), statistical analysis and level of significance are to be included.

In case reports, the abstract shall consist of the following: introduction, case outline and conclusion. Each segment shall be typed in a separate paragraph beginning with headings *Introduction*, *Case Outline*, and *Conclusion* using boldface.

Key words. Key words shall be typed below the abstract (3 to 6 words). *Medical Subject Headings - MeSH* (<http://gateway.nlm.nih.gov>) are to be used for selection of the key words.

Structure of the article. All section headings should be in capital letters using boldface.

Original articles shall have the following section headings: *Introduction*, *Objective*, *Method*, *Results*, *Discussion*, *Conclusion* and *References*.

The case report should consist of: introduction, case outline, discussion, references. No names of patients, initials or numbers of medical records, particularly in illustrations, should be mentioned.

The review article includes: *Introduction*, corresponding section headings, *Conclusion*, and *References*.

Review articles may be published only by authors who will cite at least five auto-citations (references of which they are authors or co-authors).

Text of the manuscript. Written in short and clear sentences. The terms taken from foreign literature should be translated into comprehensible English. All foreign words or syntagms that have a corresponding term in English should be replaced by that term.

Generic names should be exclusively used for the names of drugs.

Devices (apparatuses, instruments) are termed by trade names, while their name and place of production should be indicated in the brackets.

If a letter-number combination is used, the number should be precisely designated in superscript or subscript (i.e., <sup>99m</sup>Tc, IL-6, O<sub>2</sub>, B<sub>2</sub>, CD8).

Abbreviations. To be used only if appropriate, for very long names of chemical compounds, or as well-known abbreviations (standard abbreviations such as DNA, etc). Full meaning of each abbreviation should be indicated when it is first mentioned in the text unless it is a standard unit of measure. No abbreviations are allowed in the title. Abbreviations in the abstract should be avoided, but if they have to be used, each of them should be explained when first mentioned in the text.

Units of measure. Length, height, weight and volume should be expressed in metric units (metre - *m*, kilogram - *kg*, litre - *l*) or subunits. Temperature should be in Celsius degrees ("C), quantity of substance in moles (*mol*), and blood pressure in millimetres of mercury column (*mm Hg*). All results of haematological, clinical and biochemical measurements should be expressed in the metric system according to the International System of Units - SI units.

Length of the manuscript. The entire text of the manuscript – title page, abstract, the whole text, list of references, all enclosures including captions and legends (tables, photos, graphs, schemes, sketches) must have maximum 5,000 words for original articles, Communications and review articles, articles on history of medicine and articles for "Language of medicine"; 2,000 words for case reports, 1,500 words for articles for practitioners; and up to 1,000 words for any other section.

To check the required number of words in your manuscript, you may use the menu *Tools-Word Count*, or *File-Properties-Statistics*.

Tables. Tables should be numbered in Arabic numerals in order of citation in the text. Use *Word* format, the menu *Table-Insert-Table*, inserting the adequate number of rows and columns. By the right click of the mouse, use the options *Merge Cells* and *Split Cells*. Use *Times New Roman*, font size 12 pt, with single spacing and no indent to draw the tables.

Abbreviations used in tables should be explained in the legend below the respective table.

Each table should be printed on a separate sheet of paper and submitted in one copy for each copy of the manuscript (i.e., three copies of tables for each manuscript submitted).

Photographs. Photographs are numbered in Arabic numerals in order of citation in the text. Each photograph is submitted in three copies or three sets in separate envelopes. Only original photographs (black and white or colour), on smooth (shiny, and not matt) paper are acceptable, in 9x13 cm or 10x15 cm in size, if possible.

Each photograph should be labelled on the back. The label should contain the ordinal number of the photo and an arrow designating the top of the photograph. Take care not to damage the photographs in any way.

Photographs taken by digital camera should be written on CD and printed on paper, as well, and submitted as such, taking care of the quality (sharpness) and size of digital recording. Resolution of at least 150 dpi, photograph format of 10x15 cm and format of the picture \*.JPG are advisable. If authors are not able to provide original photographs, then the photos should be scanned as *Grayscale* with resolution of 300dpi, in original size and written on CD.

Photographs may be printed and published in colour, but the expenses shall be covered by the author.

Graphs. Graphs should be plotted in *Excel* in order to see the respective values distributed in the cells. The same graphs should be linked to *Word* document, numbered in Arabic numerals by order of citation in the text.

Abbreviations used in graphs should be explained in the legend below the respective graph.

Each graph should be printed on a separate sheet of paper and submitted in one copy for each copy of the manuscript (i.e., three copies of tables for each manuscript submitted).

Schemes (sketches). Schemes should be drawn in *Corel Draw* or *Adobe Illustrator* (programmes for drawing vectors, curves, etc). The text in the schemes is to be typed in *Times New Roman*, font size 10 pt.

Each scheme should be printed on a separate sheet of paper and submitted in one copy for each copy of the manuscript (i.e., three copies of schemes for each manuscript submitted).

The abbreviations used in the scheme should be explained in the legend below it.

Acknowledgment. List all those individuals having contributed to preparation of the article but having not met the criteria of authorship, such as individuals providing technical assistance, assistance in writing the paper or running the department securing general support. Financial and all other support in the form of sponsorship, grants, donations of equipment and medications, etc, should be mentioned, too.

References. References should be numbered in Arabic numerals in order of citation in the text. The overall number of references should not exceed 30, except in literature reviews where maximum 50 is acceptable. The number of citations of original articles must be at least 50% of the total number of references, and the number of citations of books, chapters and literature reviews less than 20%.

