

PAEDIATRICS TODAY

INSTRUCTIONS TO AUTHORS

Aims and Scope

Paediatrics Today is the first paediatric journal in Bosnia and Herzegovina. It was established in 2005 with the aim of making new paediatric understandings and understandings of its bounding fields available to the physicians who are treating children and adolescents. The journal publishes reviewed articles from the following paediatric fields: allergology, cardiology, dermatology, endocrinology, epidemiology, gastroenterology, growth and development, haematology, immunology, infectious diseases, intensive care, medical genetics, metabolic diseases, neonatology, nephrology, neuropaediatrics, nutrition, oncology, paediatric psychology, preventive and social paediatrics, pulmonology, and urology. Additionally, Paediatrics Today publishes comments on published papers, letters to the editor, book reviews, professional social report, calendar of paediatric meetings and other information from paediatrics and adolescent medicine.

Categories of Articles

Journal Paediatrics Today publishes the following articles:

Editorial Usually written by an editor or invited author.

Review article Most frequently is an article of an invited author, although it may be an article of some other authors.

Original research study An article is a work of an author or a group of authors and gives a report of original research.

Original (scientific and professional) article An article is a work of an author or a group of authors and gives a report of original research.

Short communication Category of an article in which a results report by one or more authors is given, and which could also be interesting to a narrower part of the readership.

Case report Publishes interesting observations about pathogenesis, diagnostics and treatment, which rarely appear in practice.

Images in clinical paediatrics A special category of articles intended for report of an unusual, illustrative and rare original illustration of different pathological stages visible on a patient or an illustration of diagnostic procedures.

Letter to the editor Contains short written information which should be focused on a specific article previously published in the journal. Additionally, readers may address to the Editorial on the basis of other, for the journal and readers, current questions.

An article from the field of biomedical statistics A category of a short article in which statistical methods are described and reasoned.

An article from the field of paediatric and adolescent nursing A category of an article written by graduate nurses on the basis of original and expert clinical studies in the field of nursing.

Student article Is a result of a research in the field of paediatrics and adolescent medicine performed by students under the mentorship of competent individuals.

Book review A short report on the contents of a new book in the field of paediatrics and adolescent medicine.

Social news Reports on professional and social developments in paediatrics and adolescent medicine.

Submissions

Manuscripts can be submitted electronically, as an email attachment, to the address: husref.tahirovic@untz.ba or by post to the following address:

Editorial Board of the journal Paediatrics Today
Department of paediatrics
Attn: prof. dr. Husref Tahirović
75000 Tuzla
Bosnia and Herzegovina

Submission of the manuscript by post has to include 1 copy of the paper version of the manuscript and 1 electronic version (on CD disk). The electronic copy has to match the paper copy exactly. All parts of the manuscript, including title page, abstract, text, tables, figures, etc., have to be available in electronic format. The recommended formats are: Microsoft Word, Excel, JPEG, GIF, TIFF. Always keep a backup

copy of the electronic file for reference and safety. All electronically submitted files are to be scanned by the authors for viruses immediately prior to submission with appropriate current software, and submitted in good faith that the files are free of viruses. Make sure your contact address information is clearly visible on the outside of all packages you are sending (cover letter, manuscript, disks, etc.).

Manuscripts have to be accompanied by a cover letter, which should include the following information:

- A statement that the paper has not been sent to or accepted for publication in any other journal;
- A statement of financial or other relationships that might lead to a conflict of interest, if that information is not included in the manuscript itself;
- A statement that the manuscript has been read and approved for publication by all authors;
- Copies of all permissions to reproduce published material, to use illustrations or report information about identifiable people;
- Opinion of the authors about the category of the article;
- Contact information and addresses of three potential reviewers, as well as names of the persons you would not like to be reviewers of your manuscript.
- A statement of authorship by all listed authors about their contribution in the drafting of the paper which needs to include the text in accordance with one of the following sentences: (a) A substantial contributions to the conception and design, acquisition of data, or analysis and interpretation of data; (b) Drafting the article or revising it critically for important intellectual content; (c) Final approval of the version to be published.

The received manuscripts are evaluated and checked according to the Instructions to Authors of the journal Paediatrics Today. Upon the receipt, manuscripts are sent for evaluation to the Editor-in-Chief. Manuscripts which are not in accordance with the Instructions to Authors will be sent back to the authors. If the manuscript satisfies the journal criteria, it is sent for a review. Each manuscript is evaluated by minimum two reviewers, and at least one of them is not from the country from which

the paper originates. Identity and affiliation of an author are unknown to a reviewer. In addition, each manuscript is subjected to the evaluation by the editorship of the methodological quality of the paper, applied statistical methods and methods of results presentation. After the evaluation of reviewers and members of narrower editorship, if needed, the manuscript is sent back to an author with explanation and requirements for necessary amendments and corrections.

