

## **INSTRUCTIONS FOR AUTHORS SUBMITTING MANUSCRIPTS FOR PUBLICATION IN SCRIPTA MEDICA**

### **GENERAL REQUIREMENTS**

1. SCRIPTA MEDICA is a scientific journal published mainly in the English language by the Faculty of Medicine, Masaryk University in Brno; 6 issues are published annually.
2. Primarily, original scientific papers not exceeding 20 manuscript pages including figures, tables and plates can be accepted. Case reports, personal columns, information on activities of the Faculty and associated biological and medical societies and relevant book reviews may also be included. With the approval of the editorial board, review articles, historical overviews and papers longer than 20 manuscript pages may exceptionally be accepted. Short papers can be published as preliminary communications.
3. Papers from researches and scientists from all Czech institutions and scientific abroad can be submitted for publication providing that the subject matter is related to the scientific or clinical disciplines included in the curriculum of the Faculty of Medicine of Masaryk University.
4. Each manuscript should be accompanied by a statement, by the author submitting the paper, that the manuscript has not been and will not be published in any other Czech or foreign scientific journal.
5. Authorisation by the head of the department is not required but it is expected that the competent authority will have been informed about submission of the paper.
6. Papers which report studies supported by grants must provide the relevant reference to the grant or other financial support.
7. The procedures followed in all experiments or trials, concerned with either human or animal subjects, should conform to both international and local ethical standards.
8. Original papers and preliminary communications are published in English; the title and abstract of these papers should also be provided in the Czech language. Abstracts of papers presented at student scientific conferences or information concerning the agenda of biological and medical societies may be published in Czech, the titles, however, must also appear in English. Only papers reviewed by English language editor will be accepted.
9. The manuscript should involve the following sections:
  - a) Title of the paper which should be concise and informative.

- b) Name of the author(s): surname followed by the first letter of Christian name(s) without title; if the authors are from more than one institution, this should be identified by an upper case index number after the name; if the author for correspondence is not the first name then his/her name should be identified by an upper case asterisk (\*).
  - c) Institutional affiliation: full institutional name with town of location (and country if the author is not Czech); if the authors are from different institutions, all locations should be listed in numerical order of the upper case index numbers.
  - d) Abstract (in English).
  - e) Key words (up to 5).
  - f) Abbreviations used, where appropriate (see Technical Instructions)
  - g) Introduction.
  - h) Materials and Methods.
  - i) Results.
  - j) Discussion.
  - k) Conclusions (only if special emphasis is justified).
  - l) Acknowledgements, including reference to grant or any financial assistance.
  - m) Abstract in Czech (Souhrn) preceded by authors' names and the corresponding title in Czech.
  - n) References.
  - o) Tables and figures (illustrations, graphs, diagrams, drawings, photographs, etc.).
  - p) Legends to figures on separate sheet/s.
10. In case reports, the sections h) and i) may be omitted.

## **TECHNICAL INSTRUCTIONS**

The manuscript should be prepared in Word 6.0 or 7.0 software, in good quality print on A4 format sheets; two hard copies and a floppy disc with identical texts should be submitted.

### **Text**

Any font is acceptable but, once selected, it must be used consistently throughout the article in a standardised format (spaces introduced only after commas, full stops and other characters, etc.). The text should be divided into appropriate sections, titles, subtitles and paragraphs with no other print features such as italics, underlining, bold type, changed letter size, etc. (required print features may be indicated on the hard copy in pencil). All paragraphs should be indented. Lines within a paragraph should not end with a hard space. All special

symbols (°C, mathematical symbols, upper and lower case indices, Greek letters, etc.) should be indicated in colour on the hard copy.

The maximum specified number of pages (20) must be achieved using double-spacing in A4 format, i.e., 30 lines and 60 characters per line, including spaces. Each page should be printed on a separate sheet and numbered, beginning with the title page.

### **Abbreviations**

Only standard abbreviations approved by the Journal should be used. Other abbreviations should be avoided unless the expression occurs frequently, in which case the abbreviation should be given in brackets after the first appearance of the term or name in the text. If there are very many unfamiliar abbreviations the author should consider listing them, together with the expressions they represent, at the beginning of the paper following Key words. Abbreviations should not appear in either the title or the abstract.

### **Tables and figures, i.e., diagrams, drawings, graphs, photographs, etc.**

Each table with clearly marked boxes should be presented on a separate sheet of A4 format together with clear descriptions, i.e., numbering, titles and legends. Diagrams, drawings and graphs should be camera ready but with descriptions on a separate sheet. Photographs must be originals and not Xerox or scanner copies and they must also be accompanied by descriptions on separate sheets. Black and white glossy prints are preferred, only occasionally can colour photographs be accepted. Microphotographs must show the scale. They all should be marked in the left lower corner and identified, on the back, using a soft pencil (consecutive number, first author's name and the beginning of the title). Photographs should be submitted in such a format that would fit the frame of a 125 x 180 mm page. Two copies of all these materials are required.

Each table or illustration must be referred to in the text, using italics, e.g., (*Table 1*), (*Fig. 1*), and the recommended position should be indicated in pencil on the manuscript hard copy.

