
INSTRUCTION TO AUTHORS FOR MANUSCRIPT PREPARATION

AIMS AND SCOPE

Medicus is an international peer reviewed journal published in English. We welcome all contributions that enhance or illuminate medical sciences. Medicus covers all fields of medicine and related research, especially in developing countries, serving thus as their bridge to the mainstream science.

EDITORIAL POLICY

The journal publishes editorials, original articles, clinically relevant studies, reviews, case reports, letters to the editor, articles from up-to-date literature, book reviews and news. All submitted manuscripts will be reviewed by at least two reviewers and, when necessary, a statistician. Authors will be notified of acceptance, rejection, or need for revision within 4 weeks of submission, at the late.

PREVIOUS PUBLICATION

Original manuscripts will be accepted with the understanding that they are solely contributed to *Medicus*. The papers will be not accepted if they contain the material that has already been published or has been submitted or accepted for publication elsewhere, except of preliminary reports, such as an abstract, poster or press report presented at professional or scientific meetings and not exceeding 400 words. Any previous publication in such form must be disclosed in a footnote. English version of papers previously published in some other language will be taken into consideration if they are of interest to a wider community. For advice on previous or simultaneous publication, contact the Editorial Office.

CONFLICT OF INTEREST (Click on for detailed description)

All authors must disclose any financial and personal relationship with other people or organizations that could inappropriately influence their work, in covering letter, within the manuscript, and on the copyright transfer agreement form. If there are no financial disclosures from any authors, this should be stated as well. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. All sources of funding should be declared as an acknowledgement at the text. For authors: please, download the copyright transfer agreement form which includes conflict of interest statement.

PROTECTION OF HUMAN SUBJECTS AND ANIMALS IN RESEARCH (Click on for detailed description)

When reporting experiments on human subjects, indicate whether the procedures applied were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) or with the [Helsinki Declaration](#) (1964, amended in 1975, 1983, 1989, 1996, and revised in 2000) of the World Medical Association (Click on for pdf version). Do not use patients' names, initials, or hospital numbers, especially in any illustrative material. When reporting experiments on animals, indicate whether the institution's or the [National Research Council's guide](#) or any national law on the care and use of laboratory animals was followed (Click on for pdf version). For authors: please, download the copyright transfer agreement form which includes statement of informed consent and statement of human and animal rights.

COVERING LETTER

Manuscripts must be accompanied by a covering letter, which should include the following information.

- A full statement to the editor about all submissions and previous reports that might be regarded as redundant publication of the same or very similar work. Any such work should be referred to specifically, and referenced in

the new paper. Copies of such material should be included with the submitted paper, to help the editor decide how to handle the matter.

- Conflict of Interest Statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself or in an authors' form
- A Statement of Informed Consent that subjects gave informed consent to the work.
- A Statement of Human and Animal Rights that the work has been approved by the appropriate ethical committees related to the institution(s) in which it was performed
- A statement that the manuscript has been read and approved by all the authors, that the requirements for authorship as stated later in this document have been met, and that each author believes that the manuscript represents honest work, if that information is not provided in another form; and
- The name, address, and telephone number of the corresponding author, who is responsible for communicating with the other authors about revisions and final approval of the proofs, if that information is not included on the manuscript itself.

An example of the covering letter: "Those signed claim that the manuscript has not been published elsewhere as a whole, or partly. We agree with the content of the manuscript and approve its publication in *Medicus*. Researching has been approved by the institutional Ethics Committee. All subjects included in research gave informed consent to the work. There are no financial problems that might lead to a conflict of interest.

The covering letter must be signed by the corresponding author and all coauthors. All authors should have made substantial contributions to all of the following: (1) the conception and design of the study, or acquisition of data, or analysis and interpretation of data, (2) drafting the article or revising it critically for important intellectual content, (3) final approval of the version to be submitted.

PROOFS

All manuscripts will be carefully revised by the publisher desk editor. Only in case of extensive corrections will the manuscript be returned to the authors for final approval. In order to speed up publication, no proof will be sent to the authors, but will be read and approved by the editor and the desk editor.