Manuscript Preparation

Manuscripts have to be written according to the so called Vancouver Rules published under the title "Uniform Requirements for Manuscripts Submitted to Biomedical Journals". The full document is available from www.icmje.org.

Language Manuscripts sent for publication may be written in Bosnian/Croatian/Serbian or English language. Either of these languages used in manuscripts must be clear, concise and grammatical. Authors from non-English speaking countries, and who are writing in English are requested to have their text translated by a professional, or thoroughly checked by a native speaker with experience in writing scientific and medical manuscripts in English. All manuscripts should be spellchecked using a Microsoft Word or Dorland's spellchecker before they are submitted. Spelling should be US English or British English, but not a mixture. On the grounds of poor English manuscripts may be sent back to an author for rewriting or language correction.

Font and spacing The manuscript should be prepared in Microsoft Word format (for PC, 6.0 or a later version). Paper version should be typewritten on white bond paper of A4 size, with margins 3 cm each. Write on one side of each sheet, using a font not smaller than 12 points, preferably Times New Roman or Ariel. All pages must be numbered. Prepare texts with double spacing (except those of tables, which are made with table tools in Word or in Excel). Double spacing of all portions of the manuscript (including the title page, abstract, text, acknowledgments, references, and legends), makes it possible for editors and reviewers to edit the text line by line, and add comments and queries, directly on the paper copy.

Length The length of a manuscript depends on its type. With double spacing (2000 characters with spaces per page), the limits are as follows:

Editorial - up to 3 pages (maximum count 6000 characters with spaces) and maximum 15 references.

Review article - from 12 to 20 pages (maximum count 40000 characters with spaces) and maximum 50 references.

Original research study - from 12 to 15 pages (maximum count 30000 characters with spaces).

Original (scientific and professional) article - from 12 to 15 pages (maximum count 30000 characters with spaces).

Short communication - up to 5 pages (maximum count 10000 characters with spaces), only one graphical display (figure or table) and up to 5 references.

Case report - up to 5 pages (maximum count 10000 characters with spaces).

Images in clinical paediatrics Maximum 4 figures, the text of the legend up to 250 words (maximum count 1900 characters with spaces), up to 3 authors and without references.

Letter to the editor - up to 3 pages (maximum count 6000 characters with spaces), and up to 5 references.

An article from the field of biomedical statistics - up to 5 pages (maximum count 10000 characters with spaces).

An article from the field of paediatric and adolescent nursing - up to 10 pages (maximum count 10000 characters with spaces).

Student article - up to 10 pages (maximum count 10000 characters with spaces).

Book review - up to 1 page (maximum count 2000 characters with spaces).

Social news - up to 2 pages (maximum count 4000 characters with spaces).

Electronic copy Please observe the following instructions when preparing the electronic copy: (1) label the disk with the name of the author and the title of the article; (2) ensure that the written text is identical to the electronic copy; (3) arrange

the main text as a single file; do not split it into smaller files; (4) only when necessary, use italic, bold, subscript, and superscript formats; do not use other electronic formatting facilities; (5) do not use the hyphen function at the end of lines; (6) avoid the use of footnotes; (7) distinguish the numbers 0 and 1 from the letters O and I; (8) avoid repetition of data in the tables, figures and text. Please indicate the software programs used to generate the files. Acceptable program files include MS Word, Excel, JPEG, GIF, TIFF. (Please do not send PDF files.)

Organization of the text The text of original articles is usually divided into sections with the following headings: Introduction, Materials and methods, Results, Discussion and Conclusion. This structure is not simply an arbitrary publication format, but rather a direct reflection of the process of scientific discovery. Long articles may need subheadings within some sections. Other types of articles, such as review and introduction, case reports and others need other, more flexible structure of the text. If possible, use standard abbreviations. Non-standard abbreviations should be defined when first used in the text.

