Instructions for authors (revised December 20, 2017)

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**General instructions**

*Medicinski Glasnik* (pISSN 1840-0132, eISSN 1840-2445) is a peer-reviewed open access journal. *Med Glas (Zenica)* is the acceptable title abbreviation. It is the official organ of and published by the Medical Association of Zenica-Doboj Canton, Bosnia & Herzegovina. Evidence-based original research papers, reviews, case studies, and opinion pieces of interest to medical specialists from Bosnia & Herzegovina and other Balkan and Mediterranean countries are prioritized. The journal reflects on progress in general and clinical medical sciences.

Editors of *Medicinski Glasnik* will do their best to process all submissions as early as possible and publish accepted and edited items E-pub ahead of print. Full-text articles will be freely available to readers immediately upon online publication.


To properly report different types of research studies, authors are advised to consult the statements of the EQUATOR network at: [http://www.equator-network.org/](http://www.equator-network.org/)

Finally, editors of *Medicinski Glasnik* endorse the principles of the integrity, transparency and quality of pre- and post-publication communications set by the Sarajevo Declaration on Integrity and Visibility of Scholarly Publications ([http://www.cmj.hr/2016/57/6/28051276.htm](http://www.cmj.hr/2016/57/6/28051276.htm)).

**Aims and scope**

The Editor-in-Chief and other staff members of the journal are in the position to provide editorial assistance for preparation, submission substantive editing and publication of manuscripts within the scope of the journal’s interests. We are committed to educate our authors from non-mainstream science countries and improve their writing and professional information sharing skills.
We prioritize methodologically and scientifically sound original research that may influence progress in the regional medicine. Overviews and opinion pieces shedding the light on general medical issues in transitional and developing countries are welcome.

**Article-processing charges**

*Medicinski Glasnik* levies an article-processing charge for every accepted article to cover the editing and publishing costs. The article-processing charge is 250 EURO (except for the members of the Medical Association Zenica-Doboj Canton, B&H). Additionally, pages containing color figures will be charged with 102.30 Euro per page.

**Editorial policy**

All submissions are checked by the Editor-in-Chief, other staff members and by at least 2 external reviewers prior to a publication decision. Responsibilities and rights of our editors are in accordance with the editorial policies set by the World Association of Medical Editors (WAME; http://www.wame.org/policy-statements).

All manuscripts are considered to be confidential. Editor-in-Chief reads every manuscript received and assigns it a general priority level: a) manuscript is sent to reviewers immediately (double-blind peer review); b) manuscript is returned to authors with suggestions for modification and improvement; c) rejected manuscripts. The Editor-in-Chief reads the revised manuscript. Authors are welcome to suggest up to five potential reviewers for their manuscript, excluding co-authors or collaborators for the last three years, or to ask for the exclusion of reviewer(s) and provide reasons for it. The Editor-in-Chief’s decision is final.

Our review process from submission to first decision takes approximately six weeks.

Each published item receives a DOI (Digital Object Identifier) which is unique for every article published in the journal and is used for easier referencing and archiving.

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Submissions

All manuscript labeled with author(s) name and title of the manuscript should be send by email to the email address of Medical Association of Zenica-Doboj Canton at medicinskiglasnik@gmail.com Every submitted manuscript gets its own number (ID) and authors informed about it and manuscript receiving. The ID number will be used in all future correspondence.

Submission document

The Author Submission Statement (signed by all authors separately) should be and sent us by e-mail along with the Conflict of Interest statement (see Conflict of Interest section).

Authorship

Anyone listed as an author should meet all 4 criteria of authorship proposed by the ICMJE (2013):

1) Substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data;
2) Drafting the article or revising it critically for important intellectual content;
3) Final approval of the version to be published; and
4) 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.

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

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Any clinical and experimental research reported in the manuscript should be performed with the approval of an appropriate ethics committee, and it should be stated in the Material and Methods section. Research carried out on humans must be in compliance with the 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 the 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.

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Manuscript categories

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

Review: 5000 words maximum; comprehensive references; 3-5 key words; unstructured abstract up to 250 words.

Original article: 5000 words maximum; comprehensive references; 3-5 key words; structured abstract up to 250 words.

Case Report which constitutes the entire article (Case report category) will not be published, but only case report as a part of an original article. The Case Report section, placed after the Introduction and before Materials and Methods, giving relevant clinical information about one or more patients while being incidental to the rest of the paper.
Erratum: provides means of correcting errors that occurred during writing, typing, editing, or printing. Send directly to: Medical Chamber of Zenica-Dobo Canton, Editorial Office, Medicinski Glasnik, Bulevar kralja Tvrtka I br. 4, 72000, Zenica, Bosna i Hercegovina.

Organization of the Manuscript

Manuscripts can be submitted in English (with UK 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 the 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 the Title page (separate page), Abstract (separate page), Main Text, Acknowledgements, Funding, Transparency declaration, 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 not 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 e-mail address.

Abstract

The second page should contain the Abstract, no more than 250 words, with 3-5 key words. In selecting key words 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 raised from the manuscript. Structured Abstract only for Original article: Aim of the study, Methods, Results (main, with numbered data), Conclusion (basic).

Main text

Introduction represents a short description of the problem described in the manuscript and purpose of the study. There is a need to mention only the references in direct relationship with a problem presented in the manuscript. 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 reference instead). The essential data on patient characteristics belong here, not in the result section.

Results section should represent a list your 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 interpretation of 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, stemming directly from the results shown in the paper. Rather than summarizing the data, conclude from them.

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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 possible tables should be typed as text using 'tabs' to align columns. The use of table's 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.

Hard copy of all figures (MS Excel, cdr, eps files) must be prepared and retained by authors in case it is needed during the publication process.

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.

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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 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.

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Funding

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Each scientific fact and publicized statement in the text requires a relevant reference. Preferably, references should be widely visible on the Internet and refer to the most recent sources. Citing retracted and ‘predatory’ items is unacceptable.

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