OFFPRINTS AND REPRINTS

The correspondence authors of all types of articles and meta-analysis, except letters, news and book reviews, will receive 10 offprints free of charge. Additional offprints are to be paid and should be ordered. A photocopy of any article may be obtained at the price of 5 EUR. All requests for reprints should be addressed to: medicus@medf.kg.ac.yu

COPYRIGHT.

All the material published in the *Medicus* represents the opinions of the authors and does not reflect the opinions of the Medical Faculty University of Kragujevac, the editors, or the institutions with which the authors are affiliated. Authors submitting manuscripts to the *Medicus* do so with the understanding that if their manuscript is accepted, the copyright in the article, including the right to reproduce the article in all forms and media, shall be assigned exclusively to the publisher (Medical Faculty University of Kragujevac), and that the corresponding author and all coauthors will be required to sign and submit a copyright transfer agreement form at the time of submission of the revised manuscript.

No article will be published without a copyright transfer agreement signed by all the listed authors. Failure to submit this form at the time the manuscript is submitted can cause delays in peer review and publication

INSTRUCTION TO AUTHORS FOR MANUSCRIPT PREPARATION

MANUSCRIPT

Original and two anonymous copies of a manuscript, typed double-spaced throughout (including references, tables, figure legends and footnotes) on A4 (21 cm x 29,7 cm) paper with wide margins, should be submitted for consideration for publication in *Medicus*. Use Times New Roman font, 12 pt. Manuscript should be sent also on an IBM compatible floppy disc (3.5"), written as Word file (version 2.0 or later), or via E-mail to the editor (see above for address) as file attachment. For papers that are accepted, *Medicus* obligatory requires authors to provide an identical, electronic copy in appropriate textual and graphic format.

The manuscript of original, scientific articles should be arranged as following: Title page, Abstract, Introduction, Patients and methods/Material and methods, Results, Discussion, Acknowledgements, References, Tables, Figure legends and Figures. The sections of other papers should be arranged according to the type of the article.

Each manuscript component (The Title page, etc.) should begin on a separate page. All pages should be numbered consecutively beginning with the title page.

All measurements, except blood pressure, should be reported in the System International (SI) units and, if necessary, in conventional units, too (in parentheses). Generic names should be used for drugs. Brand names may be inserted in parentheses.

Authors are advised to retain extra copies of the manuscript. *Medicus* is not responsible for the loss of manuscripts in the mail.

TITLE PAGE

The Title page contains the title, full names of all the authors, names and full location of the department and institution where work was performed, abbreviations used, and the name of corresponding author.

The title of the article should be concise but informative, and include animal species if appropriate. A subtitle could be added if necessary.

A list of abbreviations used in the paper, if any, should be included. The abbreviations should be listed alphabetically, and followed by an explanation of what they stand for. In general, the use of abbreviations is discouraged unless they are essential for improving the readability of the text.

The name, telephone number, fax number, and exact postal address of the author to whom communications and reprints should be sent are typed at the end of the title page.

ABSTRACT PAGE

An abstract of less than 250 words should concisely state the objective, findings, and conclusions of the studies described in the manuscript. The abstract does not contain abbreviations, footnotes or references.

Below the abstract, 3 to 8 keywords or short phrases are provided for indexing purposes. The use of words from Medline thesaurus is recommended.

INTRODUCTION PAGE

The introduction is concise, and states the reason and specific purpose of the study.

PATIENTS AND METHODS/MATERIAL AND METHODS

The selection of patients or experimental animals, including controls, should be described. Patients' names and hospital numbers are not used.

Methods should be described in sufficient detail to permit evaluation and duplication of the work by other investigators.

When reporting experiments on human subjects, it should be indicated whether the procedures followed were in accordance with ethical standards of the Committee on human experimentation (or Ethics Committee) of the institution in which they were done and in accordance with the Helsinki Declaration. Hazardous procedures or chemicals, if used, should be described in details, including the safety precautions observed. When appropriate, a statement should be included verifying that the care of laboratory animals followed accepted standards.

Statistical methods used should be outlined.

RESULTS

Results should be clear and concise, and include a minimum number of tables and figures necessary for proper presentation.