Title Page (the first page)

The title page should carry the following information:

1. Type of the article,
2. The title of the article, which should be as short and concise as possible, both in English and in the language used in the article (Bosnian/Croatian/Serbian),
3. A short title (up to 50 characters with spaces), which will appear in the heading of an article in the journal,
4. Full names of the authors (first name followed by family name), names and addresses of institutions both in English and in the language used in the article (Bosnian/Croatian/Serbian),
5. Using Arabic numerals in superscript format relate names of the authors and institutions,
6. The name, mailing address, telephone and fax numbers, and e-mail address of the author responsible for correspondence about the manuscript,
7. Specify sources of support in the form of grants, equipment, drugs, or others, if any and a statement about existence or non-existence of the conflict of interests,

- Total number of pages and characters with spaces (Microsoft Word enables the simple acquisition of these data), number of figures and tables.

Second page

Abstract and Key Words are written on the second page. Because abstracts are the only substantive portion of the article indexed in many electronic databases, and the only portion many readers read, authors need to be careful that abstracts reflect the content of the article accurately.

An abstract (up to 250 words) needs to be written both in English and in the language used in the article (Bosnian/Croatian/Serbian). Its structure should be similar to that of the text. For original and expert articles, an abstract needs to have the structure with the following subtitles: Aim, Materials and methods, Results and Conclusion.

Following the abstract, authors provide, and identify as such, 3 to 5 key words or short phrases that capture, in both languages (English and Bosnian/Croatian/Serbian), the main topics of the article. The key words should not repeat the title of the manuscript. Terms from the Medical Subject Headings (MeSH) list of Index Medicus should be used. MeSH terms are available from: www.nlm.nih.gov/mesh/.

Third page

Should carry manuscript of article. Tekst should be under the following headings:

Introduction Needs to be short and to specify to the reader, clearly and with arguments, reasons for the research presentation, and the novelties that the article brings. In Introduction maximum 3 to 4 pertinent and directly related works need to be cited. At the end of Introduction, an author needs to clearly specify the set aim of the research.

Methods This part needs to provide the following information: selection and description of participants, precise technical information about all methods (describe the methods, apparatus, and procedures in sufficient detail to allow other workers to reproduce the results; give references to established methods; identify precisely all drugs and chemicals used, including generic names,

doses, and routes of administration and other specificities related to the presented research). Upon reporting about humane experiments, an author needs to indicate if the used procedures were in accordance with the Declaration of Helsinki from 1975 and its amendments from 1983. In addition, there needs to be stated if and which ethical committee gave consent for carrying out the research. A separate subtitle is *Statistical Analysis*. Authors need to indicate all statistical tests that were used. In addition, there needs to be stated the level of significance selected beforehand (P), that is which value P the authors considered to be statistically important (ex. 0.05 or 0.01, or some other). The results should be stated with pertaining confidence intervals (CI).

The editorship recommends to the authors to follow STARD instructions published in 2003 in the researches of diagnostic accuracy. At the end of the paragraph authors need to state which computer statistical programme they have been using, as well as indicate the manufacturer and version of the programme.

Results Present your results in logical sequence in the text, tables, and illustrations, giving the main or most important findings first. Restrict tables and figures to those needed to explain the argument of the paper and to assess its support. Use graphs as an alternative to tables with many entries; do not duplicate data in graphs and tables. The text must contain a clear designation as to where the tables and illustrations are to be placed relative to the text. Do not duplicate data by presenting it in both a table and a figure.

Discussion Emphasize the new and important aspects of the study and the conclusions that follow from them. Do not repeat in detail data or other material given in the Introduction or the Results section. For experimental studies it is useful to begin the discussion by summarizing briefly the main findings, then explore possible mechanisms or explanations for these findings, compare and contrast the results with other relevant studies, state the limitations of the study, and explore the implications of the findings for future research and for clinical practice.

Conclusion Link the conclusions with the goals of the study but avoid unqualified statements and conclusions not adequately supported by the

data. In particular, authors should avoid making statements on economic benefits and costs unless their manuscript includes the appropriate economic data and analyses. Avoid claiming priority and alluding to work that has not been completed. State new hypotheses when warranted, but clearly label them as such.

Acknowledge anyone who contributed towards the study by making substantial contributions to conception, design, acquisition of data, or analysis and interpretation of data, or who was involved in drafting the manuscript or revising it critically for important intellectual content, but who does not meet the criteria for authorship. List the source(s) of funding for the study and for the manuscript preparation in the acknowledgements section.

