

UPUTSTVO SARADNICIMA

"Medicinski pregled" objavljuje radove iz različitih oblasti biomedicine, koji su namenjeni širim lekarskim krugovima. Sadrži sledeće rubrike i kategorije radova:

1. Uvodnici (do 5 strana). Sadrže mišljenje o nekoj temi važnoj za žurnal. Mogu da sadrže diskusiju o nekoj posebno značajnoj temi ili nalazima publikovanim u ovom časopisu ili bilo kom drugom. Uobičajeno ih piše jedan autor po pozivu.

2. Originalni naučni radovi (do 12 strana). Sadrže sopstvena istraživanja reprezentativna za određenu oblast, obrađena i izložena tako da se, ako su eksperimenti, mogu ponoviti, a analize i zaključci na kojima se rezultati zasnivaju mogu proveriti.

3. Prethodna saopštenja (do 4 strane). Sadrže naučne rezultate čiji karakter zahteva hitno objavljivanje, ali ne mora da omogućiti i ponavljanje iznesenih rezultata.

4. Pregledni članci (do 10 strana). Predstavljaju celovit pregled nekog područja ili problema na osnovu već publikovanog materijala koji se analizira i raspravlja.

5. Stručni članci (do 10 strana). Odnose se na proveru ili reprodukciju poznatih istraživanja i predstavljaju koristan materijal u širenju znanja i prilagođavanja izvornih istraživanja potrebama nauke i prakse.

6. Prikazi slučajeva (do 6 strana). Obrađuju kazuistiku iz prakse, važnu lekarima koji vode neposrednu brigu o bolesnicima i imaju karakter stručnih radova.

7. Seminari za lekare u praksi (do 6 strana). Obnavljaju znanja od značaja za svakodnevni rad lekara u praksi, a imaju didaktički karakter.

8. Istorija medicine (do 10 strana). Obrađuje se prošlost s ciljem stvaranja kontinuiteta medicinske i zdravstvene kulture, a imaju karakter stručnih radova.

U časopisu se objavljuju i feljtoni, prikazi knjiga, izvodi iz strane literature, izveštaji s kongresa i stručnih sastanaka, saopštenja o radu pojedinih zdravstvenih organizacija, podružnica i sekcija, saopštenja Uredništva, pisma Uredništvu, Novine u medicini, pitanja i odgovori, stručne i staleške vesti i "In memoriam".

Časopis objavljuje samo radove svojih pretplatnika, što se odnosi na sve autore, koji dobijaju 5 separata svoga rada. Rukopisi se ne vraćaju.

Rukopisi se dostavljaju sekretaru Redakcijskog odbora na adresu: Društvo lekara Vojvodine Srpskog lekarskog društva, 21000 Novi Sad, Vase Stajića 9.

U pripremi rukopisa autori striktno treba da se pridržavaju uputstva sačinjenog prema Jednoobraznim zahtevima za rukopise koji se podnose biomedicinskim časopisima (*Uniform recitirements for manuscripts submitted to biomedical journals*)

Internacionalnog komiteta urednika biomedicinskih časopisa (*International Committee of Medical Journal Editors*) objavljenih u časopisima JAMA 1993;269:2282-6 i BMJ 1991:

302:338-41, čiji su najvažniji delovi dati u nastavku.

1. Priprema rukopisa

Kompletni rukopis, uključujući sve priloge, potrebno je dostaviti u 2 primerka (original i prva kopija). Priloge treba pripremiti prema uputstvima datim u odeljku 2. Rukopis treba otkucati ili odštampati samo na jednoj strani bele hartije formata A4, dvostrukim preredom (30 redova na strani) i marginom od najmanje 25 mm, odnosno koristiti font Times Nevv Roman, s veličinom slova 12, s najviše 60 slovnih znakova u redu i s preredom 1,5 (35 redova na strani). Dozvoljeni obim rukopisa, uključujući sažetak, sve priloge i spisak literature, iznosi 4-12 strana, kako je prethodno navedeno za pojedine kategorije radova.

