

## INSTRUCTION TO THE AUTHORS:

ABC journal of emergency medicine publishes scientific articles related to the medicine practiced in pre-hospital environment and on initial hospital level, but strictly those articles that haven't already been printed or submitted for publishing elsewhere.

Types of articles published in this journal:

Original article or case report. The original article stands for reports which present results of one's original research for the first time.

Case report reveals individual cases from medical practice and it usually describes one to three patients or a family.

Review article - represents individual, well focused and critical review of the research topic or field of expertise in which the author has already made contribution, documented through auto-citations

Short announcement should be full original article in a short format

Scientific review - systematic and critical assessment of a certain scientific topic based on scientific arguments

Exceptionally with editor's approval-monographic, historical, bibliographic or lexicographic study, or information review (these are supposed to summarize data previously unavailable to public).

If the article is a part of a master's theses or a part of a dissertation, or it is made through a scientific project, it should be emphasized in a reference at the end of the text. Likewise, if an article has been presented at scientific convention, precise information of the time, place and title of the event should be noted.

Manuscripts should be prepared according to 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.) With the manuscript a certificate of authorship should be attached. Editorial staff forwards all the articles to the expert peer reviewers. Publisher doesn't return manuscripts and doesn't provide fees.

### TECHNICAL DEMANDS

Complete text, references, titles of the charts and picture legends should be in one document. Text files should be typed in Microsoft Office Word program (extension.doc), using font Times New Roman size 12, with left alignment and no indentation. The words should not be cut at the end of the row, and after punctuation one

character spacing should be made. Every title and subtitle (introduction, methodology etc.) should be centered. If the text contains special characters (symbols), Symbol font should be used. Do not use commercial names of drugs and other medicaments. Instruments (equipment) should be referred to by their trade names, producer's name and address, typed in parenthesis. Abbreviations should not be used unless absolutely necessary. Full term should be given in first appearance in the text for each abbreviation used, except for standard units of measurement. Numbers should be rounded to one decimal whenever possible. For decimal numbers coma should be used as a decimal separator in Serbian text, but period in English text as well as in tables, graphs and other illustrations. Measure units should be given according to International System of Units SI, Temperature should be specified in degrees Celsius (°C), the amount of substance in moles (mole), and blood pressure in millimeters of mercury (mm Hg).

### Charts, diagrams and pictures

Charts should be made in Microsoft Office Excel program, using font size 10, and attached to the original file, along with the table from which the chart is constructed (do not import and insert links from other programs). They should be marked with Arabic numerals in order of appearance and titled in both Serbian and English. All the data within charts should be typed with Times New Roman size 12 in both Serbian and English. Abbreviations used in graphs should be explained in a legend below it in both languages.

Diagrams should be made by Corel Draw H3 program or earlier version (do not import or insert links from other programs into Corel Draw), or previously prepared diagram could be recorded and scanned with resolution 300 dpi in .jpeg format, marked with Arabic numerals in order of appearance and titled. All the data should be typed with Times New Roman size 12, in both Serbian and English. Abbreviations used in graphs should be explained in a legend below it in both languages. Charts and diagrams should be submitted with the manuscript in electronic form (specified format), with the indication of their exact place in the text (e.g. Chart 1, Diagram 1... written in red). Abbreviations used in the text should be explained in the legends beneath the charts and diagrams in Serbian and in English.

Tables should be prepared in MO Word (do not import or insert links into Word document from

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other programs) with single line spacing. Titled tables should be submitted along with the manuscript in electronic form and specified format with indication of their exact place in the text (e.g. Table 1 written in red).

Pictures and photographs should be marked with Arabic numerals in order of appearance with titles in both Serbian and in English. Photographs should be taken by digital camera formatted as .jpg file or scanned in resolution 300 dpi, sized adequately (at least 6-8cm) and submitted with manuscript as a separate file, with indication of their exact place in the text (e.g. Picture 1, Photo 2... written in red). If the photograph has already been published elsewhere, reference of the source should be documented. Every chart or illustration should be self-explanatory, i.e. understandable even without reading the text of the article. Legends should be in the footnotes beneath, with explanation of all nonstandard abbreviations. Number of graphs and illustrations should be limited to 4 or 5 necessary. Note that all charts, schemes and pictures can be inserted directly onto their position in the text

**VOLUME OF THE MANUSCRIPT**

Original articles consisting of Title Page, Abstract, Article text, References, all illustrations including legends (tables, photographs, charts, diagrams), Title page and Abstract in English – total volume should not exceed 5,000 words.

