

## Instructions for authors

### ABOUT THE JOURNAL

Reumatizam (Rheumatism) is the official peer-reviewed journal of the Croatian Medical Association's Croatian Society for Rheumatology. It appears twice a year and publishes editorials, scientific papers, professional papers, short communications, review papers, preliminary reports, and case reports. It informs professionals in the field of rheumatology on developments in clinical and non-clinical aspects of their work. Additionally, supplements with abstracts or full texts presented at congresses or symposia are periodically published. The journal presents relevant information on diagnostic and therapeutic procedures, as well as on providing comprehensive care for individuals affected by rheumatic diseases and conditions. The papers are written in English or Croatian, and are published under the condition that they were not previously published in the same form. Reumatizam is indexed by MEDLINE/PubMed (Index Medicus) and Scopus.

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### PAPER SUBMISSION / MANUSCRIPT PUBLICATION

Articles are published in the Croatian (with title, abstract, keywords, table and figure titles and legends in English) or English languages (with title, abstract, keywords, table and figure titles and legends in Croatian). Instructions to Authors are in accordance with the instructions in the article: *International Committee of Medical Journal Editors (ICMJE) - Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals*, available at: <http://www.icmje.org/recommendations/>. For texts in English, authors who are not native speakers are advised to seek professional assistance to ensure the accuracy and quality of the translation. The publisher can provide such service upon payment.

Manuscripts are submitted on paper (three identical computer printouts) accompanied by an electronic version written in Microsoft Word format on a CD, DVD, or USB stick, or by e-mail (upon previous agreement with the Editor-in-Chief) to: **Reumatizam**, Editorial Board, Klinika za reumatologiju, fizikalnu medicinu i rehabilitaciju, Klinički bolnički centar Sestre milosrdnice, Vinska 29, 10000 Zagreb, Croatia (e-mail: glavni-urednik-reumatizam@reumatologija.org).

The order in which papers are published does not correspond to the order by which manuscripts have reached the editorial board. Manuscripts and other submitted materials will not be returned.

### **AUTHORSHIP**

Persons designated as authors must qualify for authorship. Each author should have sufficiently participated in creating the paper in order to be able to take public responsibility for the appropriate portion of its content, and all authors should take responsibility for the paper as a whole, from its inception to the published form. All others who have participated in the work but are not authors should be mentioned in the acknowledgments. Manuscripts should be accompanied by a written declaration that the paper has not been previously published or submitted/accepted for publication elsewhere, and that it has been read and approved by all the authors, as well as by a declaration on absence of any financial or other conflict of interest. Additionally, the manuscript should be accompanied by a declaration of copyright transfer to the journal.

### **PREPARATION OF PAPER / MANUSCRIPT**

The text should be printed in 12-point sized letters on white bond ISO A4 paper (210 × 297 mm), double spaced on one side only, including the title page, abstract, text, acknowledgments, declaration on conflict of interest, references, tables, and legends. The left margin should be 35 mm wide, while the right, top, and bottom margins should all be 25 mm. All pages, including the title page, should be consecutively numbered in the lower right-hand corner.

The text of a scientific or professional paper should contain: title page, abstract and keywords, introduction, materials and methods, results, discussion, conclusions, acknowledgments (optional), declaration on conflict of interest, references, tables, legends, and figures.

Review papers should not exceed 15 pages (including tables and figures), scientific and professional papers should not exceed 12 pages (including tables and figures), and case reports should not exceed 8 pages (including tables and figures). Short communications and preliminary reports should not exceed 4 pages (including tables and figures) and 15 references.

### **TITLE PAGE**

The title page should contain the title of the paper (which must be concise, clear, and informative) in the Croatian and English languages, and the full name of each author. In the next line the institutional affiliation of the author(s) should be listed, with the full name of the institution, street, house number, city, and country. If the authors of the paper have different institutional affiliations, after every name and surname, as well as before each affiliation, a corresponding number should be written in superscript.

This should be followed by the name, surname, and full address of the author responsible for correspondence, along with his/her phone number, fax number, and e-mail address.

### **ABSTRACT AND KEYWORDS**

The second page should contain the abstract in the Croatian and English languages (up to 300 words), stating the purpose of the study or investigation, the basic procedures, main findings, and principal conclusions.

The abstract should emphasize new and important aspects of the study or observation. Below the abstract authors should list four to six keywords or short phrases in Croatian and English, which will help indexers to cross-index the article and may be published with the abstract. Terms from the Index Medicus *Medical Subject Headings (MeSH)* list should be used. General and plural terms, and multiple concepts (for example using „and”, „or”) should be avoided. The abstract must not contain references.

### **INTRODUCTION**

The introduction section should state the purpose of the paper and the aim of the study or observation. It is recommended to include relevant references only, without the data or conclusions from the paper.