DISCUSSION

An exhaustive review of literature is not necessary. The major findings should be discussed in relation to other published work. Attempts should be made to explain differences between the results of the present study and those of the others. The hypothesis and speculative statements should be clearly identified. The Discussion section should not be a restatement of results, and new results should not be introduced in the discussion.

ACKNOWLEDGMENTS

This section gives possibility to list all persons who contributed to the work or prepared the manuscript, but did not meet the criteria for authorship. Financial and material support, if existed, could be also emphasized in this section.

REFERENCES

References should be identified in the text by Arabic numerals in parentheses. They should be numbered consecutively, as they appeared in the text. Personal communications and unpublished observations should not be cited in the reference list, but may be mentioned in the text in parentheses. Abbreviations of journals should conform to those in *Index Medicus*. The style and punctuation should conform to the *Medicus* style requirements. The following are examples:

Article: (all authors are listed if there are six or fewer; otherwise only the first three are listed followed by "et al.")

12. Talley NJ, Zinsmeister AR, Schleck CD, Melton LJ. Dyspepsia and dyspeptic subgroups: a population-based study. *Gastroenterology* 1992; 102: 1259-68.

Book:

17. Sherlock S. Diseases of the liver and biliary system. 8th ed. Oxford: Blackwell Sc Publ, 1989.

Chapter or article in a book:

24. Trier JJ. Celiac sprue. In: Sleisenger MH, Fordtran JS, eds. *Gastro-intestinal disease*. 4th ed. Philadelphia: WB Saunders Co, 1989: 1134-52.

The authors are responsible for the exactness of reference data.

For other types of references, style and interpunction, the authors should refer to a recent issue of *Medicus* or contact the editorial staff.

Non-English citation should be preferably translated to English language adding at the end in the square brackets native language source, e.g. [in Serbian]. Citation in old language recognised in medicine (eg. Latin, Greek) should be left in their own. For internet sources add at the end in small brackets ULR address and date of access, eg. (Accessed in Sep 2007 at www.medf.kg.ac.yu). If available, instead of ULR cite DOI code e.g. (doi: 10.1111/j.1442-2042.2007.01834.x)

TABLES

Tables should be typed on separate sheets with table numbers (Arabic) and title above the table and explanatory notes, if any, below the table.

FIGURES AND FIGURE LEGENDS

All illustrations (photographs, graphs, diagrams) will be considered as figures, and numbered consecutively in Arabic numerals. The number of figures included should be the least required to convey the message of the paper, and no figure should duplicate the data presented in the tables or text. Figures should not have titles. Letters, numerals and symbols must be clear, in proportion to each other, and large enough to be readable when reduced for publication. Figures should be submitted as near to their printed size as possible. Figures are reproduced in one of the following width sizes: 8 cm, 12 cm or 17 cm, and with a maximal length of 20 cm. Legends for figures should be given on separate pages.

If magnification is significant (photomicrographs) it should be indicated by a calibration bar on the print, not by a magnification factor in the figure legend. The length of the bar should be indicated on the figure or in the figure legend.

Two complete sets of high quality unmounted glossy prints should be submitted in two separate envelopes, and shielded by an appropriate cardboard. The backs of single or grouped illustrations (plates) should bear the first authors last name, figure number, and an arrow indicating the top. This information should be penciled in lightly or placed on a typed self-adhesive label in order to prevent marking the front surface of the illustration.

Photographs of identifiable patients must be accompanied by written permission from the patient.

For figures published previously the original source should be acknowledged, and written permission from the copyright holder to reproduce it submitted.

Color prints are available by request at the authors expense.

LETTERS TO THE EDITOR

Both letters concerning and those not concerning the articles that have been published in *Medicus* will be considered for publication. They may contain one table or figure and up to five references.

Address manuscripts to:

Professor Milovan D. Matović, MD, MSc, PhD

Editor-in-Chief, *MEDICUS*

The Medical Faculty Kragujevac

P.O. Box 124, Svetozara Markovica 69

34000 Kragujevac, Serbia, Serbia and Montenegro

Tel. +381 (0)34 33 55 72; Tfx. +381 (0)34 30 68 00

E-mail: medicus@medicus.medf.kg.ac.yu