



INSTRUCTIONS TO ASSOCIATES OR AUTHORS

Timok medical GAZETTE publishes previously unpublished scientific and professional papers bilingually, in Serbian and English language from all fields of medicine and related branches. Original papers, patient case reports, review articles, medical and health history articles, book and journal reviews, editorial letters and other medical information are received for publication. The authors propose a category of their work and the Editorial Board reserves the right to change the category with the consent of the author.

Manuscripts should be prepared in accordance with the Vancouver Recommendations: UNIFORM REQUIREMENTS FOR MANUSCRIPTS SUBMITTED TO BIOMEDICAL JOURNALS, recommended by ICMJE (International Committee of Medical Journal Editors - Ann Intern Med. 1997; 126: 36-47), or in accordance with the Serbian language version JEDNOBRAZNI ZAHTEVI ZA RUKOPISE KOJI SE PODNOSE BIOMEDICINSKIM ČASOPISIMA, Serbian Archives of Medicine, 2002; 130 (7-8): 293. The digital version is freely available on the ICMJE website, www.icmje.org, as well as at www.tmg.org.rs/saradn.htm

When writing a text in English, one should adhere to the American English language standard and use short and clear sentences. Manuscripts received by the editorial staff are not expected to contain results already published by authors in another journal or similar publication. The original manuscript must be accompanied by the certificate of authorship (you can download the form at: www.tmg.org.rs), scanned signatures of all authors of the article.

The editorial board sends all the papers for peer review - usually two reviewers. Proceedings in supplements are not peer reviewed.

In works where the described patient may be identified, the utmost care should be taken to avoid any details that can identify him/her or obtain written consent for publication from the patient himself or his immediate family. When consent exists, it should be stated in the article.

If the paper receives positive anonymous reviews (2 reviewers) it will be accepted for publication. After receiving a positive review, in order for the paper to be published in electronic version on the website www.tmg.org.rs and printed, it is necessary to pay a fee for the cost of editing the article, proofreading and printing costs for the Timok medical journal **only for the first author**, which amounts to four thousand dinars (4000 RSD) paid to the current account.

Current Account: 205-167929-22
Serbian Medical Association-Zajecar
Branch;
purpose: material processing for TMG.

TECHNICAL REQUIREMENTS

The manuscripts are to be submitted exclusively in electronic form, bilingually (starting with volume 45), in Serbian (preferably Cyrillic) and in English. Papers submitted only in Serbian or English only will not be considered. Send the manuscripts in electronic form to: tmglasnik@gmail.com

The electronic format of the manuscript should be in Microsoft Office Word (with a .doc or .docx extension) and should include a final version of the manuscript. All text, references, tables and titles of tables and images and legends of images should be in one document. It is best to form the filename by the first author's last name, one keyword and type of work (for example: paunkovic_tiroidea_originalni.doc).

Use the Times New Roman font, 12p size. Write the paragraph so that only the left alignment is straight. Do not divide words into syllables at the end of the line. Insert only one blank space after the punctuation mark. Allow the titles and subheadings to be aligned with the left edge. Use bold, italic, sub, and superscript and underlined letters only where necessary. **Tables, images and charts should be inserted in the text where they should appear in the paper.** Acceptable formats for tables, charts, illustrations, and photos are doc, xls, jpeg, gif, and png.

TYPES AND SCOPE OF MANUSCRIPTS

The title of all types of articles is followed by Summary (up to 300 words) and keywords (3 to 8).

The Original Paper (work) is a systematically published research of a problem according to scientific criteria and a clear aim of the research. **The integral parts of the paper are: a) introduction-** (the aim of the paper as the last paragraph of the introduction); **b) material and methods; c) results; d) discussion; e) conclusion; f) literature.** The length of the text is limited to 3500 words, with a maximum of 5 tables, charts, or pictures (up to 12 pages of text).

A Review Article covers a systematically addressed specific medical problem, in which the author made some contribution, visible on the basis of self-citations. **Integral parts of the paper are: a) introduction-** (the aim of the review paper as the last paragraph of the introduction); **b) the text of the review of literature on the problem, with subtitles; c) conclusion; d) literature.** The review article is usually commissioned by the Editorial Board, but non-commissioned manuscripts are also considered. Contact the Editorial Board before writing a review article. Text length can be up to 5000 words (18 pages).

