

# INSTRUCTIONS FOR AUTHORS

*Before submitting the manuscript to the Editorial Board of ENGRAMI, all authors should read the Instructions for Authors, where they will find all the necessary information about writing and preparing the paper in accordance with the standards of the journal. It is very important that the authors prepare the paper according to the given requirements, because if the manuscript does not comply with these requirements, the Editorial Board will postpone or refuse its publication. Papers published in ENGRAMI are free of charge. For articles that will be published in ENGRAMI, all authors of the work transfer their copyrights to the Publisher of the journal by offering the work to ENGRAMI. ENGRAMI publish works that have not been published anywhere so far, in whole or in part, nor have they been accepted for publication.*

**ENGRAMI** is a journal for clinical psychiatry, psychology and borderline disciplines. ENGRAMI is issued in two volumes per year. The journal publishes: press releases, original papers, meta-analyses, literature reviews, preliminary or short papers, practice papers, professional news, papers on the history of psychiatry, psychology and borderline disciplines, essays related to professional opinion, articles presenting personal views, current topics, comments by invitation, book reviews and letters for the sections Memory, In memoriam and Promemoria, as well as comments and letters to the Editorial Board regarding the published papers.

The received manuscript is sent by the Editorial Board to the reviewers for expert evaluation (review period 4–8 weeks). If reviewers propose changes or additions, a copy of the review is submitted to the author with a request to make the requested changes to the text of the paper or to justify his disagreement with the reviewer's remarks, within a period of two weeks at the latest. The final decision on accepting a paper for publication is made by the editor-in-chief.

Manuscripts and attachments are not returned. The consent of the Publisher is required for the reproduction or republishing of a segment of the work published in ENGRAMI.

Papers are printed in Serbian or English, with a title page and a short summary in both languages. The recommendation of the Editorial Board is that the papers be prepared and proofread in English.

## **OBLIGATIONS OF THE AUTHOR**

The authors guarantee that the material represents their original contribution, that it has not been published before and it is not considered for publication elsewhere. Simultaneous submission of the same manuscript to several journals or media is a violation of ethical standards. Such material is excluded from further consideration.

The authors also guarantee that after publication in the journal ENGRAMI, the manuscript will not be published as a second publication in any language, without the consent of the Publisher.

In case the submitted manuscript is the result of a scientific research project or, in the previous version, it was presented at a meeting in the form of an oral presentation (under the same or similar title), more detailed information about the project, conference, etc. should be given at the beginning of the work, and before the summary.

The authors are **OBLIGATED** to adhere to ethical standards related to scientific research: Helsinki Declaration, Basel Convention, good laboratory practice, good clinical practice, ICMJE guidelines.

The authors also guarantee that the manuscript does not contain unfounded or illegal claims and that it does not violate the rights of others. The Publisher will not be liable in the event of any claims for damages.

**Plagiarism.** Plagiarism, or taking over other people's ideas, words or other forms of creative expression

and presenting them as one's own, is a gross violation of scientific and publishing ethics. Plagiarism may include copyright infringement, which is punishable by law.

Plagiarism involves literally or almost literally rewriting or deliberately paraphrasing (in order to cover up plagiarism) parts of other authors' texts without clearly indicating the source or marking the copied fragments (for example, using quotation marks) as well as copying pictures or tables from other people's works without properly citing sources and / or without the permission of the author or copyright holders.

We warn the authors that each manuscript is checked in order to make sure it is not plagiarism or autoplagerism.

Manuscripts with clear plagiarism indications will be automatically rejected, and authors will be permanently or temporarily prohibited from publishing in the journal. If a paper published in a journal is found to be plagiarized, it will be withdrawn in accordance with the procedure described under Withdrawal of already published papers, and authors will be permanently or temporarily prohibited from publishing in the journal.

## **RESOLUTION OF DESPUTED SITUATIONS**

Any individual or institution may at any time report to the editor and / or editorial office information about violations of ethical standards and other irregularities and provide the necessary information / evidence.

Verification of the allegations and evidence presented:

- The Editor-in-Chief, in agreement with the members of the Editorial Board and the editorial board, will decide on initiating a procedure aimed at verifying the allegations and evidence presented.
- During this procedure, all presented evidence will be considered confidential material and will be presented only to those persons who are directly involved in the procedure.
- Persons suspected of violating ethical standards will be given the opportunity to respond to allegations made against them.
- If irregularities are found to have occurred, it will be assessed whether what they have done should be characterized as a minor breach or a gross violation of ethical standards.