### **Quotation of references in the text**

All publications from which the authors have drawn relevant information should be cited in the text. When secondary information is reported it is necessary to cite the original source. Citations such as „personal communication“ or „unpublished data“ should not be used.

References should be numbered consecutively in the order they appear in the text and identified by Arabic numerals in parenthesis. References cited only in tables or legends to the figures should be numbered according to the location where they should first appear in the text.

## **Reference list**

The consecutively numbered list of references should include only publications referred to in the paper and must not contain any uncited literature. References are provided in the original language of the paper. In case of a Czech reference, translation into English should be added in angular brackets. The author is responsible for the accuracy of the references.

Each reference should begin on a new line and should follow the examples listed below:

### ***Citations from journals:***

#### a) Standard articles

Where there are six or less authors, all are cited; if their number is higher, only the first three names are given followed by „et al.“

You Ch, Lee KY, Chey RY, Menguy R. Electrogastrographic study of patients with unexplained nausea, bloating and vomiting. *Gastroenterology* 1980; 79: 311-14.

#### b) No author's name given

Anonymous. Coffee drinking and cancer of the pancreas (Editorial). *Br Med J* 1981; 283:628.

#### c) Corporate author

The Royal Marsden Hospital Bone-Marrow Transplantation Team. Failure of syngeneic bone-marrow graft without preconditioning in post-hepatitis marrow aplasia. *Lancet* 1977; ii: 12- 4.

#### d) Journal supplement

Frumin AM, Nussbaum J, Esposito M. Functional asplenia: demonstration of splenic activity by bone marrow scan (Abstract). *Blood* 1979; 54 (Suppl 1): 26a.

#### e) Journals paginated by issue

Seaman WB. The case of the pancreatic pseudocysts. *Hosp. Pract.* 1981; 16 (Sep): 24-5.

### ***Books and other monographs:***

#### f) Person as author(s)

Eisen HN. Immunology: an introduction to molecular and cellular principles of the immune response. 5th ed. New York:Harper and Row, 1974: 406pp.

#### g) Editors as authors

Dausset J, Colabani J, eds. Histocompatibility testing 1972. Copenhagen: Munksgaard, 1973:128pp.

#### h) Chapter in book

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. Pathologic physiology: mechanisms of disease. Philadelphia: EB Saunders, 1974: 145-72.

- i) Paper published in proceedings  
DuPont B. Bone marrow transplantation in severe combined immunodeficiency with an unrelated MLC compatible donor. In: White HJ, Smith AR, eds. Proceedings of the third annual meeting of the International Society for Experimental Hematology, Houston: International Society for Experimental Hematology, 1974: 44-6.
- j) Monograph in a series  
Hunninghake GW, Gadek JE, Szapiel SV et al. The human alveolar macrophage, In: Harris CC., ed. Cultured human cells and tissues in biochemical research. New York: Academic Press, 1980: 54-6. (Stoner GD, ed. Methods and perspectives in cell biology; vol 1.)
- k) Agency publication (named author)  
Ranolsky AL. Surgical operations in short-stay hospitals. United States - 1975. Hyattsville, Maryland: National Center for Health Statistics, 1978; DHEW publication no. (PHS)78-1785. (Vital and health statistics; series 13; no 34.)
- l) Agency publication (no author)  
U.S. Department of Health and Human Services. The health consequences of smoking for women: a report of the surgeon general. Washington, D.C.:US Government Printing Office, 1983.
- m) Dissertation or thesis  
Cairns RB. Infrared spectroscopic studies of solid oxygen. [Dissertation]. Berkeley, California: University of California, 1965.

Note that when referred to an agency publication or a dissertation thesis, the number of pages is not stated. If the reference is to the whole book, the total number of pages should be stated. In all cases, if the reference is to a specific section the relevant pages should be given.

The Scripta Medica editorial board has based its format of the reference list on the appropriate section of the „Uniform requirements for manuscripts submitted to biomedical journals“ which was published by the International Committee of Medical Journal Editors (ICMJE) in the British Medical Journal (Br Med J 1988; 296: 401-4). Journal abbreviations should be used in accordance with the list of journal titles published each year in the January issue of „Index Medicus“.

## **EDITORIAL PROCEDURE**

Each manuscript is evaluated by the editorial board and by a referee. After the assessment, the author will be informed about the result. In case the referee requires major amendments to the manuscript, this will be sent back to the author for changes. All corrections must be made on both the hard copy and the floppy disc. If the manuscript is not accepted, it will be returned to the author.

The first author will receive 40 free reprints free of charge without having to submit an order.

## **PROOFS**

Proofs are sent to the address of the first author who is obliged to return them to the editor no later than 7 days from receipt. All necessary amendments must be properly marked using standard proof symbols; attention should be paid to the occurrence of printing errors. Substantial changes and additions are not permitted.

Corrected proofs which are not returned to the editorial office in the stated period will appear in one of the subsequent issues of the journal.

## **EDITORIAL OFFICE ADDRESS:**

SCRIPTA MEDICA  
Faculty of Medicine  
Masaryk University,  
Joštova 10  
662 43 Brno  
Czech Republic