Rukopis pripremiti prema sledećim uputstvima:

1.1. Naslov rada mora biti kratak, jasan i bez skraćena, ispisan na posebnoj strani zajedno sa kratkim naslovom rada (short title), sa ne više od 40 karaktera. Ispod naslova rada, navode se imena i prezimena autora (najviše 6), indeksirana brojkama koje odgovaraju onima pod kojim se u zaglavlju ove strane navode puni nazivi i mesta ustanova u kojima autori rade. Na dnu ove strane staviti "Adresa autora:" i u nastavku navesti punu adresu i titulu prvog autora. Iza adrese navode se eventualno fusnote (zahvaljivanja, obaveštenja i slično). Naime, kako se pravo na autorstvo zasniva isključivo na suštinskom učešću u izradi rada, za određeni doprinos, autori se mogu pojedincima ili timovima, uz njihovu dozvolu, zahvaliti u samom tekstu ili u fusnoti. Telefon, adresa autora za korespondenciju, e-mail adresa, kao i podatak o kategoriji rada, navode se u propratnom pismu uz rukopis.

1.2. Sažetak na srpskom jeziku mora biti kratak, do 150 reči, bez skraćena, sa preciznim prikazom problema, cilja rada, metoda i postupaka, glavnih rezultata i osnovnih zaključaka, ispisan na posebnoj strani. U nastavku navesti do deset ključnih reči (deskriptora i kvalifikatora) iz spiska medicinskih predmetnih naziva (*Medical Subjects Headings MeSH*) Američke Nacionalne medicinske biblioteke.

1.3. Prošireni sažetak na engleskom jeziku, do 250 reči, dostavlja se na posebnoj strani, sa sledećim izdvojenim ceo i nama za radove karaktera originalnih radova, prethodnih saopštenja i stručnih članaka: uvod, materijal i metode, rezultati, diskusija i zaključak. Za ostale kategorije radova potrebno je da sadrži poglavlja koja odgovaraju po glavlju u radu.

1.4. Tekst rada treba da bude napisan u duhu srpskog jezika, oslobođen suvišnih skraćena, čija prva upotreba zahteva navođenje punog naziva. Ne upotrebljavati ih u zaključku rada.

1.5. Na posebnom papiru potrebno je dostaviti spisak i objašnjenje svih skraćena korišćenih u tekstu.

1.6. Koristiti mere metričkog sistema prema Internacionalnom sistemu mera (*International System Units - SI*), navesti postupke i metode, uključujući i statističke, za lekove upotrebljavati generička imenafonetski napisana. Ne navoditi imena bolesnika. inicijale ili brojeve istorija bolesti.

1.7. U tekstu rada na margini grafitnom olovkom označiti mesta za slike, sheme, tabele i grafikone, ne

ostavljajući prazan prostor ili oznake u tekstu za njih.

1.8. Rukopisu se prilažu potpisane izjave svih autora o saglasnosti na tekst, kao i o tome da rad nije nigde štampan niti je ponuđen drugom časopisu da se štampa.

2. Prilozi (tabele, grafikoni, sheme i fotografije)

2.1. Tabele, grafikoni i sheme dostavljaju se na posebnim stranama (najviše 6), u crno-befoj tehnici, u formatu koji obezbeđuje da i pri smanjenju na razmere za štampu ostanu jasni i čitljivi. Upotreba skraćenica u tekstu priloga dozvoljava se samo izuzetno, uz obaveznu legendu. Prilozi se označavaju zasebnim arapskim brojevima, prema redosledu na vođenja u tekstu.

2.2. Tabela se kuca dvostrukim proredom, uključujući naslov, zaglavljiva kolona i redove, sa tekstom na srpskom i engleskom jeziku, te je savetno da ga ima što manje. Redni broj i naslov pišu se iznad, a objašnjenja ispod, na srpskom i engleskom jeziku.

