Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it sent to another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is double-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed at the end of text. Resolution of illustrations and figures should be at least 300 DPI.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- Author will upload Cover letter to the editor, Authorship statement and COI disclosure, also for each author separately.
- When uploading revised version, author will upload a file with replies to reviewers. Revisions in text should be marked yellow.

Author Guidelines

Submission of manuscript

Submission of manuscript is online, at http://seemedj.mefos.unios.hr/index.php/seemedj/login. For additional information please contact the journal secretary Marija Raguž (seemedj@mefos.hr).
All manuscripts undergo a single-blinded peer review process. Manual sections regarding submission process can be found here.

**Authorship**

Anyone named as an author should have made a significant contribution to the overall design of the study or the execution of the work described (Author Submission Statement).

Individuals who simply provided assistance, e. g., supplied facilities, strains or reagents, or who critiqued the paper, should not be listed as authors, but may be recognized in the Acknowledgement section.

Corresponding author has the authority to act on the behalf of all other authors in all the matters pertaining to the publication of the manuscript.

All authors are obliged to fill in the AA/CT form and submit it at the time of the manuscript submission. Submission will not be sent to review until AA/CT forms of all listed authors are uploaded.

Base on ICMJE recommendations, authorship is based on the following 4 criteria:

- Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved (http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html). As for the conflict of interest, all authors must sign ICMJE COI disclosure Statement form (http://www.icmje.org/coi_disclosure.pdf).

**Permissions**

The corresponding author is responsible for obtaining permission from both the original author and the original publisher (i. e., the copyright owner) to reproduce or modify figures and tables and to reproduce text (in whole or in part) from previous publications.

The original signed permission(s) must be submitted directly to the editor, and should be identified as to the relevant item in the SEEMEDJ manuscript (e. g., "permissions for Fig. 1 in SEEMEDJ-02-08/04"). In addition, a statement indicating
that the material is being reprinted with permission must be included in the relevant figure legend or table footnote of the manuscript.

Ethical Considerations
Any experimental research that is reported in the manuscript should be performed with the approval of an appropriate ethics committee, and that should be stated in the Material and methods section. Research carried out on humans must be in compliance with Helsinki Declaration, and any experimental research on animals must follow internationally recognized guidelines. A statement of this effect must appear in the Methods section of the manuscript, including the name of the body which gave approval, with reference number where appropriate. Informed consent must also be documented. Manuscripts may be rejected if editorial office considers that the research has not been carried out within an ethical framework, e.g. if the severity of the experimental procedure is not justified by the value of the knowledge gained.

To protect the privacy of individuals mentioned in clinical studies, in case histories, do not identify them by their names or initials, do not give hospital unit numbers. For all articles that include information or clinical photographs relating to individual patients, written and signed consent to publish from each patient must also be mailed or faxed to the editorial staff. The manuscript should also include a statement to this effect in the Acknowledgements section, as follows: “Written consent was obtained from the patient or their relative for publication of study”.

Manuscript categories
Editorial: 1000 words maximum; up to 20 references; unstructured abstract up to 100 words (if it applicable).

Brief communication: contains new unpublished scientific information of a scientific research, or describes an original laboratory method. It should not contain more than 1600 words. Provide Abstract (up to 150 words); Key words and unstructured Body of Manuscript and Reference list up to 20 references.

Review: 7000 words maximum; comprehensive references; 3 - 5 key words; unstructured abstract up to 250 words. Authors of reviews are encouraged to enclose figures and tables with their text in relation to the content.

Original article:7000 words maximum; comprehensive references; 3 - 5 key words; structured abstract up to 250 words.

Professional article: the same as Original article
Organization of the Manuscript
Manuscripts can be submitted in English (with US spelling).

Manuscript should be double-spaced (up to 30 lines per page) with 2,5 cm of each side margin. All pages should be numbered, including Title page.

Brevity is an advantage. Do not repeat text in more than one section; do not include text that is redundant with tables and figures. SI units should be used whenever appropriate. Genus and species names should be written in italic in full on first mention. The genus name should then be abbreviated on subsequent mention, provided that no ambiguity will arise. Only generic names of drugs should be used, although trade names may follow in parentheses, if necessary for comprehension. Suppliers of specific instruments or compounds should be noted in parentheses, providing both the company name and location.

All manuscripts should have: Title page (separate page), Abstract (separate page), Keywords, Text, Acknowledgements/Disclosures, References, list of tables and figures, tables and figures.

Title page

All submissions in all categories must include a title page (on separate page) indicating the intended category, the title, the full names and institutional affiliations of each author. The title should give an indication of the scope of the study, but should nor be a statement of the conclusions. Please include a running title of up to 40 characters (with spaces). A corresponding author must be named, including a complete postal address, international telephone and fax numbers and an e-mail address.

Abstract

The second page should contain the Abstract, no more than 250 words, with 3 - 5 keywords. In selecting keywords the author should strictly refer to the medical Subject Headings (MeSH) list of the Index Medicus. It should not be descriptive, but should contain only important facts described in the manuscript. Structured Abstract only for Original article should be formatted as follows: Aim of the study, Methods, Results (main, with numbered data), Conclusion (basic).

Keywords

Authors must choose three to five keywords from MeSH.
Main text

Introduction represents a short description of the problem described in the manuscript and purpose of the study. It is necessary to mention only the references in direct relationship with the problem presented in the manuscript. State your hypothesis. Continue logically, and finish the section with a short description of the aim of the study.

