INSTRUCTIONS TO AUTHORS

AIM AND SCOPE

Acta Clinica Croatica is a peer reviewed general medical journal that publishes original articles that advance and improve medical science and practice and that serve the purpose of transfer of original and valuable information to journal readers. Acta Clinica Croatica is published in English four times a year.

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All manuscripts must be written in English and in accordance with the ICMJE Recommendations (Recommendations by the International Committee of Medical Journal Editors, formerly the Uniform Requirements for Manuscripts) available at the webpage: http://www.icmje.org/

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Manuscripts should be submitted in duplicate accompanied by the electronic version on CD or USB stick to the postal address: Editorial Office, Acta Clinica Croatica, Sestre milosrdnice University Hospital, Vinogradskaja 29, HR-10000 Zagreb, Croatia.

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All persons designated as authors should qualify for authorship, and all those who qualify should be listed. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content. All others who contributed to the work who are not authors should be named in the Acknowledgments. All authors should take responsibility for the integrity of the whole work, from inception to published article.

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PREPARATION OF MANUSCRIPT

The manuscript must be prepared using Microsoft Office Word. Type or print out the manuscript on white bond paper ISO A4 (212 × 297 mm), with 25-mm margins. Type or print on only one side of the paper. Use double spacing throughout, including the title page, abstract, text, acknowledgments, references, individual tables, and legends. Number pages consecutively, beginning with the title page. Put the page number in the lower right-hand corner of each page.

The text of the manuscript should be divided into sections: Title page, Abstract and Key words, Introduction, Methods, Results, Discussion, Acknowledgment, References, Tables, Legends and Figures.

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The title page should carry: the title of the article (which should be concise but informative) and a short running title of the manuscript; full name of author(s), with academic degree(s) and institutional affiliation; the name and address of the author responsible for correspondence about the manuscript including his/her E-mail address.

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The second page should carry an abstract (summary) both in English and Croatian (of no more than 200 words each). The abstract should state the purposes of the study or investigation, basic procedures, main findings, and principal conclusions. It should emphasize new and important aspects of the study or observations. Below the abstract, the authors should provide 3 to 10 key words or short phrases that will assist indexers in cross-indexing the article and may be published with the abstract. Terms from the Medical Subject Headings (MeSH) list of Index Medicus should be used for key words.

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State the purpose of the article and summarize the rationale for the study or observation. Give only strictly relevant
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Describe selection and identify all important characteristics of the observational or experimental subjects or laboratory animals clearly. Specify carefully what the descriptors mean, and explain how the data were collected. Identify the methods, apparatus with the manufacturer’s name and address in parentheses, and procedures in sufficient detail to allow other workers to reproduce the results. Provide references to established methods and statistical methods used. Describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used. Use only generic names of drugs. All measurements should be expressed in SI units.

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Type or print out each table with double spacing on a separate sheet of paper. Do not submit tables as photographs. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Give each column a short heading.

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Use only standard abbreviations. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

Acknowledgments

List all contributors who do not meet the criteria for authorship, such as a person who provided purely technical help, writing assistance, or a department chair who provided only general support. Financial and material support should also be acknowledged.

References

References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in the text, tables, and legends by Arabic numerals in superscript.

References style should follow the NLM standards summarized in the International Committee of Medical Journal Editors (ICMJE) Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals: Sample References, available at the webpage http://www.nlm.nih.gov/bsd/uniform_requirements.html
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