

INSTRUCTIONS TO AUTHORS

The journal »Gynaecologia et Perinatologia« publishes papers from gynecology and perinatology, as well as those from borderline fields (pediatrics, biology, genetics, oncology, and the like). They can be original research papers, preliminary announcements, reviews, professional articles, case reports, methods of treatment, medical history presentations, retrospective notes, letters to the Editor, book reviews, reports on the major scientific and professional meeting, and news.

Manuscripts have to be sent in triplicate, in English or Croatian, plus a fourth copy on computer diskette or compact disk. The text should be written only on one side in double-spaced type-script, maximum 30 lines on one page. On the left-hand side of the page should be the margin of at least 4 cms. Original papers and reviews should have not more than 15 pages, including supplements (appendices); other papers or contributions not more than about 8 pages.

Submit electronic version of manuscript in conjunction with traditional version, preferably on 3.5 inch diskette or compact disk in an MS-DOS compatible format. Files should be submitted in one of the following standard word processing formats: Microsoft Word, Word Perfect, Word Star. Each submitted disk must be clearly labeled with the name of the first author and with a title of the paper.

CONTENT OF ARTICLES

1. The *Title* of the article should be typed in Croatian and English on a separate sheet of paper and below it the names (not only initials) of all authors, then the title of the institution or institutions from which the article originates. If the authors are from more than one institution, after the second and subsequent one, one or more asterisks (***) are to be typed following their names, and with the same number of asterisks the relating authors are to be indicated. At the bottom of the page the academic titles, profession or function, and address of the first author are to be put down. If the work was subsidized by some institution, this should be noted at the bottom of the title page as well.

2. The *Summary* written in English and *Sažetak* in Croatian have to be short and precise, they should describe the aim, methods and the results of the paper. The Summary and Sažetak respectively have to be written consecutively. In the text of the original and professional papers the *Objective (Cilj rada)*, *Methods (Metode)*, *Results (Rezultati)* and *Conclusion (Zaključak)* should be included.

If the paper is written in English, the *Summary* should contain about 150 words, while the Croatian *Sažetak* may be written in more detail up to 600 words. Exceptionally, the Editorial Office will take upon itself to translate it if the author cannot do it in both languages.

Along with the Summary 2 to 5 *Key words (Ključne riječi)* should sum up the main points of the article.

3. The *Introduction* should briefly indicate the problem treated, its background and history, as well as the purpose of the work.

4. *Patients, material and methods* are presented in a separate chapter. Groups of subjects should be clearly defined. The study should be in agreement with medical ethical principles.

5. The *Results* of one's own work are the most important part of the paper. They should be properly treated, using methods of vital statistics, specially presenting the statistical significance, and using the international measuring system (SI).

6. In *Discussion* one own's results are explained and compared with those published earlier. The author's own observations, if any, are to be particularly pointed out and used as a basis for short conclusions.

7. Please note that the same citations should not be repeated in individual chapters (in the introduction, results, or discussion).

TABLES AND FIGURES

The number of tables and all graphical annexes should be limited to the maximum. If taken from some other publication, a written approval of the publisher should be enclosed.

1. Tables with a small number of data are not necessary, because these data can easily be explained in the text. The titles of tables should be in Croatian and English. Abbreviations must not be used. If titles in the columns are too extensive, they could be marked by letters and explained in the legend. In the text of the paper it is not necessary to repeat all that is contained in the tables.

2. Photographs and drawings must be clear-cut and important details marked with arrows or other signs. On the back of the figure write in pencil the number of the figure, the author(s), and the title of the paper.

REFERENCES

1. When in the paper some previously published data are referred, the number of the related article cited in the list of references is written as a superscript or in parentheses at the end of the sentence.

2. At the end of the paper the list of references is arranged in the order of the authors cited in the text (not in alphabetical order). List all authors when 6 or fewer; when 7 or more list only the first three and add »et al.«. Only the most important papers should be cited, such as those relating to an important discovery or important observations. In research papers 15–20 references will suffice, in reviews some more, and in other contributions up to 10–15.

3. Papers from the journals are cited as follows: first the surname and the initials of the names of all authors, period, the title of the article, period, the name of journal (abbreviation) the year of publication, semicolon, volume, colon, the first and last pages of the article. An example: Nezhath C, Nezhath F. Incidental appendectomy during videolaseroscopy. *Am J Obstet Gynecol* 1991;165:559–64.

4. References to books: Surname and initials of the names of the author(s), period, the title of the chapter, period, In, colon, surname and initials of the name of the author or the book editor, the title of the book, period, the place of publication, colon, publishing house, comma, the year of publication, colon, publishing house, comma, the year of publication, colon, the first and the last page of the chapter. An example: Koršić M. Osteoporoz. In: Duraković Z i sur, *Medicina starije dobi*. Zagreb: Naprijed, 1990:28–9. If the author is anonymous, instead of his name, put down anonymous. If the reference relates to the report of an association, quote its full title.

5. All other references are cited according to the same principle, following the instructions of the International Committee of Medical Journals Editors.

A statement that the paper has not been published as yet should be enclosed with the manuscript.

Manuscripts are not returned to the authors. Each article is reviewed by at least two reviewers.