Short announcement - 1200

Case report -text should consist of max 2500 words, 3 tables and up to 25 references.

Systematic review, articles on history of medicine and health education shed light on certain aspects of past medical practice. They should consist of up to 3500 words.

**MANUSCRIPT PREPARATIONS**

**FIRST PAGE** should be the title page of your manuscript file. The title should be short, clear and informative, corresponding to the content of the paper and it should not contain abbreviations. Subtitles should be avoided. It is best to use words appropriate for searching and indexing, in best interest of the journal and the author. Best is to use MESH. . If the title doesn't have such words, it would be advisable to add a subtitle – shorter version of the title (up to 70 characters). First page also contains full names of all authors, names and addresses of institutions where they work (use numbers in brackets to link them with names of authors), gratitude note possibly for the help in article realization, suggestion of the article type

(original article, casereport, review ...) and e-mail of the corresponding author.

**SECOND PAGE** should contain a structured abstract (including again the title of the article, names of authors and coauthors and names of institutions in which each of them works) written in both Serbian and English. If the original article is in Serbian language, it is desirable to provide the expanded translation of the abstract, a kind of a summary. Summary should have the same structured form and it shouldn't be longer than 1/10 of the article length. It states the introduction, objective of the work, basic methods of research and analysis, used materials, important results (statistic relevance) and main conclusion. The abstract cannot contain footnotes, figures, pictures or references. Statements that do not exist in the article text should be avoided, as well as general known facts. Abstracts of original articles should have 250 words and following subtitles: Introduction, Aim, Method, Results and Conclusion. Each of these parts should be written as a separate paragraph that begins with a bolded word. Three to six keywords or short phrases which summarize the content of the paper should be given under „Keywords” below the Abstract. A structured abstract for case reports should not exceed 150 words, with following subtitles: Introduction, Case Study and Conclusion. **KEY WORDS** are terms or phrases that describe adequately the contents of the article for the purpose of indexing and searching. They should be appointed relying on an international source (index, vocabulary or thesaurus) accepted within specific scientific field, e.g. in medical circles Medical Subject Headings, or generally (e.g. key words index Web of science). The text should be paginated from one onwards, commencing with the Title Page within bottom margin. **SUBSEQUENT PAGES** should contain the remaining sections. Every section should be on a separate page. An original work should have the following subtitles: Introduction, Aim, Method, Results, Discussion, Conclusion, References.

**INTRODUCTION** should be concise, with a brief argumentation of the reasons for the study or research clearly stating the objective and a brief literature overview of the theme. A hypothesis, if there is one, and the aims of the work deriving from that hypothesis should be noted.

**METHOD AND MATERIALS** section must contain enough information for other researchers to repeat the investigation. All the details that could enable recognition of the

patient should be avoided. Identify methods, apparatus (producer's name and place in parenthesis) as well as procedures, statistical methods and software in order to enable other authors to repeat the results. When reporting on experiments on humans, it should be emphasized that the procedure was done in accordance with the Declaration of Helsinki and Recommendation for Conduct of Clinical Research from 1975, revised in 1983. The compliance of the authorized ethics committee is also obligatory. Names, initials or patients' card numbers should never be published, especially if the material is illustrated. If there is a possibility of recognizing the patient, all details that can provide identification should be excluded, unless written consent for publishing is acquired from the patient or his relatives, which should be emphasized in the manuscript. You should also state if the principles of animal protection according to laws and regulations were followed in experiments. A detailed account of statistical methods used should be given in order to enable that a well-informed reader can check the results. Whenever possible, quantify the results and also state the corresponding statistical flaw index (e.g. SD, SE or credibility borders). Avoid relying only on statistical testing of the hypothesis, such as  $r$  value, which does not provide relevant quantitative data. Always discuss the plausibility.

RESULTS should be presented clearly and concisely. Do not repeat all the data from the tables or illustrations in the text, emphasize or summarize only significant observations. The results and discussion can be presented in the same section.