A Case Report (patient presentation) sheds light on individual cases of medical practice. It usually describes one to three patients, or one family. The integral parts of the paper are: **a) introduction-** (the aim of the paper as the last paragraph of the introduction); **b) presentation of the patient; c) discussion and d) conclusion.** Unlike the original research, omit the section on methodology and results. The text is limited to 2500 words, max 4 tables, or 4 pictures and up to 25 references (up to 6 pages of text in total). Patient names, initials, or medical history numbers should not be used, especially in the illustrations. Case reports must not have more than 5 authors

Articles in the history of medicine and health culture shed light on certain aspects of medical practice in the past. Text length can be up to 2500 words (6 pages). These and the articles stated below do not have a prescribed structure, such as original papers, case reports, and review articles. Short contributions from the field of medical practice (diagnostics, therapy, remarks, suggestions and opinions on methodological problems, etc.) are published, too, as well as presentations from various

medical meetings, symposia and congresses in the country and abroad, book reviews and articles from foreign journals up to 1000 words, 1-2 tables or images, up to 5 references (up to 3 pages of text). Editorial letters have up to 400 words, or 250 words if they contain comments on published articles. By order of the editorial board, or in agreement with the editorial board, works of didactic character are published.

If the work is part of a master's thesis, or a doctoral dissertation, or is done in the framework of a scientific project, this should be **clearly indicated in the note after the abstract and before the text.** Also, if the work has been previously announced at a professional meeting, state the official name of the meeting, the venue and time of the event, whether the work has been published and how it has been published (eg the same or a different title or abstract).

ETHICAL CONSENT. Manuscripts on human research should include a statement in the form of a written consent of the persons interviewed in accordance with the WMA Declaration of Helsinki and the approval of the responsible ethics committee that the research can be carried out and is in accordance with legal standards. Experimental research on human material and animal testing should include a statement from the ethics committee of the institution and be in accordance with legal standards. Information on this must be provided in the section

AUTHORSHIP. All persons listed as authors of the work should qualify for authorship. Each author should have participated sufficiently in the work on the manuscript to be able to take responsibility for the entire text and the results presented in the work. Authorship is based solely on: making a significant contribution to the concept of the work, obtaining results or analyzing and interpreting the results; the planning of the manuscript or its critical revision of considerable intellectual importance; the final refinement of the print version of the manuscript. Authors should attach a description of the contributions individually for each co-author within the Submission Letter form. Financing, collecting data or generally overseeing a research team cannot by itself justify authorship. All other contributors who are not the authors of the manuscript should be listed on the

acknowledgement page, with a description of their contribution to the work, with written consent, of course.

STATEMENT OF CONFLICT OF INTEREST.

The manuscript is accompanied by a signed statement in the form of a Submission Letter stating the authors of each possible conflict of interest or lack thereof. For more information on the different types of conflicts of interest, visit the World Association of Medical Editors' Association (WAME; <http://www.wame.org>), entitled "Conflict of Interest Statement Policy". At the end of the paper, below the Remarks section, in a separate section Conflict of Interest, each possible conflict of interest or its absence should be declared for each author individually (full name of the author or initials). For example Zoran Petrovic: Krka (lecturer) Ljiljana Aleksic: none. Mila Bastac: Pfizer, Sanofi, Bristol-Meyers Squibb (lecturer, honorary consultant, researcher on a scientific project).

PLAGIARISM. As of January 1st, 2019, all manuscripts are subjected to plagiarism / autoplagiarism through the SC Indeks Assistant-Cross Check (iThenticate). Papers containing plagiarism or self-plagiarism will be rejected and the authors sanctioned.

ABBREVIATIONS. Use only when necessary, for very long names of chemical compounds, that is, abbreviations that are already recognizable (standard abbreviations, such as DNA, AIDS, HIV, ATP). For each abbreviation, the full term should be stated when first quoted, unless it is a standard unit of measure. Do not use abbreviations in the title. Avoid using abbreviations in the abstract, but if necessary, explain each abbreviation when first referenced in the text.

ACKNOWLEDGEMENTS. List all contributors who contributed to the creation of the work but did not meet the criteria for authorship, such as those providing technical assistance, writing assistance, or managing a department that provides general support. Financial and material assistance, in the form of sponsorships, scholarships, gifts, equipment, medicines and more, should also be listed

MANUSCRIPT PREPARATION

The text of the paper contains first and foremost the title of the paper, in the following lines: full names of the authors and all co-

authors; the name, place and address of the institutions from which the author and co-authors come (in parentheses, associate the names of the authors); possible acknowledgement for help with elaboration of the paper;

It is obligatory to submit:

-proposal of the manuscript category (original work, review article, case report, etc.);

-first and last name, year of birth of the author and all co-authors;

-full address, telephone and fax numbers, as well as the author's e-mail for correspondence.

The following is a SUMMARY (Abstract), up to 300 words is best. A summary cannot have footnotes, tables, images, or references. A summary of **the original papers** should include: Introduction (state the objective in the last sentence), **Material and methods, Results and Conclusions.** Write each of the segments listed at the beginning of the sentence in bold. Provide the most important results (numerical values) of the statistical analysis and the level of significance. The conclusion must not be general, but must be directly linked to the results of the work. **For case reports, the summary** should have the following parts: **Introduction** (state the objective in the last sentence), **Case report, Conclusion.** For other types of papers the summary has no specific structure.

