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Priloge slati na naslov: Uredništvo časopisa MEDICA JADERTINA, Opća bolnica Zadar, Bože Peričića 5, 23000 Zadar, Hrvatska, ili na e-mail: OPCA-BOLNICA-ZADAR@zd.t-com.hr

Rukopisi se ne vraćaju, a svi tipkani prilozi vlasništvo su Opće bolnice Zadar.

Priprema priloga

Uredništvu dostaviti članak u tri primjerka (original i dvije kopije). Članke tipkati s proredom na čvrstom bijelom papiru formata A4, na svakom listu smije biti najviše 30 redaka, s lijeve strane ostaviti 4 cm praznog prostora. Članci pripremljeni na računalu podliježu istim propozicijama, s tim što se uz izlistak dostavlja i računalni zapis u digitalnom obliku (grafikoni u xls formatu).

Naslovni list

Naslovni list treba sadržavati naslov rada, puno ime, prezime i adresu autora za dopisivanje, službeni naziv organizacije iz koje rad potječe (i na engleskom jeziku), akademske stupnjeve i specijalnost, te naziv organizacije u kojoj rade koautori i prijedlog klasifikacije rada. U naslovu se ne smiju upotrijebiti kratice.

Ključne riječi

Na kartici s hrvatskim, odnosno engleskim sažetkom ispod teksta valja napisati dvije do šest ključnih riječi karakterističnih za glavnu temu rada i prikladnih za uvrštenje u bibliografska kazala. Ključne riječi moraju biti u skladu s naslovima u Indexu Medicusu.

Sažetak (Summary)

Sažetak s najviše 250 riječi na hrvatskom jeziku treba priložiti na zasebnom papiru. Preporučuje se pisati u prvom licu množine, izbjegavati pasivne glagolske oblike, upotrebljavati standardne oblike bez kratica. Ako je rad na engleskom jeziku, sažetak na hrvatskom može sadržavati otprilike 500 riječi.

Sažetak na engleskom jeziku (također na zasebnom papiru) mora sadržavati puni naslov rada, jasan opis cilja rada, kratak opis materijala i metoda, najvažnije hipoteze, rezultate i zaključke.

Članak

Kad je moguće, članak podijeliti ovako: uvod, materijal i metode, rezultati, rasprava, zaključak, sažetak na hrvatskom i engleskom jeziku i literatura. Kratice se mogu spominjati tek nakon drugog spominjanja potpune riječi u tekstu. Podcrtati riječi koje se žele poludebelo, koso ili drugim oblikom slova. Obvezno označiti mjesta na kojima je potrebno tiskati tablice i slike. Sve priloge uz tekstovni dio članka svesti na razuman broj (najviše 10 tablica odnosno slika). Mjerne jedinice moraju biti izražene u SI jedinicama.

Tablice

Tablice izraditi na zasebnom papiru s rednim brojem i naslovom. Riječi u tablicama ne smiju se kratiti. Namjesto okomitih naslova stupaca upotrijebiti rimske brojeve ili velika slova kojima se označuje svaki pojedini stupac, a objašnjava se legendama na dnu tablice.

Slike i crteži

Crteže izraditi tušem na bijelom ili paus-papiru i priložiti original. Slike izraditi na bijelom sjajnom papiru. Na poleđini slike i crteža mekanom olovkom napisati broj koji će prilozi imati u tiskanom radu i naslov rada uz koji je slika priložena. Također strelicom označiti gornji dio slike. Uza slike u boji dostaviti negative. Rengenogrami moraju biti u pozitivu, a slike priložene u zasebnoj omotnici. Bitna mjesta na slikama treba označiti strelicom. Za reprodukcije slika i tablica iz drugih izvora naznačiti dozvolu njihovih izdavača i autora. Slova i znakovi na crtežima moraju biti jasni, jednake jačine, proporcija koje će smanjivanjem u tisku omogućiti da svaki podatak ostane dovoljno jasan. Samo se uz kopije rada mogu priložiti fotokopije tablica i slika, uz uvjet da se dobro reproduciraju. Na zasebnom listu papira sastaviti opis slika i označiti ih arapskom brojkom. Naslovi tablica i slika moraju biti dvojezični – na hrvatskom i engleskom jeziku.

Popis literature

Literatura sadržava jedino radove koji su navedeni u tekstu. Popis literature pisati na zasebnom papiru s rednim brojem pod kojim se nalazi u tekstu. Za časopise upotrijebiti kratice iz Indexa Medicusa. Naslove na engleskom jeziku, osim prve riječi, pisati malim početnim slovom.

Literatura se citira ovako:

Članak u časopisu

Navesti sve autore ako ih je šest ili manje, ako ih je sedam ili više, navesti prva tri i dodati: i sur. a u literaturi na engleskom jeziku: et al.

