

INSTRUCTIONS TO AUTHORS

Biochemia Medica is the journal of the Croatian Society of Medical Biochemists, dedicated to the members of the Society, as well as to all other professionals from various fields of biomedicine that share the same interests, i.e. medical biochemistry and laboratory diagnostics.

The Journal is publishing papers in English language. All submitted manuscripts are given equal consideration regardless to what country they originate as long as the main criteria are met:

- Manuscript is written and prepared adhering to the *Biochemia Medica Instructions to authors*.
- The article fits into the scope of the Journal, meaning it addresses general clinical chemistry, hematology and hemostasis, molecular diagnostics, immunology, analytical toxicology, neurobiochemistry, endocrinology, analytical techniques, laboratory organization, bioinformatics, automatization, quality control and evidence based laboratory medicine.

Upon receipt Manuscripts are evaluated by Editor-in-Chief. Those manuscripts that do not meet the main criteria stated in the *Instructions to authors* shall be returned to authors. Contributions which qualify for further processing are sent to anonymous peer reviewers. Every paper is reviewed by at least two reviewers. Besides, every manuscript is subject to the additional editorial revision of the methodological quality, statistical analysis and data presentation.

Biochemia Medica shall give equal consideration for publication to any carefully performed study of an important question, relevant to their readers, whether the results are negative or positive.

Instructions to authors of *Biochemia Medica* fully adhere to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication" (www.ICMJE.org, updated in November 2003). Editorial holds rights to all necessary changes to language and style of the original manuscript needed to adhere to uniform standards of the Journal.

ARTICLE TYPES

Contributions are grouped in the following Journal categories:

- Editorial
- Review
- Lessons in biostatistics
- Original article
- Short communication
- Case report

Editorial is usually written by Journal editors and invited Guest editors.

Reviews and **Lessons in biostatistics** are mainly invited, even though unsolicited contributions are also welcome.

Short communication is a category that intends to present findings by one or more authors that may be of interest to a limited audience, or are concerned with some marginal professional or scientific fields. It should be not longer than 1500 words. One table or figure may be included.

MANUSCRIPT PREPARATION

Manuscript should be written in English and uploaded through online submission system available on journal website.

The following items are required for article submission:

- 1) Cover letter
- 2) Title page
- 3) Manuscript
- 4) Authorship and copyright form
- 5) Figure (optional)

Each author is also required to suggest 3 potential reviewers for the manuscript. Author may also suggest opposing reviewers (optional).

1 COVER LETTER

The cover letter should contain following:

- short description of conducted research (2-3 sentences) and any other information on the manuscript that Editorial may find useful;
- total number of figures, tables and graphs in the manuscript;
- author's suggestion on the category of manuscript (original article, short communication etc...);
- reasons why authors presume their work may be of interest to the readers of the Journal.

2 TITLE PAGE

Prepare the title page on a separate page. Title page should include:

- full title of the manuscript;
- short title (no more than 50 characters);
- authors names;
- affiliations;
- corresponding author's e-mail address.

Corresponding author should be marked with an asterisk (*). The affiliations should be indicated with a number in superscript.

For example:

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3 MANUSCRIPT

Manuscript should be prepared adhering to the following instructions:

- document should be saved in MSWord program (*.doc format);
- double-spaced throughout the whole manuscript;

- page format A4;
- font Arial, 12 pt;
- all margins 2.5 cm;
- do not use any styles and formatting (no numbering for titles, no **bold** fonts);
- do not use Headers or Footers;
- include page numbering throughout the whole manuscript;

Please note that cover letter and title page are not included into manuscript file.

All pages of the manuscript (except for the cover letter and title page, which are attached separately) should be within one document. For the original papers, page order should be as follows: *Abstract and Keywords, Introduction, Materials and Methods, Results, Discussion, Acknowledgments, References, Tables and Figures*.

3.1 Abstract

Abstract should be included in all article types, with the exception of editorial, where abstract is optional.

On a separate page, provide an abstract of 250 words (only abstract, without authors and affiliation). The abstract of the *original articles*, should be structured, including following:

- four headings: *Introduction, Materials and Methods, Results and Conclusions*;
- 3-5 key words

The abstract of the other article types should not be structured.

3.2 Introduction

In *Introduction* authors should point out the major novelties of their paper as well as the hypothesis of the work. Introduction does not contain results and conclusions.

3.3 Materials and Methods

The *Materials and Methods* section should include only information that was available at the time the study was planned. All information obtained during the conduct of the study belongs in the *Results* section. This section should be structured as follows:

- *Subjects* (in the case of research in humans), *Materials* (otherwise);
- *Methods*
- *Statistical analysis*

In the *Subjects/Materials* section it is recommended to state the following:

- time and location of the study (beginning and the end of the study dates);
- study design (case-control, cohort, diagnostic accuracy etc.);
- inclusion and exclusion criteria;
- relevant demographic and anamnestic details (age, gender, diagnostic criteria etc.);

When reporting experiments on human subjects, authors should indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional and national) and with the Helsinki Declaration of 1975, and if necessary enclose the Ethical Committee approval.