2.3 Grafikoni i sheme izrađuju se tušem ili štampaju s visokom rezolucijom, na crtačem ili paus papiru, sa tekstom na srpskom i engleskom jeziku.

Redni broj, naslovi i legende kucaju se na posebnoj strani, dvostrukim proredom, na srpskom i engleskom jeziku

2.4. Fotografije, u crno-beljoj tehnici, izrađuju se na kvalitetnoj, sjajnoj hartiji sa oštrim konturama.

Fotografije osoba moraju prikriti njihov identitet, ili se mora dostaviti pismena saglasnost za objavljivanje. Mikrofotografije moraju imati markere skale.

Redni broj, naslov i legenda kucaju se na posebnoj strani, na srpskom i engleskom jeziku, a identifikacija se vrši pomoću nalepnice na poledini na kojoj se grafitnom olovkom ispiše vrsta i broj priloga, ime i prezime prvog autora i početne reči naslova rada, a orijentacija (gore, dole) označava se vertikalno usmerenom strelicom.

3. Literatura

Literatura se u tekstu označava arapskim brojevima u zagradi, prema redosledu pojavljivanja, kako se navodi i u popisu citirane literature. Za naslove časopisa koristiti skraćenice prema Index Medicus (*List of Journals Indexed*). Jujroslovenski časopisi koji se ne indeksiraju u ovoj publikaciji skraćuju se na osnovu Liste skraćenih naslova jugoslovenskih serijskih publikacija. Vankuverska pravila precizno određuju redosleci podataka i znake interpunkcije kojima se oni odvajaju, kako je u nastavku dato u pojedinim primerima. Navode se svi autori, a ukoliko ih je preko šest, navesti prvih šest i dodati "et al".

Članci u časopisima:

**Standardni članak*

Goate AM, Haynes AR, Ouen MJ, Farrall M, James LA, Lai LY, et al. Predisposing locus for Alzheimer's disease on chromosome 21. *Lancet* 1989;1:352-5.

** Organizacija kao autor*

The Royal Marsden Hospital Bone-marrow Transplantation Team. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. *Lancet* 1977;2:742-4.

**Nisu navedena imena autora*

Coffec drinking and cancer of the pancreas [editorial]. *BMJ* 1981;283:628.

** Volumen sa suplementom*

Magni F, Rossoni G, Berti F. BN-52021 protects guinea pig from heart anaphylaxis. *Pharmacol Res Commun* 1988;20 Suppl 5:75-8.

**Sveska sa suplementom*

Gardos G, Cole J, Haskell D, Mnrbv D, Parne SS, Moore P. The natural history of tardive dyskinesia. *J Clin Psychopharmacol* 1988;8(4 Suppl):31S-37S.

**Sažetak u časopisu*

Fuhrman SA, Joiner KA. Binding of the third component of complement C3 by *Toxoplasma gondii* [abstract]. *Clin Res* 1987;35:475A.

Knjige i druge monografije:

**Jedan ili više autora*

Hisen IIN. Immunology: an introduction to molecular and cellular principles of the immune response. 5th ed. New York: Harper and Row; 1974.

** Urednik(ci) kao autor:*

Dansct J, Colombani J. eds. Histocompatibility testing 1972. Copenhagen: Munksgaard, 1973:12-8.

** Poglavlje u knjizi*

Weinstein L, Shwartz MN. Pathologic properties of invading microorganisms. In: Soderman WA Jr. Soderman WA. eds.

Pathologic physiology: mechanisms of disease. Philadelphia: Saunders: 1974. p. 457-72.

**Rad u Zborniku radova*

Harley N11. Comparing radon daughter dosimetric and risk models. In: Gammage RB, Knye SV, eds. Indoor air and human health. Proceedings of the Seventh Life Sciences Symposium: 1984 Oct 29-31: Knoxville (TN). Chelsea (MI): Lewis: 1985. p. 69-78.

