

Guidelines for Authors

Medicinski razgledi is a quarterly peer-reviewed scientific journal, which has been in continuous publication for over 50 years. It publishes research and review articles from all fields of biomedical sciences as well as clinical case reports. The scope of Medicinski razgledi is to offer its target readership, specifically medical and dental students as well as family doctors, information about the latest biomedical developments in Slovenian language and thus contribute to the advancement and recognition of Slovenian biomedicine. The aim of the editorial board is to publish good scientific manuscripts, regardless of topic and form, with a special emphasis on research articles and interesting clinical case reports.

MANUSCRIPT PREPARATION

Manuscripts must conform to the Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals published by the International Committee of Medical Journal Editors (ICMJE). The recommendations are available at <http://www.icmje.org/recommendations/>

Only manuscripts that have not already been submitted and will not be submitted elsewhere are accepted. It is at the editorial board's discretion to decide whether a duplicate or an overlapping publication might be justifiable due to the nature of the manuscript (e.g. clinical guidelines and recommendations, published with the intent of reaching the broadest audience possible). If such an exception is to be made, the authors have to notify the editorial board of a possible duplicate or an overlapping publication in advance and obtain the permission of the editor of the journal to which the manuscript was originally submitted. All submitted manuscripts will be analyzed with plagiarism detection software. If a part of a submitted manuscript was taken from another publication (e.g. figures and tables), the authors must obtain copyright permission from the author of the original publication and its publisher.

Language

The preferred language of Medicinski razgledi is Slovenian. The abstract and key words should be submitted in both Slovenian and US English.

Authorship

As per ICMJE recommendations, determination of authorship is based on the following four criteria:

- substantial contributions to the conception or design of the manuscript; or the acquisition, analysis, or interpretation of data,
- drafting of the manuscript or critical revision for important intellectual content,
- final approval of the version to be published, and
- agreement to be accountable for all aspects of the manuscript in ensuring that questions related to the accuracy or integrity of any part of the manuscript are appropriately investigated and resolved.

All designated authors of a manuscript should meet all aforementioned criteria for authorship. Participation in data acquisition alone is insufficient for manuscript authorship. Any changes in the authorship of the manuscript after submission have to be confirmed to the editorial board in writing by everyone listed as authors in the originally submitted manuscript.

Ethical considerations and conflicts of interest

Manuscripts based on research involving humans or animals must list under methods the approval of an appropriate ethical review board which states that the research was carried out in accordance with the Declaration of Helsinki and other important documents pertaining to the ethics of biomedical research. Clinical trials should be registered in one of ICMJE-approved public trials registries in accordance with the World Health Organization standards; more information regarding clinical trial registration is available at <http://www.who.int/ictrp/en/>

It is mandatory for the authors of case reports to obtain permission from the pa-

tient (or, if that is not possible, close relatives) before submitting the case report. Permission is not required only if the authors can guarantee that the case cannot be identified.

Authors should disclose information on any possible conflict of interest (financial, personal, academic etc.) that could influence the objectivity and validity of the manuscript.

ORGANIZATION OF THE MANUSCRIPT

Manuscripts should be edited using Microsoft Word® or OpenOffice.org software and submitted as .doc or .docx files. The font should be Times New Roman, size 12 pt, with line spacing of 1.5 and margins of 2.5 cm. The length of the manuscript should not exceed 30 pages, including the first (title) page and references. The manuscript must contain a first page, abstracts and key words in Slovenian and English as well as a list of references. Research articles should have the following structure: introduction, methods, results and discussion. Review articles and case reports can be structured differently, but have to include an introduction and conclusions.

First (title) page

The first page should carry the article title in both Slovenian and English, full names of the authors (including their academic and professional titles), contact e-mail and address of the institution, institute or clinic to which the work should be attributed. The title should be concise, descriptive and not affirmative (no sentences). Sources of financial support, equipment, drugs etc. should be stated along with the disclosure of conflicts of interest.

Abstract and key words

The second page should contain the abstracts in Slovenian and English. The abstracts should be between 150 and 250 words in length. Research article abstracts should have the following structure: backgrounds, methods, results and conclusions. Review article abstracts and case report abstracts should be unstructured.

The purpose of the abstract is to present the aim of the manuscript while recapitulating the content. The abstract should not contain abbreviations. Authors must list up to seven key words, which summarize the content of the manuscript.

Introduction

The authors should present the problem in a brief, yet structured way, proceeding from the general, broad context and already known facts, to the problem itself and its solutions within the manuscript (the so-called funnel structure). In research articles, the introduction should contain a clear hypothesis.

Methods

The methods chapter should describe the protocol authors used to find an answer to a problem or to test the hypothesis. Protocol description should be precise enough to allow for the repeatability of the research. Authors have to state the type and manufacturer of the scientific equipment and chemicals used in the research. Methods and software used for statistical analysis have to be clearly described. The approval of relevant ethical committees must also be stated (for more information see chapter Ethical considerations and conflicts of interest).