**Minor offense.** Situations characterized as a minor offense will be resolved in direct communication with the persons who committed the offense, without the involvement of third parties, for example:

- notifying the author / reviewer that there has been a minor misconduct resulting from a misunderstanding or misapplication of academic standards;
- A letter of warning to the author / reviewer who committed a minor offense.

**Gross violation of ethical standards.** Decisions regarding gross violations of ethical standards are made by the Editor-in-Chief in cooperation with the members of the Editorial Board and the editorial board and, if necessary, a small group of experts. The measures to be taken may be as follows (and may be applied individually or simultaneously): publication of a statement or editorial describing the case of breach of ethical standards; sending an official notice to the managers / employers of the author / reviewer; withdrawal of published papers in accordance with the procedure described under Withdrawal of already published papers; authors will be prohibited from submitting papers to the journal for a specified period; informing the relevant professional organizations or competent authorities about the case so that they can take appropriate measures. In resolving disputes, the journal's editorial board is guided by the guidelines and recommendations of the Committee on Publication Ethics (COPE).

## **WITHDRAWAL OF ALREADY PUBLISHED PAPERS**

In case of violation of the rights of Publishers, copyright holders or authors, violation of professional

codes of ethics, e.g. in case of sending the same manuscript to several journals at the same time, false claims of authorship, plagiarism, data manipulation for the purpose of fraud, as well as in all other cases of gross violation of ethical standards, the published work must be withdrawn. In some cases, already published work can be withdrawn in order to correct subsequently observed errors.

Standards for resolving situations when there must be a withdrawal are defined by libraries and scientific bodies, and the same practice is adopted by the journal ENGRAMI: in the electronic version of the original article (the one that is withdrawn) a link (HTML link) is established with the notification on withdrawal. The withdrawn article is saved in its original form, but with a watermark on the PDF document, on each page, which indicates that the article has been withdrawn (RETRACTED).

## **GOOD SCIENTIFIC PRACTICE**

Submission of a manuscript implies: that the manuscript has not been published before (except in the form of an abstract or as part of a published lecture or thesis); that it is not under consideration for publication in another journal; that the author(s) is / are fully responsible for the scientific content of the paper; that the publication is approved by all co-authors, if any, as well as by the competent authorities of the institution within which the research was conducted.

As a condition for consideration for publication, the registration of clinical trials in the public register of clinical studies is required for certain studies that require it in their design. A clinical trial is defined by the International Committee of Medical Journal Editors (as defined by the World Health Organization) as well as any research project that assigns, to a participant or group of participants, one or more interventions to assess a health outcome. For more information, visit <http://clinicaltrials.gov/>

It is essential that the original papers, submitted for publication, which include the human population, contain, within the Material and Methods section, a statement that the study has been approved by the relevant ethics committee and thus carried out in accordance with the 1995 Helsinki Declaration. Additionally, it is vital to state clearly that all subjects included in the study gave their informed consent before enrolling in the study. Details that could violate the rule on the anonymity of subjects must be avoided.

Experimental research on human material and animal testing should include a statement from the institution's ethics committee and should be in accordance with legal standards. Information on this must be provided in the METHODS section.

Editors reserve the right to reject manuscripts that do not comply with the above conditions. The author will be liable for false statements or non-compliance with the above requirements.

**Statement of conflict of interest.** The manuscript is accompanied by a signed statement within the Submission Letter form in which the authors declare any possible conflict of interest or its absence. For more information on different types of conflicts of interest, visit the World Association of Medical Editors (WAME; <http://www.wame.org>) website, entitled "Conflict of Interest Statement Policy". At the end of the paper, below the NOTES section, in a separate section Conflict of interest, each possible conflict of interest or its absence should be stated for each author individually (full name of the author or initials). E.g. Jovan Jovanović: Sanofis-Eventis (lecturer). Nadežda Petrović: no. Desanka Maksimović: Pfizer, Sanofi, Bristol-Meyers Squibb (lecturer, honorary consultant, researcher on a scientific project).

## **GENERAL INSTRUCTIONS**

The text of the paper should be prepared in the word processing program Word, in Latin script, with double spacing, exclusively in the Times New Roman font and a font size of 12 dots (12 pt). Set all margins to 25 mm, page size to A4 format, and type the text with left alignment and indentation of each paragraph

by 10 mm, without hyphenation. Do not use tabs and consecutive blank characters (spaces) to align the text, but tools to control alignment on the ruler and Toolbars. To move to a new page of the document, do not use "enter", but only the Page Break option. Put only one blank character after each punctuation mark. If special characters are used in the text, use the Symbol font.