Soter NA, Wasserman SI, Austen KF. Cold urticaria: 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, i sur. Neuropsihološki razvoj nedonoščadi. *Liječ Vjesn.* 1983;105(9):343-6.

Članak na webu

Primary Care Diabetes Europe. St Vincent Declaration in practice. Establishing Guidelines for Evidence – based Diabetes Care Through Europe. Dostupno na adresi: <http://www.pcdeurope.org>. Datum pristupa informaciji 30. ožujka 2007.

Zajednički autor

The Committee on Enzymes of the Scandinavian Society for Clinical Chemistry and Clinical Physiology. Recommended method for the determination of gammaglutamyltransferase in blood. *Scand J Clin Lab Invest.* 1967;36:119-25.

Nepoznati autor

Anonimno. Fetal nicotine poisoning. *J Amer Med Ass* 1938;110:143-45. U članku na engleskom jeziku: Anonymous. Fetal nicotine poisoning. *J Amer Med Ass.* 1938; 110:143-45.

Bez autora

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

Suplement časopisa

Müller HR. Studies on disseminated sclerosis with special reference to symptomatology, course and prognosis. *Acta Med Scand.* 1949;222 Suppl 133:214.

Časopis označen brojem

Seaman WB. The case of the pancreatic pseudocyst. *Hosp Pract.* 1981 Sept;16:24-5.

Knjige i monografije

Autori pojedinci

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

Urednik

Zergollern-Čupak Lj, ur. *Humana genetika.* Zagreb: Jumena; 1983, str. 17-60.

Poglavlje u knjizi

Bugiani O. Elementi di embriologia del sistema nervoso. U: Fazio C, ur. *Neurologia.* 2. izd. Roma: Società editrice Universo; 1984, str. 3-6.

Zbornik radova

Alter M. The epidemiology of multiple sclerosis. An overview. U: Hartog Jager WA, Bruyn GM, Heijstee APJ, ur. *Proceedings of the 11th World Congress of Neurology.* Amsterdam: Excerpta medica; 1978, str. 330-50.

Monografija u seriji

Hunninghake GV, Gadek JE, Szapel SV, i sur. The human alveolar macrophage. U: Harris CC, ur. *Cultured human cells and tissues in biomedical research.* New York: Academic Press; 1980, str. 54-6.

(Stoner GD, ur. *Methods and perspectives in cell biology;* vol 1).

Publikacije agencija, društava, itd.

Ranofsky AL. 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).

Disertacija ili magisterij

Poljak I. Krvno-moždana barijera u infekcijskim i neinfekcijskim bolestima središnjeg živčanog sustava [magisterij]. Rijeka: Medicinski fakultet; 1992, str. 121.

Drugi članci

Novinski članak

Matić-Glažar D. Etičke dileme. *Novi list.* 1985 Dec 13; 11 (col 5).

Članci iz magazina (periodičnih časopisa)

Zvonarević S. Od eksplozije Riesa do moldavita. *Priroda.* 1985/86 Oct 2;56-7.

MEDICA JADERTINA magazine releases editorials, original scientific and professional articles, earlier announcements, review articles, presentations from scientific meetings and other supplements from basic and applicable medical fields.

The manuscripts can be written in the Croatian or English language.

Original scientific articles and review articles cannot be longer than twenty typed pages, while the patient illustrations, professional articles and other supplements cannot be longer than ten pages. The Editorial Board will not accept articles that are too long, except for ordered articles, and will send them back to the authors.

The Editorial Board sends all manuscripts to required expert review. The authors suggest categorization of their articles, while the reviewer and the Editorial Board accept or change the suggested categorization. The works released in MEDICA JADERTINA are protected by author's rights. The attitudes set forth in the supplements represent the author's opinion, and every author is therefore responsible for the ethical approval of his work. The author along with his work presents a statement that the text has not been released or accepted for printing in another magazine or book, and that the manuscript has been approved by the co-authors.

The Editorial Board does not have to release the works in the order of their arrival.

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Supplements are to be sent at the following: MEDICA JADERTINA magazine Editorial Board, Zadar General Hospital, 5 Bože Peričića, 23000 Zadar, Croatia, or e-mail: OPCA-BOLNICA-ZADAR@zd.t-com.hr

Manuscripts are not returned, and all the typed supplements are property of Zadar General Hospital.

Supplement preparation

The article is to be sent to the Editorial Board in three copies (the original and two copies). The article is to be typed in line spacing on hard white paper A4 format, each sheet is to have 30 lines at most, with a 4 cm empty space on its left side. Articles prepared on a PC are subject to the same proposition, upon condition that the text be delivered on paper copy and in digital version (graphs in xls format).

Cover Page

The cover page must consist of the paper title, full name, surname and correspondence address, official name of the organization from which the paper derives (in the English language also), academic levels and specialization, co-authors' working organization name and the paper classification suggestion. The title must not consist of abbreviations.