Material/Patients and Methods should present concisely and systematically a list of basic procedures, selection of study subjects or laboratory animals, methods of observations and analysis. Avoid listing common or irrelevant methods (use references instead). The essential data on patient characteristics belong here, not in the result section.

Results section should represent a list of basic results without any introduction. Only essential statistical significances should be added in brackets. Draw no conclusions as yet: they belong into the next section.

Discussion includes an interpretation of the study findings, and results considered in the context of results in other trials reported in the literature. Conclusions should be stated in a short, clear and simple manner, and only those that stem directly from the results shown in the paper. Rather than summarizing the data, conclude from them.

Tables, figures and illustrations

Figures and tables should be placed at the end of the manuscript and numbered. A list of Figures/tables with description where appropriate should be placed AFTER the Reference section.

Illustrations should be kept to a minimum. Data reported in tables or figures should not be repeated in the text.

Each table (figure, illustration) should be presented on a separate page in the smaller format possible and contain: a) descriptive or explanatory title; b) respective number (using arabic, not roman numerals) consecutively as cited in the text; c) all the necessary explanations of symbols and abbreviations

Wherever it is possible, tables should be typed as text using 'tabs' to align columns. The use of tables editors should be avoided, as should graphics software to create tables. Please do not use paragraph returns within tables to indicate spacing within blocks of text; use instead a soft return (shift return). Abbreviations may be used, but must be explained in full as footnotes. Units of measurement must be clearly indicated.
Illustrations must be delivered in high-quality electronic format, labeled with the number and author name. To protect privacy of individuals, the eyes must be covered with black colour on the patient's pictures.

Abbreviations

Abbreviations and jargon are discouraged, but SI units should be abbreviated throughout. Other abbreviations should be used only if mentioned three or more times in the text, and should always be written in full on the first mention. This applies separately to the Abstract and the rest of the text.

Acknowledgement

All results presented previously at a scientific meeting or in another public context must be acknowledged, giving the context, location and date of presentation.

Acknowledged individuals must be named in full.

Funding

All articles must include “Funding” section.

This section should appear after the “Acknowledgement” section. Authors must list any source of funds, i.e., details of funding of work, or authors, or professional help in writing a work, as follows: “This work was supported.....”, including full official funding agency name and reference number.

If no specific funding has been received than this also should be clearly stated: “Funding: no specific funding was received for this study”.

Transparency declaration

All authors must disclose any degree of commercial or potential dual interest, financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work (employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other in this section.

If there is no conflict of interest, it should be stated: “Competing interests: None to declare”.

FACULTY OF MEDICINE OSIJEK
Josip Juraj Strossmayer University of Osijek
J. Huttlera 4
Croatia - 31000 Osijek

seemedj@mefos.unios.hr
seemedj.mefos.unios.hr
References
The author is responsible for the accuracy and completeness of all references, which should be numbered sequentially and not alphabetically, with the numbers cited in the text in parenthesis, before punctuation marks, according to the Vancouver style (examples following). Provide names of all authors. Consult the List of Journals in Index Medicus for standard journal abbreviations.

Journal reference


Whole book (personal authors)

Whole book (editors)

Book chapter

Published meeting abstract

Monographs

Publication of agencies, societies

Ranofsky AI. Surgical operations in short-stay hospitals: United States - 1975, Hyattsville, Maryland: National Centre for Health Statistics, 1978; DHEW publication no (PHS) 78-1785. (Vital and health statistics; series 13; no 34)

Ph. D. or MA theses


Website


Online reference:


References to unpublished data should be made parenthetically in the text.

Copyright assignment

Copyright transfer agreement is included as a section in Authorship statement form (ASSF) Unless this agreement is executed (signed) the manuscript will not be published.

Page proofs

Page proofs will be sent to the Corresponding Author and should be returned within three days of the receipt to the Editor-in-Chief. Significant textual alterations are unacceptable at proof stage and authors will be responsible for the cost of changes other than corrections of typesetting errors.

The corresponding author will receive an email alert containing a link to a website. A working e-mail address must therefore be provided for the corresponding author. The proof can be downloaded as a PDF (portable document format) file from this site. Acrobat Reader will be required in order to read this file. This software can be downloaded (free of charge) from the following web site: http://www.adobe.com/products/acrobat/readstep2.html
This will enable the file to be opened, read on screen and printed out in order for any corrections to be added. Further instructions will be sent with the proof. Hard copy proofs will be posted or faxed if no e-mail address is available. If we do not receive corrections in the 3 business days, we will assume that we have your approval for publications.

Author material archive policy

Please note that unless specifically requested, will dispose of all submitted hardcopy or electronic material one year after publication. If you require the return of any submitted material, please inform the editorial office or production editor as soon as possible if you have not yet done so.

Reprints

Published articles can be downloaded without fee charges from the specific link for each article.

Disclaimer: The authors of manuscript submitted/published are solely responsible for the content of their articles and solely responsible for any mischief of the ethical principle or infringements of authorship, plagiarism or other act of scientific mischief, in part or in whole manuscript material.

All submitted manuscripts are checked for plagiarism using anti-plagiarism software. When plagiarism is detected, the Editorial Board will reject the manuscript and will not allow future submissions by the author.

Privacy Statement

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.