Number the pages by order of appearance within the bottom margin, starting from the title page. Data on the used literature in the text are marked with a superscript in Arabic numerals in square brackets – e.g. <sup>[1, 2]</sup>, in the order in which they appear in the text. Number the pages by order of appearance in the lower right corner, starting from the title page.

**Front page.** On a separate, first page of the manuscript, the following should be stated:

- Title of the paper without abbreviations;
- Full names and surnames of the authors (without titles) indexed by numbers;
- The official name of the institution in which the authors work and the place, in the order corresponding to the indexed numbers of the authors;
- If the work was previously presented at a professional meeting, state the official name of the meeting, place and time of the meeting;
- At the bottom of the page state the name and surname, contact address, telephone number, fax number and e-mail address of one of the authors for correspondence.

**Authorship.** All persons listed as authors of a paper should qualify for authorship. Each author should have participated sufficiently working on the manuscript in order to be able to take responsibility for the entire text and the results presented in the paper. Authorship is based only on:

- Significant contribution to the conception of work, obtaining results or analysis and interpretation of results,
- Manuscript planning or its critical revision of considerable intellectual significance,
- In the final adjustment of the version of the manuscript that is being prepared for printing.

Funding, data collection, or general oversight of a research group alone cannot justify authorship. All others who have contributed to the work, who are not the authors of the manuscript, should be listed in the acknowledgment with a description of their work, of course, with written consent.

**Summary.** Attach a short summary of the paper of up to 300 words.

For original papers, the short content should have the following structure: **Introduction, Aim of the paper, Method of work, Results, Conclusion**. Each of the above segments should be written as a separate paragraph that begins with the bold words **Introduction, Objective, Method of work, Results, Conclusion**. State the most important results (numerical values) of the statistical analysis and the level of significance. The conclusion should not be general, but must be directly related to the results of the work. For patient presentations, the abstract should have the following sections: **Introduction** (state goal in the last sentence), **Patient presentation, Conclusion**; these segments should be written as separate paragraphs beginning with bold words. For other types of papers, the abstract does not have a special structure.

For papers in Serbian, enclose a summary in English identical to the summary in Serbian.

**Key words.** List keywords (three to six) below the summary. The words in the title should not be repeated, and the keywords should be relevant or descriptive. Use Medical Subject Headings – MeSH (<http://gateway.nlm.nih.gov>) in your keyword selection.

**Structure of the work.** All subtitles are written in capital letters (bold).

The original paper, meta-analysis, preliminary and short statement must have the following subheadings: **INTRODUCTION** (Objective of the paper as the last paragraph of the Introduction), **METHOD**

**OF WORK, RESULTS, DISCUSSION, CONCLUSION, LITERATURE.** The first-named author of the meta-analysis and review paper must list at least five autocitations (as an author or co-author) of papers published in peer-reviewed journals. Co-authors, if any, must cite at least one autocitation of papers also published in peer-reviewed journals.

The presentation of patients consists of: **INTRODUCTION** (Aim of the paper as the last paragraph of the Introduction), **PRESENTATION OF PATIENTS, DISCUSSION, CONCLUSION, LITERATURE.** Patient names, initials, or medical history numbers should not be used, especially in illustrations. Patient reports should not have more than five authors.

The literature review consists of: **INTRODUCTION, APPROPRIATE SUBHEADINGS, CONCLUSION, LITERATURE.** Review papers from the literature can be published only by authors who list at least five autocitations (references in which they are either authors or co-authors of the paper).

Attachments (tables, graphs, pictures, etc.) should be placed at the end of the manuscript, and in the body of the text clearly indicating the place they refer to in the attachment. The final position of the article will be determined during the preparation of the paper for publication.

**Manuscript text.** Use short and clear sentences. The translation of terms from foreign literature should be in the spirit of the Serbian language. Replace all foreign words or phrases for which there is an appropriate name in the Serbian language with that name. When writing a text in English, you should adhere to the American English language standard. For drug names use primarily generic names.