Results

The text of the results chapter should clearly state the main findings, with additional details provided in tables and figures. Authors should avoid repeating the data from the tables and figures in the text. They should provide exact P-values (at least three decimal places).

Discussion, conclusions

The purpose of the discussion is not to recapitulate results, but to interpret them and compare them with relevant existing publications. Conclusions (in review articles or in clinical case reports they should form a separate chapter), are intended for the authors to discuss the implications of their findings and possible considerations for future research.

Tables

Tables should be logically inserted into the text and sequentially numbered. Each table has to be referenced in the text of the manuscript. Tables should contain a title with the sequential number and an explanation of all the abbreviations and non-standard units used in the table.

Figures

Figures should be professionally designed or photographed and submitted in digital form and in print quality (300 DPI). Figures can be submitted as raster graphics (.jpeg, .tiff, .png, .gif etc.) or as vector graphics (.ai, .eps, .cdr etc.) Simple schemes can be created using Microsoft Word® software. Letters, numbers or symbols shown in the figures should be clear, uniform, and large enough to be readable once the figure is minimized. Figures from which the identity of the patient can be determined must be accompanied by written consent of the patient.

In the text, every figure has to be referenced. As well as being inserted into the appropriate place in the manuscript, figures should be also submitted as separate files, with file names containing the sequential number of the figure and the name of the first author of the manuscript. Legends under the figures should contain the sequential number, figure title and the information necessary for the understanding of figure content. Figures together with accompanying legends should be understandable without reading the body text. All abbreviations in the figures must be explained. If you have any doubts about the technical adequacy of figures, please consult the editorial board before submission.

Units of measurement

All units of measurement used in the manuscript should be stated using the International System of Units (SI).

Abbreviations

The chapter headings and abstracts should not contain abbreviations. All non-standard abbreviations should be explained in the following way: the term should be written in full the first time it appears in the text, followed by the abbreviation in parentheses. The exception to this rule are standard units of measurement and abbreviations (3D, aids, AMP, ATP, cAMP, cGMP, CT, DNA, EKG, EUR, GMP, GTP, HIV, MRI, RNA, RTG, US, USA).

References

Every citation or fact stated in the text, figures or tables must be supported with a reference. References should be listed with sequential Arabic numbers in parentheses before the full stop or colon, written in italic formatting (so-called Vancouver citation style). The reference numbers included only in the figures and tables should follow the same sequence as in the text. The section listing all the references appearing in the manuscript should be included at the end of the manuscript. Reference formatting described in the National Library of Medicine's Citing Medicine guide (<http://www.ncbi.nlm.nih.gov/books/NBK7256/>) should be used. Journal names should be abbreviated as on PubMed (<http://www.ncbi.nlm.nih.gov/pubmed/>). The names of the first three referenced authors of the manuscript should be stated, followed by et al.

Examples of correct reference formatting:

Journal article

Petek Šter M, Švab I. Bolniki s sočasnimi boleznimi v družinski medicini. *Med Razgl.* 2008; 48 (2): 205–11.

Bajuk Studen K, Preželj J, Kocjan T, et al. Mehanizmi srčno-žilne ogroženosti žensk s sindromom policističnih ovarijev. *Zdrav Vestn.* 2009; 78: 129–35.

Petitti DB, Crooks VC, Buckwalter JG, et al. Blood pressure levels before dementia. *Arch Neurol.* 2005; 62 (1): 112–6.

Journal article with organization as author

American Diabetes Association. Diabetes update. Nursing. 2003; Suppl: 19–20, 24.

Journal article volume with supplement

Vesel S. Spremembe na srcu pri Kawasakijski bolezni. Med Razgl. 2002; 41 Suppl 2: 139–43.

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. Environ Health Perspect. 1994; 102 Suppl 2: 275–82.

Journal article issue with supplement

Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. Semin Oncol. 1996; 23 (1 Suppl 2): 89–97.

Journal article with type of article indicated

Clement J, De Bock R. Hematological complications of hantavirus nephropathy (HVN) [izvleček]. Kidney Int. 1992; 42: 1285.

Jackson B, Fleming T. A drug is effective if better than a harmless control [pismo uredništvu]. Nature. 2005; 434 (7037): 1067.

Book

Ahčan U. Prva pomoč: priročnik s praktičnimi primeri. Ljubljana: Rdeči križ Slovenije; 2007.

Jenkins PF. Making sense of the chest x-ray: a hands-on guide. New York: Oxford University Press; 2005.

Eyre HJ, Lange DP, Morris LB. Informed decisions: the complete book of cancer diagnosis, treatment, and recovery. 2nd ed. Atlanta: American Cancer Society; c2002.

Advanced Life Support Group. Acute medical emergencies: the practical approach. London: BMJ Books; 2001.

Chapter in a book

Možina M, Jamšek M, Šarc L, et al. Zastrupitve. In: Kocijančič A, Mrevlje F, Štajer D, eds. Interna medicina. Ljubljana: Littera picta; 2005. p. 1143–507.