The summary must not contain any claims that are not contained in the text of the article. It must be written in such a way that even an educated nonexpert can understand the content of the article. After the summary, write 3 to 8 keywords. The words in the title should not be repeated and the keywords should be relevant or descriptive and in accordance with MESH rules (available at <https://www.nlm.nih.gov/mesh>).

The next part of all the papers is an **INTRODUCTION** (with a subtitle of the same name), which must be brief, with a brief overview of the literature on the problem in question, and with a clear statement of **the purpose of the article** in a separate paragraph at the end of the introduction.

MATERIALS AND METHODS (with the same subtitle) must contain sufficient information to enable other researchers to repeat similar research without further information. Patient names and medical history numbers should not be used nor other details to help identify patients. The names of the apparatuses, software and statistical methods used must be indicated.

Show the **results** (with the subtitle of the same name in BOLD) clearly and concisely. You should not display the same data both in tables and charts.

DISCUSSION (with the subtitle of the same name) should discuss the interpretation of the results, their meaning in comparison with other, similar research and in accordance with the hypotheses of the research. The results already written should not be repeated.

CONCLUSION (with the subtitle of the same name) should be given in a separate chapter.

Each table, chart, or illustration must be self-explanatory, i.e. even without reading the text in the manuscript. Above the table, chart, or image, there should be a serial number and a title. Put the legend in a footnote below the table, chart, or image and explain any non-standard abbreviations there. Illustrations (images) should be sharp and contrasting, no larger than 1024x768 pixels. The number of images should be limited to the most necessary (generally no more than 4-5). If the image, table, or chart is downloaded from the Internet or another source, the source must be indicated.

REFERENCES

LITERATURE. At the end of the paper, write a list of cited literature, which should be as current as possible and most references should not be older than 5 years. References are numbered in the order they appear in the text. Mark the references in the text with an Arabic number in square brackets [...]. The literature lists the first 3 to 6 authors of the article cited, followed by "et al". Journal titles can only be abbreviated as in Index Medicus. The journal abbreviation can be found at: <http://www.nlm.nih.gov/>. If the abbreviation is not known, give the name of the journal as a whole. The literature is cited as follows:

Journal articles

Standard journal article:

Gao SR, McGarry M, Ferrier TL, Pallante B, Gasparrini B, Fletcher JR, et al. Effect of cell confluence on production of cloned mice using an inbred embryonic stem cell line. *Biol Reprod.* 2003; 68 (2): 595-603.

Organization as author:

WHO collaborative study team on the role of breastfeeding on the prevention of infant mortality. Effect of breastfeeding on infant and child mortality due to infectious diseases in less developed countries: a pooled analysis. *Lancet.* 2000; 355: 451-5.

No authors listed:
Coffee drinking and cancer of the pancreas [editorial]. *BMJ.* 1981; 283 628.

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

Books and other monographs

The author is a person (s):
Carlson BM. *Human embryology and developmental biology.* 3rd ed. St. Louis: Mosby; 2004.

Editor (s) as authors:
Brown AM, Stubbs DW, editors. *Medical physiology.* New York: Wiley; 1983.

Chapter in a book:
Blaxter PS, Farnsworth TP. Social health and class inequalities. In: Carter C, Peel JR, editors. *Equalities and inequalities in health.* 2nd ed. London: Academic Press; 1976. p. 165-78.

Meeting announcements: Harris AH, editor. *Economics and Health: 1997: Proceedings of the 19th Australian Conference of Health Economists; 1997 Sep 13-14; Sydney, Australia.* Kensington, N.S.W.: School of Health Services Management, University of New South Wales; 1998.

Conference Articles:
Anderson JC. Current status of chorion villus biopsy. In: Tudenhope D, Chenoweth J, editors. *Proceedings of the 4th Congress of the Australian Perinatal Society; 1986: Brisbane, Queensland: Australian Perinatal Society; 1987. p. 190-6.*

Instruction to associates

Dissertation:

Cairns RB. Infrared spectroscopy studies of solid oxygen. Dissertation. Berkley, California: University of California, 1965.

Electronic material

Article in an internet magazine:
Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs. 2002; 102 (6). Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

Article published electronically before the printed version:
Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. Blood. 2002-Nov-15; 100 (10): 3828-31. Epub 2002 Jul 5.

CD-ROM:

Anderson SC, Poulsen KB. Anderson's Electronic Atlas of Hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

Online monograph:

Foley KM, Gelband H, editors. Improving palliative care for cancer [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

Website:

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

Part of a website:
American Medical Association [homepage on the Internet]. Chicago: The Association; c1995-2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

NOTE. A paper that does not meet the requirements of this guide cannot be referred for review and will be returned to the authors for completion and correction. Adhering to the preparation instructions will significantly shorten the time of the entire process until the paper is published, which will positively affect

the quality of the articles and the regularity of the publication of the journal.

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