### **MATERIAL AND METHODS**

The selection criteria and all important characteristics of the studied or observed human subjects or laboratory animals should be stated in this section. The author(s) should specify the meaning of the descriptors in detail, explain how the data was collected, and identify methods, devices (with the manufacturer's name in parentheses), and procedures in sufficient detail to allow others to reproduce the results. For established methods references should be provided, while new or substantially modified methods should be described in detail, alongside with the reasons for their use and estimates of their limitations.

For drugs and chemicals generic names must be used. All measurements should be expressed in SI units. In texts in Croatian decimal commas are to be used, and in texts in English decimal points.

## **ETHICS / ETHICAL STANDARDS**

In papers dealing with experiments on human subjects it should be clearly stated that all procedures were performed in accordance with the ethical standards of an institutional or regional committee responsible for human experimentation, as well as the Helsinki Declaration of 1975, as revised in 1983. The subjects' names and/or surnames must not be mentioned, especially in illustrative materials. Papers dealing with experiments on animals should state that institutional or national regulations for the care and use of laboratory animals were complied with.

## **STATISTICS**

Statistical methods should be described with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. Whenever possible, the findings should be quantified and presented with appropriate measurement error or uncertainty indicators. The computer program that was used should be specified.

## **RESULTS**

The results are to be presented in logical sequence in the text, tables, and illustrations. Not all the data from the tables or illustrations is to be reiterated in the text, only the important observations should be emphasized or summarized.

## **DISCUSSION**

New and important aspects of the study and the conclusions that follow should be emphasized. Reiterating data or other material which was presented in the Introduction or the Results sections is discouraged. The discussion should elaborate the significance of the findings and their limitations, including the implications on future research, while avoiding statements and conclusions that are not completely supported by the data. Observations from the study should be compared with other relevant studies. When necessary, new hypotheses may be stated, clearly labeled as such.

## **CONCLUSIONS**

The conclusions are to be derived from the authors' own results, separately from the discussion.

## **ABBREVIATIONS**

Only standard abbreviations should be used. The full term for which an abbreviation stands must precede its first use in the text, unless it is a standard abbreviation for a unit of measurement. Abbreviations in the title of the paper should be avoided.

## **SYMBOLS**

Symbols must be explained in the text. An extensive list of symbols may be provided in the appendix.

## **TABLES**

Each table is to be double spaced and printed on a separate page. Tables must not be submitted as photographs. Each table must have a title and be consecutively numbered in order of appearance in the text. Tables must be clear and simple. Any remarks should be written below the table, and referred to in the table by superscript lowercase letters. Tables should not reiterate results presented elsewhere in the paper (e.g., in a diagram).

## **FIGURES/ILLUSTRATIONS**

All illustrations should be professionally drawn or photographed. Letters, numbers, and symbols must be legible even when reduced in size for publication. Each photograph must be consecutively numbered in order of appearance in the text, list the author's name, and have its top side marked. Each drawing must be consecutively numbered in order of appearance in the text, and have its top side marked. Drawings should be produced or printed in black ink on white bond paper. Color printouts or photocopies are not suitable for reproduction. Photocopies of photographs are not acceptable. Photographs depicting people may be published only when accompanied by a written permission of the person in the photograph, or if the person is unrecognizable. Pictures and tables taken from other sources should be accompanied by their publisher's and author's permission.

When submitted in electronic form, figures/illustrations must be in TIFF or high quality JPEG format, with a minimum width of 1500 pixels. Illustrations in other formats might be accepted only with prior consent of the editorial board. The editorial board reserves the right not to publish illustrations that fail to meet these requirements.

## **ACKNOWLEDGMENTS**

In the acknowledgments one should mention all associates who did not meet the criteria for authorship, such as individuals who provided technical writing assistance, or a department chair who provided general support. Financial and material support should also be mentioned.

## **DECLARATION ON CONFLICT OF INTEREST**

Authors must declare whether or not there is a financial relationship between them and the organization/company that sponsored the research. This note must be added in a separate section preceding the references. When no conflict of interest exists, authors should write: "The authors declare that there is no conflict of interest."

## **REFERENCES**

References are to be listed using the *Vancouver reference style* which specifies the numerical referencing sys-

tem, according to the recommendations of the American *National Library of Medicine*. The most frequently used examples can be found in the article *ICMJE Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals: Sample References* ([http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)). Detailed instructions can be found in the book *Citing Medicine* (<http://www.ncbi.nlm.nih.gov/books/NBK7256>).

References in the text, tables, and legends should be consecutively numbered using Arabic numerals in parentheses, in order of appearance. If there is more than one number, they should be separated by commas.

In the list of references **authors** and/or **editors** are to be listed by their surname(s) and initials of their name(s). After the initial(s) no period is added, except when the initial immediately precedes the title of the reference. Multiple authors'/editors' names are separated by commas. If there are more than six authors/editors, after the first three names „et al.” should be written, and the others should be omitted. In the **title** capital letters are used only for the first letter of the first word in the title, and in the words that are commonly written with capital letters. When **page numbers** are included, identical initial digits should be omitted (e.g., 123-5 instead of 123-125). Each reference should end with a period, except when the reference ends with a URL.