In the *Methods* section, identify the methods, apparatus (give the manufacturer's name and address in parentheses), and procedures in sufficient detail to allow other workers to reproduce the results. For well established methods provide references only.

In the *Statistical analysis* section, authors should list all statistical methods used in the study. Furthermore, it is important to state in advance the chosen level of significance (P). Where possible, findings should be quantified and presented with appropriate indicators of measurement error or uncertainty (such as confidence intervals).

At the end of that chapter authors should specify the software application used.

3.4 Results

Do not repeat in the text all the data in the tables or illustrations. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. Exact P values should be given for all tested differences (for example write $P = 0.048$ instead of $P < 0.05$) rounded on three decimal places.

3.5 Discussion

Do not repeat in detail data presented in the *Introduction* or the *Results* section. Clearly state the limitations of the study.

3.6 Acknowledgments

All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section. Financial and material support should also be acknowledged.

3.7 References

References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text by Arabic numerals in parentheses. For example:

Prostatic carcinomas with final score < 7 were considered low-intermediate grade; and, with final score > 7 were considered high-grade (4).

The titles of journals should be abbreviated according to the style used in *Index Medicus*. Literature citation should conform to the Uniform Requirements for Manuscripts Submitted to Biomedical Journals of the International Committee of Medical Journal Editors (ICMJE) available at web address www.ICMJE.org.

Examples of various reference formats are as follows:

Journals:

Name all authors of a paper unless there are more than seven, in which case list the first six plus *et al.*

Punglia RS, D'Amico AV, Catalona WJ, Roehl KA, Kuntz KM. Impact of age, benign prostatic hyperplasia, and cancer on prostate-specific antigen level. *Cancer* 2006;106:1507-13.

Chen L, Wang X, Carter SA, Shen YH, Bartsch HR, Thompson RW, et al. A single nucleotide polymorphism in the matrix metalloproteinase 9 gene (-8202A/G) is associated with thoracic aortic aneurysms and thoracic aortic dissection. *J Thorac Cardiovasc Surg* 2006;131:1045-52

Book or handbook:

In English:

Burtis CA, Ashwood ER, Burns DE, eds. *Tietz Textbook of Clinical Chemistry and Molecular Diagnostics*. 4th ed. St. Louis, MO: Elsevier Saunders, 2006.

In language other than English:

Gamulin S, Marušić M, Kovač Z. *et al.*, eds. [Patofiziologija]. 5th ed. Zagreb: Medicinska naklada; 2002. (in Croatian)

Chapter in a book or handbook:

In English:

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, eds. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-113.

In language other than English:

Vrkić N. [Smjernice za laboratorijsku dijagnostiku akutnog koronarnog sindroma]. In: [Dijagnostika hitnih stanja]. Topić E, ed. Zagreb: Medicinska naklada; 2006. (in Croatian)

Internet source:

Dag Stat. Mackinnon A. Available at: http://www.mhri.edu.au/biostats/DAG_Stat/. Accessed May 5th 2006.

Cahill, J., Barkham, M., Hardy, G., Rees, A., Shapiro, D.A., Stiles, W.B. & Macaskill, N. Outcomes of patients completing and not completing cognitive therapy for depression [Electronic version]. *British Journal of Clinical Psychology*, 2003;42;133-43. Accessed July 19, 2003, from http://www.bps.org.uk/publications/jCP_1.cfm.

3.8 Tables

Type each table and its brief caption on its own page at the end of the document. Use only horizontal lines on table grid. Tables should be numbered consecutively with Arabic numerals. Be sure that each table is cited in the text. Give every column a short heading title, with detailed explanatory matter in footnotes, not in the heading. All nonstandard abbreviations should also be explained in footnotes.

3.9 Figures

Place each figure and its brief caption on its own page at the end of the document. Figures should be numbered consecutively according to the order in which they have been first cited in the text.

Technical editors shall redesign or recreate all graphical elements (pictures, schematic presentations etc.) of the manuscript if they do not conform to the uniform style of the Journal.

4 AUTHORSHIP AND COPYRIGHT FORM

Authors should sign the *Authorship and copyright form*, scan the file and upload it as a separate file while submitting a manuscript.

By signing this agreement, the authors guarantee that all listed authors assume responsibility for the manuscript content; all listed authors have participated significantly in the work; anyone who has participated significantly in the work is not omitted from the article; manuscript is not previously published in the same or very similar form in other journal and that manuscript is not currently under consideration in other journals.

With this agreement, authors also guarantee that if the manuscript is accepted for publication in *Biochemia Medica*, all copyrights of the paper are transferred to *Biochemia Medica* and that Publisher (Croatian Society of Medical Biochemists) has the right to reproduce and distribute article in printed and electronic form, without asking for permission.

The *Authorship and copyright form* can be downloaded from the Journal web page.

5 FIGURES

If, for some reason, figures can't be inserted into the manuscript file, separate electronic files of figures can be uploaded as well. Acceptable image file formats for print publication are: *.jpg, *.bmp or *.tiff at desired resolution is 300 dpi.

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