Abstracts should be avoided as references, and those older than two years should not be included in citations. The references of articles accepted for publication should be designated as "in press" with the enclosed proof of approval for publication.

The references are cited according to the so-called Vancouver style, based on formats being used by the *National Library of Medicine* and *Index Medicus*. The titles of journals should be abbreviated according to *Index Medicus* (no full stops after abbreviations!). In papers written by six authors at most, all of them should be quoted. In case of more than six authors, quote the first three added by et al. The pages are cited in the

following way: 152-7 (not repeating the same figures, i.e. 152-157).

In citation of references the defined standards should be strictly followed because it is the essential factor of indexing for classification of scientific journals. Proper citation of references would render *Serbian Archives of Medicine* a journal of higher quality and rating in the list of world scientific journals.

Examples:

1. Article in the journal:

*Maisch B, Seferovic PM, Ristic AD, et al. Guidelines on the diagnosis and management of pericardial diseases. Executive summary. Eur Heart J 2004; 25(7):587-610.*

2. Chapter in the book:

*Maisch B, Ristic AD, Funck R, et al. Dilated cardiomyopathies and congestive heartfailure. In: Singal PK, Dixon IMC, Kirshenbaum LA, Dhalla NS, editors. Cardiac Remodeling and Failure. Boston-Dordrecht-London: Kluwer Academic Publishers; 2003. p.35-65.*

3. Book:

*Seferovic PM, Spodick DH, Maisch B, editors, Maksimovic R, Ristic AD, assoc. editors. Pericardiology: Contemporary Answers to Continuing Challenges. Beograd: Nauka; 2000.*

For listing other types of articles, books, monographs, published and unpublished material as well as electronic resources, use the special

2002 edition of *Serbian Archives* titled *Uniform requirements for manuscripts submitted to biomedical journals. Srp Arh Celok Lek 2002; 130(7-8):293-300.*

Cover letter. The cover letter should be enclosed with the manuscript which is signed by all authors and includes the following:

- statement that the paper has never been published and concurrently submitted for publication to any other journal
- statement that the manuscript has been read and approved by all authors who have met the criteria of authorship.

In addition, the authors shall submit the following copies of all permits for: reproduction of formerly published material, use of illustrations and publication of information on known people or disclosure of the names of people having contributed to the work.

Membership fee and subscription rates. Foreign authors are under no obligation to be members of the Serbian Medical Society or to be subscribed to the *Serbian Archives of Medicine* in order to have their article published in the Journal. However, if it is their wish to do so, all the relevant information may be obtained at the email address of the Editorial Board: [srparhiv@bvcom.net](mailto:srparhiv@bvcom.net).

Submission of papers. Papers and all enclosures should be sent in three printed copies, and on CD, with the version identical to that on paper.

The paper is sent only by registered mail, to the following address: Serbian Medical Society, Editorial Board of *Serbian Archives of Medicine*, 19 George Washington Street, 11000 Belgrade, Serbia (In Serbian.

Srpsko lekarsko društvo, Uredništvo časopisa *Srpski arhiv*, ul. Džordža Vašingtona 19, 11000 Beograd, Serbia).

Preparation of the Journal website is under way, which will enable electronic submission of papers.

Note. The papers not complying with these instructions shall not be reviewed and shall be returned to the authors for revision. Observing the instructions for preparation of papers in *Serbian Archives of Medicine* will shorten the time of the entire process of publication and will have a positive effect on the quality and timely release of the Journal.

For further information, please contact us at the following address:

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CHECKLIST

#### GENERAL INSTRUCTIONS

- *Word* format
- Roman alphabet
- *Times New Roman*
- 12 *pt*
- All margins set to 2.5 cm
- A4 paper size
- Left adjustment
- Initial lines of paragraph indented 10 mm
- References in text placed in parenthesis

#### TITLE PAGE

- Title of paper excluding abbreviations
- Full names and surnames of author(s)
- Name of the institution(s)

- Corresponding address, phone number, e-mail

#### SEPARATE SHEET

Abstract (200-300 vwords)

Original article:

- Introduction
- Objective
- Method
- Results
- Conclusion
- Key words (3-6)

Case report:

- Introduction
- Case outline
- Conclusion
- Key words (3-6)

Review articles, History of Medicine, Language of Medicine:

- No sections

#### TEXT OF MANUSCRIPT

Original article (maximum 5,000 vwords):

- Introduction
- Objective
- Method
- Results
- Discussion
- Conclusion
- (Acknovvledgment)
- References (citation according to Vancouver style)

Case report (maximum 2,000 vwords):

- Introduction
- Case report
- Discussion
- (Acknovvledgment)
- References (citation according to Vancouver style)

Reviewv articles, History of Medicine, Language of Medicine  
(maximum 5,000 vwords):

- Introduction
- Main body of the text
- Conclusion
- (Acknovvledgment)
- References (citation according to Vancouver style,

five auto-citations)

#### ENCLOSURES

- . Tables (*Word*)
- Graphs (*Excel*, link to *Word*)
- Figures (original, scanned)
- Schemes (*CorelDraw* or *Adobe Illustrator*)

#### OTHER

- Abbreviations should be underlined
- SI units

#### SUBMISSION OF PAPERS

- Three identical printed copies
- . CD
- Statement signed by all authors
- Description of authors' contribution to work
- Cover letter