Rojko JL, Hardy WD Jr. Feline leukemia virus and other retroviruses. In: Shering RG, ed. The cat: diseases and clinical management. New York: Churchill Livingstone; 1989. p. 229–332.

Kone BC. Metabolic basis of solute transport. In: Brenner BM, Rector FC, eds. Brenner and Rector's the kidney. 8th ed. Vol. 1. Philadelphia: Saunders Elsevier; c2008. p. 130–55.

Conference proceedings

Ferreira de Oliveira MJ, ed. Accessibility and quality of health services. Proceedings of the 28th Meeting of the European Working Group on Operational Research Applied to Health Services (ORAHS); 2002 Jul 28–Aug 2; Rio de Janeiro, Brazil. Frankfurt (Germany): Peter Lang; c2004.

10th International Psoriasis Symposium; 2004 Jun 10–13; Toronto, ON. Chicago: Skin Disease Education Foundation; 2004.

Rice AS, Farquhar-Smith WP, Bridges D, et al. Canabinoids and pain. In: Dostorovsky JO, Carr DB, Koltzenburg M, eds. Proceedings of the 10th World Congress on Pain; 2002 Aug 17–22; San Diego, CA. Seattle (WA): IASP Press; c2003. p. 437–68.

Dissertations and theses, scientific reports

Šabovič M. Mehanizem fiziološkega in farmakološkega raztapljanja krvnih strdkov [doktorsko delo]. Ljubljana: Univerza v Ljubljani; 1992.

Liu-Ambrose TY. Studies of fall risk and bone morphology in older women with low bone mass [doktorsko delo]. Vancouver (BC): University of British Columbia; 2004.

Weisbaum LD. Human sexuality of children and adolescents: a comprehensive training guide for social work professionals [magistrsko delo]. Long Beach (CA): California State University, Long Beach; 2005.

Legal documents

Zakon o zdravniški službi 1999. Uradni list RS št. 98/1999.

Web sites

AMA: helping doctors help patients [internet]. Chicago: American Medical Association; c1995–2007 [citirano 2007 Feb 22]. Dosegljivo na: <http://www.ama-assn.org/>

Journal articles on the internet

Polgreen PM, Diekema DJ, Vandenberg J, et al. Risk factors for groin wound infection after femoral artery catheterization: a case-control study. *Infect Control Hosp Epidemiol* [internet]. 2006 [citirano 2007 Jan 5]; 27 (1): 34–7. Dosegljivo na: <http://www.journals.uchicago.edu/ICHE/journal/issues/v27n1/2004069/2004069.web.pdf>

Books on the internet

Kasper DL, Braunwald E, Fauci AS, et al., eds. *Harrison's online* [internet]. 16th ed. Columbus (OH): McGraw-Hill Companies; c2006 [citirano 2006 Nov

20]. Dosegljivo na: <http://www.accessmedicine.com/resourceTOC.aspx?resourceID=4>

Databases on the internet

Online Archive of American Folk Medicine [internet]. Los Angeles: Regents of the University of California. 1996 [citirano 2007 Feb 1]. Dosegljivo na: <http://www.folkmed.ucla.edu/>

Journal articles on CD-ROM, DVD, or Disk

Kauffman CA, Bonilla HF. Trends in antibiotic resistance with emphasis on VRE. FPR [CD-ROM]. 1998; 20 (10).

Books on CD-ROM, DVD, or Disk

Kacmarek RM. Advanced respiratory care [CD-ROM]. Verzija 3.0. Philadelphia: Lippincott Williams & Wilkins; c2000.

Computer programs on CD-ROM, DVD, or Disk

Meador CR, Pribor HC. DiagnosisPro: the ultimate differential diagnosis assistant [CD-ROM]. Verzija 6.0. Los Angeles: MedTech USA; 2002.

Forthcoming journal articles

Laking G, Lord J, Fischer A. The economics of diagnosis. Health Econ. V tisku 2006.

SUBMISSION OF MANUSCRIPTS

Manuscripts and figures should be submitted via e-mail to prispevki@medrazgl.si

The submission should be accompanied by a Letter to the Editor stating the topic and major findings of the manuscript along with corresponding author's informa-

tion (full name, phone number and e-mail address).

All submitted manuscripts must be accompanied by the Authorship and Copyright Statement Form, with which the authors confirm that they fulfill the ICMJE criteria for manuscript authorship and that the copyright of all material published is vested in Društvo Medicinski razgledi. All authors must sign the statement form and send the original to the following address: Društvo Medicinski razgledi, Korytkova ulica 2, 1000 Ljubljana, Slovenia. Accepted manuscripts will not be published until signed statements from all authors have been received. The Authorship and Copyright Statement Form is available at http://medrazgl.si/arhiv/mr_statement_of_authorship.pdf /

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The editorial board conducts its work in accordance with the Committee on Publication Ethics (COPE) guidelines, which are available at <http://publicationethics.org/>

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