In texts in the **English** language, when listing references published in other languages it is recommended to list the title in English (if it exists) or to translate it into English (in which case it should be put in square brackets), while at the end of the reference the original language is to be mentioned.

When listing papers which have been accepted but not yet published, „In press” should be added at the end. Authors should obtain written permission when citing such a paper, as well as confirmation that the paper has been accepted for publication.

#### **Journal articles**

Journal titles should be listed by their usual abbreviations (*NLM Title Abbreviation*), which can be found in the *National Library of Medicine* catalogue (<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>). Publishers of journals are not to be listed. It is obligatory to include the year of publication, volume, and page numbers. If the journal carries continuous pagination, the month and issue along with the parentheses may be omitted.

*Article from a journal, more than six authors:*

1. Ćurković B, Babić-Naglić Đ, Morović-Vergles J, et al. Proposal for biologic drugs therapy in rheumatoid arthritis. *Reumatizam*. 2010;57(1):29-35. Croatian.

*Article from a journal, continuous pagination:*

2. Ritchlin CT. From skin to bone: translational perspectives on psoriatic disease. *J Rheumatol*. 2008;35:1434-7.

*Article from a supplement:*

3. Gladman DD, Antoni C, Mease P, Clegg DO, Nash P. Psoriatic arthritis: epidemiology, clinical features, course, and outcome. *Ann Rheum Dis*. 2005;64(Suppl 2):ii14-7.

#### **Books**

It is obligatory to include the place of publication, publisher, and year of publication. Page numbers are to be included only when a part of the book is cited.

*Book (authors):*

4. Walker JM, Helewa A. Physical rehabilitation in arthritis. 2nd ed. St. Louis: Saunders; 2004.

*Book (editors):*

5. Isenberg DA, Maddison PJ, Woo P, Glass D, Breedveld FC, editors. Oxford textbook of rheumatology. 3rd ed. New York: Oxford University Press; 2004.

*Chapter in a book:*

6. Vasey FB, Espinoza LR. Psoriatic arthritis. In: Calin A, editor. Spondyloarthropathies. Orlando: Grune and Stratton; 1984. p. 151-85.

#### **Conference proceedings**

If the conference paper was published in a journal or a supplement, the instructions for journals and supplements should be followed. If the conference paper was published in a book, after the book's title the words „Proceedings of” followed by the conference name, date(s), place, and country are to be added.

*Conference paper, published in a supplement:*

7. Matucci Cerinic M, Pignone A. The early diagnosis of rheumatoid arthritis (RA). *Reumatizam*. 1997;44(Suppl):1.

*Conference paper, published in a book:*

8. Babić-Naglić Đ. Physical activity and exercises. In: Ivanišević G, editor. [Thalassotherapy, kinesitherapy and aromatherapy in Croatia]. Proceedings of the 14th Lošinj School of Natural Remedies; 2013 Sep 6-7; Veli Lošinj, Croatia. Zagreb: Hrvatski liječnički zbor; 2013. p. 49-55. Croatian.

*Conference proceedings (book):*

9. Gordon DA, editor. Immune reactions and experimental models in rheumatic diseases. Proceedings of the Fourth Canadian Conference on Research in the Rheumatic Diseases; 1970 Oct 15-17; Toronto, Canada. Toronto: University of Toronto Press; 1972.

#### **Web publications**

References of web publications should contain the date of access and URL, except when the publication has a DOI.

*Article from a journal on the Internet:*

10. Mak A, Kow NY. The pathology of T cells in systemic lupus erythematosus. *J Immunol Res* [Internet]. 2014 [cited 2014 May 25];2014:419029. Available from: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC4017881>

*Article from a journal on the Internet, contains DOI:*

11. Vivar N, Van Vollenhoven RF. Advances in the treatment of rheumatoid arthritis. *F1000Prime Rep*. 2014 May

6;6:31. doi: 10.12703/P6-31. PubMed PMID: 24860653; PubMed Central PMCID: PMC4017904.

*Book/monograph on the Internet:*

12. Chen Q, editor. Osteoarthritis - diagnosis, treatment and surgery [Internet]. Rijeka: InTech; 2012 [cited 2013 Oct 8]. Available from: <http://www.intechopen.com/books/osteoarthritis-diagnosis-treatment-and-surgery>

*Web page:*

13. Croatian Society for Rheumatology [Internet]. Zagreb: Croatian Society for Rheumatology of the CMA; c2014 [cited 2014 Apr 1]. Available from: <http://www.reumatologija.org/engPocetna.aspx>

## **REVIEW PROCESS**

The review process is conducted anonymously. Each paper is reviewed by two reviewers, and a copy of their evaluation is sent anonymously to the author. When producing the final version of the paper, the author should take into consideration the reviewers' assessment or explain his/her standpoint based on fact.

The editorial board reserves the right to adapt the style of each paper to certain standards of uniformity.

## **LAST UPDATE**

15 July 2014