Key words

On a typed double-spaced page, with a Croatian or English summary, two to six key words must be written under the text and they must be characteristic of the paper's main theme, and appropriate for inserting in the bibliography register. The key words must be in accordance with the Index Medicus titles.

Summary

A summary of at most 250 words in the Croatian language must be enclosed on a separate sheet. It is recommended to be written in the third person, avoiding the passive voice, using standard forms without abbreviations. If the work is in the English language, the summary in Croatian may consist of approximately 500 words.

The summary in the English language (also on a separate sheet of paper) must consist of the full title of the paper, a clear description of the paper's aim, a short description of materials and methods, the most important hypotheses, results and conclusions.

Articles

When possible, the article should be divided as follows: introduction, material and method, results, discussion, conclusion, summary in the Croatian or English language and the bibliography. Abbreviations can be used only after the second use of the full word in the text. Underline the desired words in half-bold, italics or another letter shape. It is obligatory to mark the places where tables or illustrations are to be printed. All the supplements with the text of the article must be reduced to a reasonable number (at most 10 tables or illustrations). The measurement units must be expressed in SI units.

Tables

The tables must be prepared on separate paper in ordinal numbers and titles. The words in the tables must not be abbreviated. In order to mark every separate column, Roman numbers or capital letters should be used instead of vertical column titles, while the explanation at the bottom of the table is in legends.

Illustrations and drawings

The drawings must be pen-and-ink drawings on white paper and the original is to be presented. The illustrations must be made on white, shiny paper. The numbers of the supplements in the printed paper, the author's name and surname, and the title of the paper must be written in soft pencil on the reverse of the illustrations and drawings. The upper part of the picture must be marked with an arrow. Negatives must be enclosed with the colour illustrations. X-rays must be in positives, with the enclosed pictures in an envelope. The important parts in the picture must be marked with an arrow. Prints of the illustrations/pictures and tables from other sources must have the permission of their publishers and authors. Letters and signs on the drawings must be clear, of equal intensity, of proportion

enabling every data to remain clear after having been reduced in print. Photocopies of the tables and illustrations/pictures can only be enclosed with the paper copies, on condition that they can be reproduced well. A list of pictures/illustrations should be written on a separate piece of paper and in Arabic numbers. The titles of the tables and pictures/illustrations must be bilingual – in the Croatian and English language.

Bibliography index

The bibliography consists only of papers mentioned in the text. The bibliography index must be written on a separate piece of paper in ordinal number by which it is found in the text. Abbreviations from Index Medicus are to be used for magazines. The titles in English, except for the first word, must be written in small initial letters.

The bibliography is quoted as follows:

Article in magazine

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, Austen KF. Cold urticaria: 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. Neuropsihološki razvoj nedonoščadi. *Liječ Vjesn.* 1983;105(9):343-6.

Web article

Primary Care Diabetes Europe. St Vincent Declaration in practice. Establishing Guidelines for Evidence – based Diabetes Care Through Europe. Accessible at the address: <http://www.pcdiurope.org>. Information access date March 30, 2007.

Mutual author

The Committee on Enzymes of the Scandinavian Society for Clinical Chemistry and Clinical Psychology. Recommended method for the determination of gamma-glutamyltransferase in blood. *Scand J Clin Lab Invest.* 1967;36:119-25.

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

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

Magazine Supplement

Müller HR. Studies on disseminated sclerosis with special reference to symptomatology, course and prognosis. *Acta Med Scand.* 1949;222 Suppl 133:214.

Numbered magazine

Seaman WB. The case of the pancreatic pseudocyst. *Hosp Pract.* 1981 Sept;16:24-5.

Books and monographs

Individual authors

Richter B. *Medicinska parazitologija.* 3rd ed. Zagreb: Liber; 1982, p. 112-3

Editor

Zergollern-Čupak Lj, ed. *Humana genetica.* Zagreb: Jumena; 1983, str. 17-60.

Chapter in book

Bugiani O. Elementi di embriologia del sistema nervoso. In: Fazio C., *Neurologia.* 2nd ed. Roma: Società editrice Universo; 1984, p.3-6.

Paper anthology

Alter M. The 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, p.330-50.

Monograph in series

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(Stoner GD, ed. *Methods and perspectives in cell biology; vol 1.*)

Publications by agencies, societies, etc.

Ranofsky AL. *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).

Dissertation or masters

Poljak I. *Krvno-moždana barijera u infekcijskim i neinfekcijskim bolestima središnjeg živčanog sustava [masters].* Rijeka: Medical Faculty; 1992, p.121.

Other articles

Newspaper articles

Matić-Glažar D. Etičke dileme. *Novi list.* 1985 Dec 13; 11 (col 5).

Articles from magazines (periodicals)

Zvonarević S. Od eksplozije Riesa do moldavita. *Priroda.* 1985/86 Oct 2; 56-7.