DISCUSSION should contain interpretation of the results according to assumed hypothesis, their significance in relation to other similar researches. Do not repeat results that have already been presented. Do not repeat in detail the data and material previously disclosed in Introduction or Results. Implications of findings and their restrictions, including those of relevance for future research, should be included in Discussion. Observations should be connected to other relevant studies, in particular those done within the last three-year period, and only in special cases older than these.

CONCLUSIONS can be given at the end of the discussion or in a separate section. Relate the conclusions to the aims of the paper. When appropriate, recommendations can be included.

ACKNOWLEDGMENTS

All other persons who have made substantial contributions to the work reported in the manuscript (e.g. data collection, analysis, and writing or editing assistance) but who do not fulfill the authorship criteria should be named with their specific contributions, with written permission of course. Sources and funding, sponsorships, scholarships, gifts, equipment and medicines should also be listed.

COVER LETTER

Along with the manuscript a cover letter should be submitted, signed by all qualified authors. It should contain a statement that the article hasn't been previously published or submitted for publishing in another journal. The letter should also include a statement that all those designated as authors (who meet the authorship criteria) have read and approved the article.

REFERENCES

Regular components of references (authors' names, article title, source etc.) are noted in the same way in every article published in the journal, according to accepted form of referencing. The use of format supported by leading international bases of referencing, and Serbian Citation Index, following in fact the instructions of APA (Publication Manual of the American Psychological Association), is highly recommended. References should be listed in order of appearance. Identify references in text, tables and legends using ordinal numbers in square brackets [1]. If the number of authors exceeds six then six should be named and the rest should be referred to as "et al".

Names of the journals can be abbreviated only according to Index Medicus. Abbreviations can be found at <http://www.nlm.nih.gov/>. Full title of the journal should be written if the abbreviation is unknown.

References should be listed in order of appearance in the text. The number of references should not exceed 30, except in reference overview where there could be up to 50. Most of the cited works should not be older than 5 years. All data on cited literature must be correct. All works, regardless of their original language, are to be cited in English, with reference to the source language in parenthesis after the title (e.g. in Serbian, in Russian, in French, etc.). The style of citing should be the same as in Index Medicus (see the examples below). Citations from abstracts, secondary publications, oral announcements, unpublished papers and certified and classified documents are not accepted.

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References to papers accepted but not yet published are acceptable, but should be designated as „in press” and with the name of journal.

**EXAMPLES OF CORRECT REFERENCE FORMS**

Standard journal article (name all the authors, but if their number exceeds six, name six and add et al. Jurhar-Pavlova M, Petlichkovski A, TrajkovD, Efinska- Mladenovska O, Arsov T, Strezova A, et al. Influence of the elevated ambient temperature on immunoglobulin G and immunoglobulin G subclasses in sera of Wistar rats. *Vojnosanit Pregl* 2003; 60(6): 657–612.

Book or monography: Ringsven MK, Bond D. *Gerontology and leadership skills for nurses*. 2nd ed. Albany (NY): Delmar Publishers; 1996.

Book chapter: Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. *Hypertension: pathophysiology, diagnosis, and management*. 2nd ed. New York: Raven Press; 1995. p. 465-78.

Dissertation: Knežević D. *The importance of decontamination as an element of complex therapy of poisoning with organophosphorous compounds*[dissertation]. Belgrade: School of Veterinary Medicine; 1988 (In Serbian). (19)

Congress proceedings: Kimura J, Shibasaki H, editors. *Recent advances in clinical neurophysiology*. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15–19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

Dictionaries and similar references Kostić AĐ. *Multilingual Medical Dictionary*. 4th Edition. Beograd: Nolit; 1976. *Erythrophobia*; p. 173–4. Inpress:PantovićV,JarebinskiM, Pekmezović T, Knežević A,KisićD.

Mortality caused by endometrial cancer in female population of Belgrade. *Vojnosanit Pregl* 2004; 61 (2): in press. (In Serbian)

Article in electronic form: Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs* [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from : <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

Monograph in electronic form: 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>

Web location: 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 web location: 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.amaassn.org/ama/pub/category/1736.html>. Best is to use Zotero or Mendeley.

**AUTHORSHIP**

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**SUBMISSION OF MANUSCRIPT**

The manuscript, together with all illustrations, could be sent by registered mail, by email or submitted in person in the Editorial office.

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