** Disertacije i teze*

Cairns RB. Infrared spectroscopic studies of solid oxygen.

Dissertation. Berkeley. California: University of California; 1965.

Elektronski materijal:

**Članak u časopisu u elektronskoj formi*

Morse SS. Factors in the emergence of infectious diseases.

Emerg Infect Dis [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24 screens]. Available from:

URI: <http://wv\\cdc.gov/ncidod/EID/eid.htm>.

**Monografije u elektronskoj formi*

CDL clinical dermatology illustrated [monograph on CD-ROM]. Reeves JRT, Maibach H. CM HA Multimedia Group.

producers. 2nd ed. Version 2.0. San Diego: CMEA:1995.

** Kompjuterski dokument (Jile)*

Hemodynamics III: the ups and downs of hemodynamics [computer program]. Version 2.2. Orlando (FL): Computerized Educational Systems; 1993.

4. Dodatne obaveze

Ukoliko rad bude prihvaćen za štampu, autori su dužni da, po uputstvu Redakcije, izvrše sve ispravke i unesu dopune u tekst, te da dostave takvu konačnu, korigovanu verziju svog rada na računarskoj disketi, sa nazivom dokumenta ("file") i programa u kojem je sačinjen rukopis. Disketa se nakon obrade vraća autoru. Isto tako, potrebno je dostaviti i prevod kompletnog teksta na engleskom jeziku. Tekst je potrebno pisati u kontinuitetu, ne vršiti nikakve modifikacije veličine ili vrste slova i rasporeda reči. Jedino pasuse treba odvajati komandom "Enter". Na isti način kucati i tabele, s tim što se kolone međusobno odvajaju pomoću komande za tabulator (obično "Tab"), a redovi komandom "Enter".

Za sva dodatna obaveštenja obratiti se tehničkom sekretaru, lično (u prostorijama Društva) ili na telefon 021/528-767 i 521-096. *INFORMATIONS FOR AUTHORS*

Medical Review publishes papers from various fields of biomedicine intended for broad circles of physicians. It has the following types of articles: editorials, original studies, preliminary reports, review articles, professional articles, case reports, reports on seminars for physicians and articles from history of medicine.

1. Editorials (up to 5 pages) convey opinions on any subject relevant for the journal and may discuss particularly significant topics or facts published in this or any other journal. Editorials are commonly written by one author, by invitation.

2. Original studies (up to 12 pages) deal with author's own investigations representative in a certain field of science. They contain detailed presentations and descriptions so that experiments can be repeated and analyses and conclusions tested.

3. Preliminary reports (up to 4 pages) contain scientific results of significant importance requiring urgent publishing; nevertheless, it needn't provide detailed description for repeating the results.

4. Review articles (up to 10 pages) provide comprehensive overviews of specific areas or problems on the basis of already published papers, which are being analyzed or discussed.

5. Professional articles (up to 10 pages) examine or reproduce researches and represent a valuable source of knowledge adapting original investigations for current science and practice.

6. Case reports (up to 6 pages) have some characteristics of professional articles and deal with practice and casuistry important for physicians involved in treatment of patients.

7. Seminars for physicians (up to 6 pages) have a didactic character and resume knowledge important for everyday practice of physicians.

8. History of medicine (up to 10 pages) deals with history in the aim of providing continuity of medical and health care culture. These articles have features of professional articles.

The journal also publishes feuilletons, book reviews, reports from foreign literature, congress reports, reports on activities of certain health organizations, branches and sections, editorial board announcements, letters to editorial board, novelties in medicine, questions and answers, professional news and in memoriam.

The journal publishes only papers of its subscribers. It concerns all authors and they receive 5 copies of the journal in which their paper had been published. Manuscripts are not returned.

Mail 2 copies of your manuscript to the Editorial Board Secretary: Društvo lekara Vojvodine Srpskog lekarskog društva, Vase Stajića 9, 21000 Novi Sad.