Devices (appliances) are marked with factory names, and the name and place of the manufacturer should be indicated in parentheses. If the text uses labels that are a combination of letters and numbers, write the number that appears in the superscript or subscript (e.g.  $^{99}\text{Tc}$ , IL-6,  $\text{O}_2$ ,  $\text{B}_{12}$ ,  $\text{CD}_8$ ). If something is usually written in italics, it is stated that way, e.g. genes (*BRCA1*). If the paper is part of a master thesis, or a doctoral dissertation, or is done within a scientific project, it should be specifically indicated in the Note at the end of the text. In addition, if the paper was previously announced at an expert meeting, state the official name of the meeting, place and time of the meeting, whether the paper was published and how it was published (e.g. the same or a different title or abstract).

**Clinical research.** Clinical research is defined as research into the impact of one or more agents or measures on health outcomes. The research registration number is given in the last line of the abstract.

**Abbreviations.** Use only when necessary, for very long names of chemical compounds, or names that are already recognizable as abbreviations (standard abbreviations, such as DNA). For each abbreviation, the full term should be given at the first citation in the text, unless it is a standard unit of measure. Do not use abbreviations in the title. Avoid using short abbreviations, but if necessary, explain each abbreviation again at the first citation in the text.

**Decimal numbers.** In the text of the paper in English, in tables, graphs and other appendices, write decimal numbers with a dot (e.g.  $12.5 \pm 3.8$ ), and in the text in Serbian with a comma (e.g.  $12,5 \pm 3,8$ ). Whenever possible, round the number to one decimal place.

**Units of measure.** Express length, height, weight and volume in metric units (meter – m, kilogram (gram) – kg (g), liter – l) or their parts. Express temperature in degrees Celsius ( $^{\circ}\text{C}$ ), amount of substance in moles (mol), and blood pressure in millimeters of mercury (mm Hg). All results of hematological, clinical and biochemical measurements should be reported in the metric system according to the International System of Units (SI). Manuscript volume. The entire manuscript of the paper – consisting of the title page, short content, the article text, bibliography, all attachments, signatures for them and the legend (tables, photographs, graphs, diagrams, drawings), title page and short content in English – must be for original

works, announcements and reviews from literature up to 5,000 words, for presentations of patients up to 2,000 words, for work from medical histories up to 3,000 words, for works for practice up to 1,500 words; papers for other sections must have up to 1,000 words.

**Appendices to the work** are tables, pictures (photographs, drawings, schemes, graphs) and video attachments.

**Tables.** Each table should be easy to understand. The title should be typed above the table, and the explanations below it. The tables are marked with Arabic numerals in the order in which they appear in the text, with names in Serbian and English. Make tables exclusively in Word, through the Table-Insert-Table menu, defining the exact number of columns and rows that will make up the table grid. Right-click - using the Merge Cells and Split Cells options – to merge or split cells. In one table, within the same cell, enter the text in Serbian and the text in English – do not make two tables with two languages by no means! Use Times New Roman font, font size 12 pt, with single spacing and no indentation.

The abbreviations used in the table should be explained in the legend below the table in Serbian and English. If the manuscript is in Serbian, attach the names of the tables and the legend in both languages. Moreover, in one table, within the same cell, enter the text in Serbian and the text in English (in the works in Serbian, enter Serbian and English).

Images are all forms of graphic attachments and photographs, drawings, schemes and graphs are published as “images” in ENGRAMI. Images are marked with Arabic numerals according to the order of citation in the text. Only digital photos (black and white or color) with a resolution of at least 300 dpi and tiff or jpg format (small, blurry and poor quality images will not be accepted for printing!) are accepted. If the authors do not have or are not able to submit digital photos, then the original images should be scanned at a resolution of 300 dpi and in the original size. If the paper needs to be illustrated with more than one image, several will be published in the paper, and the rest will be in the e-version of the article as a PowerPoint presentation (each image must be numbered and have a legend).

If the manuscript is in Serbian, attach the names of the pictures and the legend in both languages.

**Photos.** Supplied in electronic form. Preferably the resolution is 300 dpi.

**Charts.** Graphs should be made and submitted in Excel, to see the accompanying values arranged by cells. The same graphs can be linked to a Word document, where the graphs are marked with Arabic numerals in the order in which they appear in the text, with the title in Serbian and English. All data on the chart are typed in Times New Roman font, in Serbian and English. In the printed version of the article, it is more likely that the chart will not be printed in color, so it is better to avoid using colors in charts, or use them of different intensities.

The abbreviations used in the chart should be explained in the legend below the chart in Serbian and English.