References (need to be on a separate page). Small numbers of references to key original papers will often serve as well as more exhaustive lists. Avoid using abstracts as references. Papers accepted but not yet published may be used as references, but authors have to obtain written permission to cite such papers as well as verification that they have been accepted for publication. If the paper has been published in electronic form on PubMed the confirmation of acceptance is not needed. Information from manuscripts submitted but not accepted should be cited in the text as “unpublished observations” with written permission from the source. Avoid citing a “personal communication” unless it provides essential information. For scientific articles, authors should obtain written permission and confirmation of accuracy from the source of a personal communication. References should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses at the end of a sentence. Use the same number in the reference list. References cited only in tables or figure legends are numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. The titles of journals should be abbreviated according to the style used in Index Medicus. Consult the list of Journals Indexed for MEDLINE, published annually as a separate publication by the National Library of Medicine (available from: www.nlm.nih.gov/tsd/serials/lij.html). Examples of References please see pages from 109 to 110.

Tables need to be submitted separate from the main text. The text in the Tables must be written in the language of the manuscript and in English. If the manuscript is written in English, then a translation into Bosnian, Croatian or Serbian should be added. The preferred software for tables is Microsoft Excel (save each table in a file with single worksheet). Only tables made with table tools in Microsoft Word are acceptable. For the paper version, type or print each table on a separate sheet of paper. Number tables consecutively in the order of their first citation in the text. Use Arabic numerals. Each table needs to have an explanatory title. Place the title above the table. Give each column a short or abbreviated heading. Also, visibly indicate the position of each table in the text, using its assigned numeral. Tables should be positioned in the text where the author feels is appropriate but the Editor reserves the right to re-organize the layout to suit the printing process. Authors need to place explanatory matter in footnotes, not in the heading. Explain in footnotes all nonstandard abbreviations. For footnotes use the following symbols, in sequence: *, †, ‡, §, ||, ¶, **, ††, ‡‡. Identify statistical measures of variations, such as standard deviation and standard error of the arithmetic mean. If you use data from another published or unpublished source, obtain permission and acknowledge them fully.

Figures (illustrations: diagram, photograph, photo-micrograph, radiograph, drawing, sketch, picture, out-line, design, plan, map, chart, etc.) need to be submitted separate from the main text. They need to be submitted as photographic quality digital prints or, exceptionally, as professionally drawn and photographed original illustrations. Figures should be in a digital format that will produce high quality images. Formats recommended include: JPEG, GIF, TIFF, Microsoft Word, Excel. Sending original photographs and slides is permissible when they cannot be digitized without professional help. In this case, send an explanation in the cover letter. The text in the Figures must be written in the language of the manuscript and in English. If the manuscript is written in English, then a translation into Bosnian, Croatian or Serbian should be added. Using Arabic numerals, number figures consecutively in the order of their first citation in the text. Also, visibly indicate the position of each figure in the text, using its assigned numeral. Figures should be positioned in the text where the author feels is

appropriate, but the Editor reserves the right to re-organize the layout to suit the printing process. Supply a legend for each figure. Titles and detailed explanations belong in the legends, however, not on the illustrations themselves. Figures need to be made as self-explanatory as possible. Letters, numbers, and symbols on figures need to therefore be clear and even throughout, and of sufficient size that when reduced for publication each item will still be legible. Photomicrographs need to have internal scale markers. Symbols, arrows, or letters used in photomicrographs should contrast with the background. If photographs of people are used, either the subjects must not be identifiable or their

pictures must be accompanied by written permission to use the photograph. The legends for figures need to be included in the main manuscript text file, on a separate page - immediately following the references. Type or print out legends using double spacing. For each figure, the following information need to be provided: Figure number (in sequence, using Arabic numerals - i.e. Figure 1, 2, 3 etc); title of figure; all necessary explanations). When symbols, arrows, numbers, or letters are used to identify parts of the illustrations, identify and explain each one clearly in the legend. If possible for metric units use standard abbreviations. Non-standard abbreviations should be defined when first used in the text.

Sample References

Articles in journals

Standard journal article:

Halpern SD, Ubel PA, Caplan AL. Solid-organ transplantation in HIV-infected patients. *N Engl J Med.* 2002;347(4):284-7.

More than six authors (List the first six authors followed by et al.):

Rose ME, Huerbin MB, Melick J, Marion DW, Palmer AM, Schiding JK, et al. Regulation of interstitial excitatory amino acid concentrations after cortical contusion injury. *Brain Res.* 2002;935(1-2):40-6.

Organization as author:

Diabetes Prevention Program Research Group. Hypertension, insulin, and proinsulin in participants with impaired glucose tolerance. *Hypertension.* 2002;40(5):679-86.

No author given:

21st century heart solution may have a sting in the tail. *BMJ.* 2002;325(7357):184.

