

UPUTSTVO SARADNICIMA

ABC časopis urgentne medicine objavljuje prethodno neobjavljene naučne i stručne radove iz oblasti medicine koja se odvija na na prehospitalnom i inicijalno hospitalnom nivou kao i onih oblasti medicine koje mogu biti od interesa za lekara koji radi u službi Hitne Pomoći. Za objavljivanje se primaju originalni radovi, prikazi slučajaja, pregledni članci i članci iz istorije medicine, koji nisu do sada objavljivani, kao i da radovi koji nisu podneti za objavljivanje u drugom časopisu

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TEHNIČKI ZAHTEVI

Celokupni tekst, reference, naslovi tabela i legende slika treba da budu u jednom dokumentu. Tekst fajlovi pripremite u Microsoft Office Word programu font Times New Roman, veličine 12 ppt. Paragraf pišite tako da se ravna samo leva ivica (Alignment left). Ne delite reči na slogove na kraju reda. Ne koristite uvlačenje celog pasusa (Indentation). Ubacite samo jedno prazno mesto posle znaka interpunkcije. Ostavite da naslovi i podnaslovi budu poravnjani uz levu ivicu. Svaki naslov u tekstu rada: uvod, metodologija, ciljevi rezultati diskusija zaključak i ključne reči postaviti na sredinu tj centrirati.

Grafikoni, sheme (crteži) sa natpisom ispod grafikona npr grafikon br 1 Grafikone izrađivati u programu *Excel*, Koristiti font veličine 10pt i priložiti u originalnom programu - fajlu sa tabelom iz koje se konstruiše grafikon (ne uvoziti i ne linkovati iz drugih programa). Sheme raditi u programu *Corel DrawH3* ili ranijoj verziji (ne uvoziti i ne linkovati u *Corel Draw* iz drugih programa), ili gotovu shemu snimiti ili skenirati u rezoluciji 300dpi u jpg formatu označiti ih arapskim brojevima po redosledu pojavljivanja u tekstu i navesti naziv.

Svi podaci kucaju se u fontu *Times New*

Roman 12. I grafikone i sheme dostaviti uz rad u elektronskom obliku i navedenom formatu, a u radu naznačiti mesto gde grafikoni ili sheme treba da budu postavljeni (npr. Grafikon 1..., Shema 1... crvenim slovima).

Korišćene skraćenice objasniti u legendi ispod grafikona ili sheme na srpskom i engleskom jeziku. Sve tabele raditi u programu *Word* (ne uvoziti i ne linkovati u *Word* iz drugih programa), sa proredom 1 (*single*). Sa natpisom tabela br 1 iznad same tabele. I tabele dostaviti uz rad u naedenom formatu a u radu naznačiti mesto gde tabele treba da budu (npr. Tabela 1) crvenim slovima. Same tabele, slike i grafikone možete umetnuti u tekst na mestu gde treba da se pojave u radu

Slike: Označavaju se arapskim brojevima redosledom navođenja u tekstu (Slika 1) i sa nazivom na srpskom i engleskom jeziku. Fotografije snimati digitalnim fotoaparatom u jpg formatu ili skenirati sa rezolucijom 300 dpi, u dovoljnoj veličini ne manjoj od 6 cm x 8 cm i priložiti uz rad kao poseban fajl, a u radu naznačiti mesto gde slika-fotografija treba da bude (npr. Slika 1), Fotografija... crvenim slovima). Ukoliko je slika ili fotografija već negde objavljena, citirati izvor.

Dužina teksta može biti do 5000 reči. Prikaz slučaja rasvetljava pojedinačne slučajeve iz medicinske prakse. Obično opisuju jednog do tri bolesnika ili jednu porodicu. Tekst se ograničava na 3000 reči, najviše 3 tabele ili slike i do 25 referenci. Člancima iz istorije medicine i zdravstvene kulture rasvetljavaju se određeni aspekti medicinske prakse u prošlosti. Dužina teksta može biti do 3500 reči .

Uvod, Cilj rada, Metod, Rezultati, Zaključak; svaki od navedenih segmenata pisati kao poseban pasus koji počinje boldovanim reči

PRIPREMA RUKOPISA: PRVA STRANICA sadrži: potpuni naslov, Naslov treba da što vernije opiše sadržaj članka. U interesu je časopisa i autora da se koriste reči prikladne za indeksiranje i

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Ključne reči su termini ili fraze koje najbolje opisuju sadržaj članka za potrebe indeksiranja i pretraživanja. Treba ih dodeljivati s osloncem na neki međunarodni izvor (popis, rečnik ili tezaurus) koji je najšire prihvaćen ili unutar date naučne oblasti, npr. u oblasti medicine Medical Subject Headings, ili u nauci uopšte, npr. lista ključnih reči Web of Science. Ako je jezik rada srpski, veoma je poželjno je da se sažetak na stranom jeziku daje u proširenom obliku, kao tzv. rezime. Posebno je poželjno da rezime bude u strukturiranom obliku. Dužina rezimea može biti do 1/10 dužine članka. Rezime se daje na kraju članka, nakon odeljka. TREĆA STRANICA sadrži: prošireni sažetak na engleskom jeziku (extended summary) i 3 do 8 ključnih reči na engleskom jeziku (key words) .

NAREDNE STRANICE: Označite dalje rednim brojem sve preostale stranice rukopisa. Svako poglavlje započnite na posebnom listu. UVOD mora biti kratak, s jasno izloženim ciljem članka i kratkim pregledom literature o tom problemu.

MATERIJAL I METODE moraju sadržati dovoljno podataka da bi drugi istraživači mogli ponoviti slično istraživanje bez dodatnih informacija. Imena bolesnika i brojeve istorija bolesti ne treba koristiti, kao ni druge detalje koje bi omogućili identifikaciji bolesnika. Treba navesti imena aparata, softvera i statističkih metoda koje su korišćene. **REZULTATE** prikažite jasno i sažeto. Ne treba iste podatke prikazivati i u tabelama i na grafikonima. Izuzetno se rezultati i diskusija mogu napisati u istom poglavlju. U **DISKUSIJI** treba raspravljati o tumačenju rezultata, njihovom značenju u poređenju sa drugim, sličnim istraživanjima i u skladu sa postavljenim hipotezama istraživanja. Ne treba ponavljati već napisane rezultate. Zaključke treba dati na kraju diskusije ili u posebnom poglavlju. **PRILOZI UZ TEKST** Svaka tabela ili ilustracija mora biti razumljiva sama po sebi, tj. i bez čitanja teksta u rukopsiu. Tabele: Iznad tabele treba da stoji redni broj i naslov (npr: Tabela 1. Struktura ispitanika). Legendu staviti u fusnotu ispod tabele, i tu objasniti sve nestandardne skraćenice. Ilustracije (slike): Fotografije moraju biti oštre i kontrastne. Broj crteža i slika treba ograničiti na najnužnije (u principu ne više od 4 – 5). Ukoliko se slika preuzima sa interneta ili nekog drugog izvora, potrebno je navesti izvor. Ispod ilustracije treba staviti redni broj iste i naslov, a ispod ovoga legendu, ukoliko postoji. Naslove i tekst u tabelama i grafikonima dati i na engleskom jeziku

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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.

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Short announcement should be full original article in a short format

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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

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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.

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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.

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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, case

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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.

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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.

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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'.

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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.

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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.ama-assn.org/ama/pub/category/1736.html>. **Best is to use Zotero or Mendeley.**

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