**Schemes (drawings).** Drawings and diagrams are submitted in jpg or tiff format. Schemes should be made in Corel Draw or Adobe Illustrator (programs for working with vectors, curves). If the manuscript is in Serbian, attach the names of the scheme and the legend, in Serbian and English, the font size is 10 pt.

The abbreviations used in the scheme should be explained in the legend below the scheme in Serbian and English.

**Thank-you note.** List all those who contributed to the creation of the paper but did not meet the authorship criteria, such as those who provide technical assistance, help with writing the paper, or manage a department that provides general support. Financial and material assistance, in the form of sponsorships, scholarships, gifts, equipment, medicines, etc., should also be listed.

**Conflict of interest statement.** It is necessary to indicate a potential conflict of interest if it exists in the case of any of the authors of the paper. If there is no conflict of interest, it should also be emphasized.

**Literature.** The list of references is the responsibility of the author, and the cited articles should be easily accessible to the readers of the journal. Therefore, each reference must be accompanied by the DOI number of the article (the unique character string assigned to it) and the PMID number if the article is indexed in the PubMed / MEDLINE database. References should be numbered in Arabic numerals according to the order of citation in the text. The number of references should not exceed 30, except in the literature review, which allows up to 100.

The number of cited original papers must be at least 80% of the total number of references, and the number of cited books, book chapters and review articles is less than 20%. If domestic monographic publications and articles can be included in the references, the authors are obliged to cite them. Most of the cited scientific articles should not be older than five years. Quoting abstracts is not allowed. If it is important to comment on the results that have been published only in the form of an abstract, it is necessary to state that in the text of the paper. References to articles that have been accepted for publication but have not yet been published should be marked in press and proof of acceptance of the paper for publication should be attached.

References are cited according to the so-called Vancouver Rules (Vancouver style) (uniform requirements for manuscripts submitted to biomedical journals), established by the International Committee of Medical Journal Editors (<http://www.icmje.org>), based on formats used by the National Library of Medicine and Index Medicus. Examples of citations of publications (articles, books and other monographs, electronic, unpublished and other published material) can be found at [http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html). When citing literature, it is very important to adhere to the mentioned standard, because it is one of the most important factors for indexing when classifying scientific journals. Abbreviate journal titles according to Index Medicus examples (do not put periods after abbreviations!). For works with up to six authors, list all authors. For works with more than six authors, list the first three and add et al. Pages are cited by specifying the start page and the end page without a digit or repeating digits (e.g. pages 322 to 355: 322-55).

We ask the authors to adhere to the mentioned standard when citing the literature, because it is a very important factor for indexing when classifying scientific journals.

#### **Examples:**

**1. Journal article:**

Roth S, Newman E, Pelcowitz D, Van der Kolk, Mandel F. Complex PTSD in victims exposed to sexual and physical abuse: results from the DSM-IV field trial for posttraumatic stress disorder. *J Traum Stress* 1997; 10: 539-55.

**2. Chapter in a book:**

Ochberg FM. Posttraumatic therapy. In: Wilson JP, Raphael B, editors. *International Handbook of Traumatic Stress Syndromes*. New York: Plenum Press; 1993. p.773-83.

**3. Book:**

Maris RW, Berman AL, Silverman MM, editors. *Comprehensive Textbook of Suicidology*. New York, London. The Guilford Press; 2000

**4. Electronic document available on the Internet:**

Irfan A. Protocols for predictable aesthetic dental restorations [Internet]. Oxford: Blackwell Munksgaard; 2006 [cited 2009 May 21]. Available from: <http://cclsw2.vcc.ca:2048/login?url=http://www.netLibrary.com/urlapi.asp?action=summary>

**Submission letter.** The manuscript must be accompanied by a letter or electronic form of a document signed by all authors, which should contain:

- A statement that the paper has not been previously published and has not been submitted for publication in another journal at the same time, and
- A statement that the manuscript has been read and approved by all authors who meet the authorship criteria.

It is also necessary to submit copies of all permits for: reproducing previously published material, using illustrations and publishing information about famous people, or naming people who contributed to the work.

**Sending manuscripts.** Manuscript should be submitted electronically to the address:  
**<https://aseestant.ceon.rs/index.php/engrami>**

**Note:**

Paper that does not meet the requirements of this guide cannot be submitted for review and will be returned to the authors to supplement and correct it. Adherence to the instructions for the preparation of the paper will significantly shorten the time of the entire process until the publication of the paper in the journal, which will positively affect the quality of articles and the regularity of the journal.

For any additional information, please contact the addresses and telephone number below.

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