When preparing manuscripts for publishing authors must strictly follow the Uniform Requirements for Manuscripts Submitted to Biomedical Journals of the International Committee of Medical Journal Editors published in JAMA 1993:269:2282-6 and BMJ 1991;302:338-41, whose most important parts are given below.

1. Preparation of manuscript

Mail 2 copies (original and first copy) of the manuscript including supplementary material (it should be prepared following instructions from section 2). Print out the manuscript only on one side of the paper of A-4 format; use double-spacing (30 rows on a page) with margins of at least 25mm; use Times New Roman font, size 12 and no more than 60 characters in a row. Papers, including the summary, tables, figures, references may take 4-12 pages, depending on the kind of article.

Please follow the following instructions:

1.1. Title page should carry the title of the article, which should be short, informative, without abbreviations and a short title of no more than 40 characters. Below the title print name(s) and last name(s) of author(s) (up to 6) indexed with numbers corresponding to institutions where authors are employed. At the bottom of this page print the name, address and academic degree of the first author. Furthermore, authors may use a footnote for acknowledgements, information and so on. Authorship credit should be based only on substantial contributions, but authors who have taken part in the work but do not meet criteria for authorship, should be mentioned, with their permission, under acknowledgement or in the footnote. Manuscripts must be accompanied by a covering letter including name, address, telephone and e-mail address of the author responsible for correspondence, as well as the type of submitted paper.

1.2. The second page should carry the summary in Serbian language which must be short, no more than 150 words, without abbreviations, including precise presentation of the problem, purpose of the study, methods and procedures, principal results and conclusions. Below the summary identify up to 10 key words (descriptors and qualifiers) using terms from the Medical Subject Headings (MeSH) of the American National Medical Library.

1.3. Structured summary in English language, up to 250 words, is printed on a separate page. Summaries of original studies, preliminary reports and professional articles must include the following sections: introduction, material and methods, results, discussion and conclusion. Summaries of other types of articles should be divided into sections as the articles themselves.

1.4. The text of articles should be written in the spirit of Serbian language. Avoid unnecessary abbreviations. The full term for which an abbreviation stands should precede its first use in the text, unless it is a standard unit of measurement. Do not use abbreviations in the conclusion.

1.5. The list of abbreviations and full term for which they stand should be printed on a separate page.

1.6. All measurements should be reported in the metric system of the *International System of Units (SI)*. State procedures and methods including statistics and use generic names (phonetic) of drugs. Do not use patients' names, initials or hospital numbers.

1.7. Use a lead pencil to mark places for figures, schemes, tables and graphs on margins, without blank spaces or signs in the text to identify them.

1.8. Manuscripts must be accompanied by statements signed by all coauthors. This must include information on prior publication or duplicate publication or submission elsewhere.

2. Tables and illustrations (graphs, schemes and photographs)

2.1. Use a separate sheet of paper for tables, graphs and schemes providing they are black-and-white (up to 6), clear so that when reduced for publication each item will still be legible. Explain in footnotes legends and all nonstandard abbreviations that are used in each table. Number tables consecutively in the order of their first citation in the text.

2.2. Type or print out each table double-spaced, including the title and column headings both in Serbian and English. The shorter the text, the better. Print the table numbers and brief title above and legends below, both in Serbian and English.

2.3. Graphs and figures should be professionally drawn on drawing or tracing paper, with text both in Serbian and English. Type numbers, titles and legends with detailed explanations double-spaced on a separate sheet, in Serbian and English.

2.4. Send sharp, glossy, black-and-white photographs. If photographs of persons are used, either the subjects must not be identifiable, or their pictures must be accompanied by written permission to use them. Photomicrographs must have internal scale markers. Their numbers, titles and legends should be printed on a separate sheet, in Serbian and English. Each figure should have a label part on its back indicating the number of the figure, author's name, the first words of the title at the top of the figure.

