

INSTRUCTIONS TO AUTHORS

Acta clinica Croatica publishes original scientific papers, preliminary scientific papers, reviews, professional papers, and conference papers, reviews and reports from congresses and symposia, book reviews and letters to editor, unless they have previously been published in other journal or books.

All manuscripts should be written in English.

Manuscripts should be limited to a maximum of 20 pages (including annexes). Too long papers are not accepted, unless ordered, and they will be returned to the authors.

Priority in publishing is given to original scientific papers from the field of clinical medicine, especially those dealing in an interdisciplinary way with medical problems met in hospital work.

Instructions to authors are in accordance with the text – *International Committee of Medical Journal Editors*. Uniform requirements for manuscripts submitted to biomedical journals. *N Engl J Med* 1997; 336:309-15.

1. Text

Manuscripts, including all supplements, should be submitted in triplicate. The should be typed double-spaced throughout on one side only on foolscap paper with a 4 cm margin on the left side.

The title of the paper should be concise and clear, typed on a separate sheet of paper, with first and last name of the author and underneath full name of the institution from which the work originated. The full name of the author to whom communications and requests for reprints should be sent should be typed at the bottom.

The author should also suggest a short title of the paper of up to 40 characters to be printed as the current title on the pages on which the paper is published.

– An abstract of maximum 200 words should be typed double spaced on a separate page. The abstract should be substantive rather than purely descriptive and should contain all essential facts presented in the paper: short and concise description of the problems involved; the purpose of the paper, the methods used, essential results (with specific, if possible, numerical data), and basic conclusions.

– On the paper with the Croatian or English abstracts 2-5 key words essential for quick identification and classification of the paper's content should be written under the abstract. The key words must be in accordance with subject heading in *Index Medicus*.

The paper should be divided into the following sections: Introduction, Material and Methods, Results, Discussion and Conclusions.

– The introductory part of the paper should give a short and clear review of the problems involved and purpose of the work. A short reference should be made to other papers directly connected with the problem dealt with in the paper.

– The methods used in the work should be briefly described but in sufficient detail to enable readers to repeat the work described. Papers directly associated with the problems discussed should be briefly mentioned. Methods already reported in the literature should not be described and only references should be cited. Drugs should be referred to by their generic names.

– Results should be presented clearly and concisely. Their significance should be statistically analyzed, using SI units.

– Discussion and Conclusions. The purpose of discussion is to interpret the results obtained and compare them with major relevant findings from which clear conclusions can be arrived at.

2. Tables and figures

– If the paper contains tables and figures, they should be typed on a separate sheet of paper. Tables should be intelligible, without abbreviations, except for standard units of measurement. Vertical title columns should be

avoided in tables. The place of tables and figures in the manuscript should be indicated by pencil.

– Photographs enclosed should be on glossy black and white paper or on tracing-paper. On the back of the photographs their number and title of paper should be marked in pencil together with an arrow pointing to the top.

– Drawings should be made in Indian ink on white or tracing paper. Characters and signs should be clear and of the same size. Photocopies of tables, figures and drawings are not accepted.

3. References

References are written on a separate sheet of paper and are numbered consecutively in the order in which they appear in the text (the first reference in the paper has number 1).

References are cited in the following way:

Papers in journals

In the list of references all authors should be quoted and et al can be used in the text only.

Hajnjić TF, Barić I. Gammaglobulin in therapy of autoimmune haemolytic anaemia. *Acta clin Croat* 1991;30:131-7.

Journal supplements

Lundstrom I, Nylander C. An electrostatic approach to membrane bound receptors. *Period Biol* 1983; 85 (Suppl 2):53-60.

Journals marked by number

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

Books and monographs

Personal author or authors

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

Editor

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

Chapter in book

Weinstein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Sodeman WA Jr, Sodeman WA, eds. Pathogenic physiology: mechanism of disease. Philadelphia: WB Saunders, 1974:457-72.

Collection of works (Proceedings)

DuPont B. Bone marrow transplantation in severe combined with an unrelated MLC: compatible donor. In: White HJ, Smith R, eds. Proceedings of the Third Annual Meeting of the International Society for Experimental Haematology. Houston: International Society for Experimental Haematology, 1974:44-6.

Abbreviations of journal should conform to those used in *Index Medicus*.

Together with the manuscript, a statement by the author should be enclosed certifying that none of the material in the manuscript has been published previously and none of this material is currently under consideration for publication elsewhere. In an accompanying letter, the first author should confirm that the manuscript has been seen and approved by all other authors. Written permission from the publisher and author to reproduce any previously published figures and/or tables should be included.

The Editorial Board anonymously sends all manuscripts received to two reviewers. If the reviewers suggest any change and/or supplements, a copy of their reviews without the names of the reviewers will be sent to the author to make his final decision.

Author using a personal computer in preparing the manuscript are requested to sent the diskette, with the program used indicated.

The authors will receive 20 free reprints of the paper published.