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Original scientific and review papers may not exceed 3000 words (exceptionally 4000 words). The Editorial Board will not accept too long articles other than those ordered and will return them to the authors.

Papers should be written on a MS Word program or similar line spacing programs (1.5) in Times New Roman font, size 12. The page size should be A4, with 2.5 cm margins on all sides.

Every paper chapter is to start on a new page. All parts of the paper, including tables, illustrations and bibliography list must be in one electronic document. The manuscript must include statements of no conflict of interest, no financial or any other conflict of interest, authorship or transfer of copyright, and a statement that publication has not been published or accepted in another journal. The statement form can be found at the end of this document.

Cover page

The cover page must consist of the paper title in the Croatian and English language, full name and surname of the authors with their academic title and specializations, as well as the official titles of their working organization. The paper title must not consist of abbreviations. The name, surname, address and electronic address for correspondence is to be stated at the bottom of the page.

Summary

A summary of at most 300 words in the Croatian and English language must be structured on a separate page. It is recommended to be written in the first person plural, avoiding the passive voice and the use of abbreviations.

Key words

Three to six key words are to be written on a page in the Croatian language, the English language summary under the text respectively, characteristic of the main theme of the paper and suitable for inclusion in the Bibliographical Index. The key words must be in accordance with the Index Medicus titles.

Articles

When possible, the paper should be divided as follows: introduction, patients (material) and methods, results, discussion, conclusion, summary and the bibliography. The introduction is to state the purpose of the paper and reason for carrying out the research. The patients and methods chapter covers all the important research characteristics. It is necessary to state that the Ethics Committee has given its approval for the examination which has been performed in line with the ethical principles of the Helsinki Declaration. It is to be emphasized that the examinees gave their consent to participate in the examination as well as the submission of their patient's consent to publishing their data in the "Case Presentation". It is necessary to describe the used statistical methods as well as statistical program used for data processing. The significance of the results needs to be statistically substantiated. The measurement units must be expressed according to the SI system. The discussion should emphasize new and important knowledge arising from the research and compare theses with the results from the bibliography. The abbreviations can be used in the text only after the second mention of the entire word in the text. It is possible to use prominent words in italic font in exceptional cases. It is necessary to mark the places where the tables or illustrations are to be placed citing the parenthesis in the text – i.e. (Table 1). All supplements to the paper text are to be reduced to a reasonable number (six tables at most, illustrations/figures respectively).

Tables and figures

The tables should be prepared on a separate page in ordinal number and titles. The words in the tables must not be abbreviated. The titles and text contents of the tables must be in bilingual, in the Croatian and English language. Each table must have its ordinal number. The title and ordinal number are to be written above the table. Avoid the use of vertical lines in the table. Write the table legend under the table. Exceptionally, and at the request of the reviewer of the journal Editorial

Board, the authors will provide the data on which the graphs were made (.xls format). The titles of the figures (drawings, illustrations, figures) must be bilingual, in Croatian and English and marked in ordinal number. The titles and ordinal numbers are to be written under the figures, and placed on a separate page at the end of the document. The figures need to be sent separately in .jpeg, .png or .tiff format (min. resolution 300 dpi). The upper part of the figures needs to be marked, and, if necessary, the essential parts of the figure marked with an arrow. Permission from publishers/authors should be attached to the reproduced figures and tables from other sources. Photos of persons may only be published with the written permission of the person in the photograph. Otherwise, the person in the photo must be unrecognizable (eyes covered). The Editorial Board reserves the right to reject figures that do not meet the quality requirements.

Bibliography index

The bibliography consists only of papers mentioned in the text and in the order in which they appear in the text. The bibliography index must be written on a separate page. Separate quotes on the list are to be mentioned in the ordinal number under which they are found in the text, where they are marked in superscript. Use Index Medicus for journal titles.

The bibliography is quoted:

a) Periodical publications

Article in journal

Mention all the authors, if there are six or less, if seven or more, then mention the first three and add et al. in the English bibliography.

Soter Na Wasserman SJ, Austebn KF. Cold urticarial: release into the circulation of histamine and eosinophil chemostatic factor of anaphylaxis during cold challenge.

N Engl J Med. 1976;194:687-90.

Čupić V, Čupić N, Dražančić A et al. Neuro-psihološki razvoj nedonoščadi. Liječ Vjesn 1983; 105:343-6.

Web article

Daszak P, Olival KJ, Li H. A strategy to prevent future epidemics similar to the 2019-nCoV outbreak. *Bioasafety Health 2020* Accessible at the address: <http://dx.doi.org/10.1016/j.bsheal.2020.01.003> Date accessed: March 22, 2020

Mutual author

The Committee of Enzymes of the Scandinavian Society for Clinical Chemistry and Clinical Physiology. Recommended method for the

determination of gamma glutamyl transferase in blood. *Scand J Clin Lab Invest* 1967;36:119-25.

Unknown author

Anonymous. Fetal nicotine poisoning. *J Amer Med Ass* 1938;110:143-45.

Without author

Coffee drinking and cancer of the pancreas (editorial) *Br Med J* 1981;283:628.

Journal Supplement

Poje G, Kovač Bilić L. Computer assisted endoscopic sinus and skull base surgery. *Med Jad* 2020;50 (Suppl 1):41.

News article

Matić-Glažar Đ. Etičke dileme. *Novi list* 1985. Dec 13;11.

b) books, monographs, proceedings, doctoral or graduate thesis

State the year of the print and the page numbers of the chapter in the book or proceedings citing the quote after the mentioned quote. In case of a doctoral, diploma or similar thesis, except for the year of printing, the page on which the citation is quoted should be written.

One book author

Richeter B. *Medicinska parazitologija*. 3. izd. Zagreb: Liber, 1982;112-3.

Editor

Zergollen-Čupak Lj, ed. *Humanica genetica*. Zagreb: Jumena, 1983;17-60.

Chapter in the book

Sunter V, Yigit O, Skitarelić N. Combined Open and Endoscopic Approach to the Paranasal Sinus. In: Cingi C, Bayar Muluk N. Ed. *All Around the Nose*. Berlin: Springer, 2019;629-633.

Proceedings

Alter M. Epidemiology of multiple sclerosis. An overview. In: Hartog Jager Wa, Bruyn GM, Heijstee APJ, Ed. *Proceedings of the 11th World Congress of Neurology*. Amsterdam: Excerpta medica, 1978;330-50.

Doctoral thesis

Šimurina T. Model predviđanja povraćanja nakon anestezije pri laparoskopkim ginekološkim zahvatima [dinarski rad]. *Medicinski fakultet Sveučilišta u Zagrebu*, 2011;98.

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