Volume with supplement:

Geraud G, Spierings EL, Keywood C. Tolerability and safety of frovatriptan with short- and long-term use for treatment of migraine and in comparison with sumatriptan. *Headache.* 2002;42(Suppl 2):S93-9.

Issue with supplement:

Glauser TA. Integrating clinical trial data into clinical practice. *Neurology.* 2002;58(12 Suppl 7):S6-12.

Issue with no volume:

Banit DM, Kaufer H, Hartford JM. Intraoperative frozen section analysis in revision total joint arthroplasty. *Clin Orthop.* 2002;(401):230-8.

Letters or abstracts:

Tor M, Turker H. International approaches to the prescription of long-term oxygen therapy [letter]. *Eur Respir J.* 2002;20(1):242. ; Lofwall MR, Strain EC, Brooner RK, Kindbom KA, Bigelow GE. Characteristics of older methadone maintenance (MM) patients [abstract]. *Drug Alcohol Depend.* 2002;66 Suppl 1:S105.

Article republished with corrections:

Mansharamani M, Chilton BS. The reproductive importance of P-type ATPases. *Mol Cell Endocrinol.* 2002;188(1-2):22-5. Corrected and republished from: *Mol Cell Endocrinol.* 2001;183(1-2):123-6.

Article with published erratum:

Malinowski JM, Bolesta S. Rosiglitazone in the treatment of type 2 diabetes mellitus: a critical review. *Clin Ther.* 2000;22(10):1151-68; discussion 1149-50. Erratum in: *Clin Ther* 2001;23(2):309.

Article published electronically ahead of the print version:

Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. *Blood.* 2002 Nov 15;100(10):3828-31. Epub 2002 Jul 5.

Books and Other Monographs

Personal author(s)/ Autor(i):

Murray PR, Rosenthal KS, Kobayashi GS, Pfaller MA. Medical microbiology. 4th ed. St. Louis: Mosby; 2002.

Editor(s), compiler(s) as author:

Gilstrap LC 3rd, Cunningham FG, VanDorsten JP, editors. Operative obstetrics. 2nd ed. New York: McGraw-Hill; 2002.

Organization(s) as author:

Royal Adelaide Hospital; University of Adelaide, Department of Clinical Nursing. Compendium of nursing research and practice development, 1999-2000. Adelaide (Australia): Adelaide University; 2001.

Chapter in a book:

Meltzer PS, Kallioniemi A, Trent JM. Chromosome alterations in human solid tumors. In: Vogelstein B, Kinzler KW, editors. The genetic basis of human cancer. New York: McGraw-Hill; 2002. p. 93-113.

Conference paper:

Christensen S, Oppacher F. An analysis of Koza's computational effort statistic for genetic programming. In: Foster JA, Lutton E, Miller J, Ryan C, Tettamanzi AG, editors. Genetic programming. EuroGP 2002: Proceedings of the 5th European Conference on Genetic Programming; 2002 Apr 3-5; Kinsdale, Ireland. Berlin: Springer; 2002. p. 182-91.

Dissertation:

Borkowski MM. Infant sleep and feeding: a telephone survey of Hispanic Americans [dissertation]. Mount Pleasant (MI): Central Michigan University; 2002.

Other Published Material

Newspaper article:

Tynan T. Medical improvements lower homicide rate: study sees drop in assault rate. The Washington Post. 2002 Aug 12;Sect. A:2 (col. 4).

Dictionary and similar references:

Dorland's illustrated medical dictionary. 29th ed. Philadelphia: W.B. Saunders; 2000. Filamin; p. 675.

Electronic Material

CD-ROM:

Anderson SC, Poulsen KB. Anderson's electronic atlas of hematology [CD-ROM]. Philadelphia: Lippincott Williams & Wilkins; 2002.

Audiovisual material:

Chason KW, Sallustio S. Hospital preparedness for bioterrorism [videocassette]. Secaucus (NJ): Network for Continuing Medical Education; 2002.

Journal article on the Internet:

Aboud S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. Am J Nurs [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm>

Monograph on the Internet:

Foley KM, Gelband H, editors. Improving palliative care for cancer [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html/>.

Homepage:

Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>.

Part of a homepage:

American Medical Association [homepage on the Internet]. Chicago: The Association; c1995-2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

Database on the Internet:

Who's Certified [database on the Internet]. Evanston (IL): The American Board of Medical Specialists. c2000 - [cited 2001 Mar 8]. Available from: <http://www.abms.org/newsearch.asp>