3. References Identify references in text, tables and legends by

Arabic numbers in parentheses. Number references consecutively in the order in which they are first mentioned in the text. The titles of journals should be abbreviated according to the style used in Index Medicus.

Yugoslav journals which are not indexed in Index Medicus should be abbreviated according to the style used in the List of Abbreviated Titles of Yugoslav Serial Publications. Vancouver Group's Criteria precisely define the order of data, publication marks and examples of correct forms of references are given below. List all authors, but if the number exceeds six, give six followed by: et al.

Articles in journals:

* *Standard article*

Goate AM, Haynes AR, Owen MJ, Farrall M, James LA, Lai LY, et al. Predisposing locus for Alzheimer's disease on chromosome 21. *Lancet* 1989; 1:352-5.

* *Organization as author*

The Royal Marsden Hospital Bone-marrow Transplantation team. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. *Lancet* 1977; 2:742-4.

* *No author given*

Coffee drinking and cancer of the pancreas (editorial). *BMJ* 1981;283:628.

* *Volume with supplement*

Magni F, Rossoni G, Berti F. BN-52021 protects guinea pig from heart anaphylaxis. *Pharmacol Res Commun* 1988;20 Suppl 5:75-8.

* *Issue with supplement*

Gardos G, Cole JO, Haskell D, Marbo D, Parne SS, Moore P. The natural history of tardive dyskinesia. *J Clin Psychopharmacol* 1988;8(4 Suppl):3 IS-37S.

* *Submazy in a journal*

Fuhrman SA, Joiner KA. Binding of the third component of complement C3 by *Toxoplasma gondii* (abstract). *Clin Res* 1987;35:475J1.

Books and other monographs:

* *Personal author(s)*

Eisen HN. Immunology: an introduction to molecular and cellular principles of the immune response. 5th ed. New York: Harper and Row; 1974.

* *Editor(s) as author(s)*

Danset J, Colombani J. eds. Histocompatibility test in: 1972. Copenhagen: Munksgaard. 1973:12-8.

* *Chapters in a book*

Veinstein L, Shvartz MN. Pathologic properties of invading microorganisms. In: Soderman VVA Jr, Soderman VA. ed. Pathologic physiology: mechanisms of disease. Philadelphia: Saunders; 1974. p. 457-72.

* *Conference paper*

Harley N11, Comparing radon daughter dosimetric and risk models. In: Gammage RB, Knye SV. eds. Indoor air and human health. Proceedings of the Seventh Life Sciences Symposium; 1984 Oct 29-31: Knoxville (TN). Chelsea (MI): Lewis; 1985. p. 69-78.

* *Dissertation and theses*

Cairns RB. Infrared spectroscopic studies of solid oxygen. Dissertation. Berkeley, California: University of California; 1965.

Electronic Material:

* *Journal article in electronic format*

Morse SS. Factors in the emergence of infectious diseases.

Emerg Infect Dis [serial on/ine] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24 screens]. Available from: URL:<http://www.cdc.gov/ncidod/EID/eid.htm>.

**Monograph in electronic format*

CD1, clinical dermatology illustrated monograph on CD-ROM]. Reeves JRT, Maibach II, CMEI Multimedia Group, producers. 2nd ed. Version 2.0. San Diego: CMEA; 1995.

**Computer file*

Hemodynamics III: the ups and downs of hemodynamics [computer program]. Version 2.2. Orlando (FL): Computerized Educational Systems; 1993.

4. Additional requirements

For papers that are close to final acceptance, authors are required to provide final versions of manuscripts in electronic form, on diskette 5 1/4" (360KB or 1.2MB) or 3 1/2" (700KB or .44MB) with all necessary corrections or additions. name of the file, clearly provide information on hardware and software used. After processing files, diskettes are returned to authors. The text should be uniform, without changing fonts or size of letters" paragraphs are made with "Enter" command. Follow these instructions in tables as well: columns are divided with "Tab" and rows with "Enter".