

## INSTRUCTIONS TO THE AUTHORS

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The VSP publishes only papers not published before, nor submitted to any other journals, in the order determined by the Editorial Board. Any attempted plagiarism or self-plagiarism will be punished. When submitting a paper to the VSP electronic editing system (<http://aseestant.ceon.rs/index.php>), the following should be enclosed: a statement on meeting any technical requirements, a statement signed by all the authors that the paper on the whole and/or partly has not been submitted nor accepted for publication elsewhere, a statement specifying the actual contribution of each author, no conflict of interest statement that make them responsible for meeting any requirements set. What follows subsequently is the acceptance of a paper for further editing procedure. The manuscripts submitted to the VSP pass in-house and external peer review. All authors pay "Article Processing Charge" for coverage all editing and publishing expenses. Domestic authors pay 5,000 RSD, and those from abroad 150 euros. The editing and publishing fee is required for substantive editing, facts and references validations, copy editing, and publishing online and in print by editorial staff of the Journal. No additional fees, other than stated above, are required even if an author who already paid the fee would have more articles accepted for publishing in the year when fee was paid. All authors who pay this fee may, if want, receive printed version of the Journal in year when fee is payed. Please note that the payment of this charge does not guarantee acceptance of the manuscript for publication and does not influence the outcome of the review procedure. The requirement about paying "Article Processing Charge" does not apply to reviewers, members of the Editorial Board and the Publisher's Council of the Journal, young researchers and students, as well as any of the subscribers of the Journal.

The VSP publishes: **editorials, original articles, short communications, reviews/meta-analyses, case reports, medical history** (general or military), personal views, invited comments, letters to the editor, reports from scientific meetings, book reviews, and other. Original articles, short communications, meta-analyses and case reports are published with abstracts in both English and Serbian.

General review papers will be accepted by the Editorial Board only if the authors prove themselves as the experts in the fields they write on by citing not less than 5 self-citations.

Papers should be written on IBM-compatible PC, using 12 pt font, and double spacing, with at least 4 cm left margin. **Bold** and *italic* letters should be avoided as reserved for subtitles. Original articles, reviews, meta-analyses and articles from medical history should not exceed 16 pages; current topics 10; case reports 6; short communications 5; letters to the editor and comments 3, and reports on scientific meetings and book reviews 2.

All measurements should be reported in the metric system of the International System of Units (SI), and the standard internationally accepted terms (except for mmHg and °C).

**MS Word for Windows** (97, 2000, XP, 2003) is recommended for word processing; other programs are to be used only exceptionally. Illustrations should be made using standard **Windows** programs, **Microsoft Office (Excel, Word Graph)**. The use of colors and shading in graphs should be avoided.

Papers should be prepared in accordance with the **Vancouver Convention**.

Papers are reviewed anonymously by at least two editors and/or invited reviewers. Remarks and suggestions are sent to the author for final composition. Galley proofs are sent to the corresponding author for final agreement.

#### Preparation of manuscript

Parts of the manuscript are: **Title page; Abstract with Key words; Text; Acknowledgements** (to the authors' desire), **References, Enclosures**.

##### 1. Title page

a) The title should be concise but informative, while subheadings should be avoided;

b) Full names of the authors signed as follows: \*, †, ‡, §, ||, ¶, \*\*, ††, ...

c) Exact names and places of department(s) and institution(s) of affiliation where the studies were performed, city and the state for any authors, clearly marked by standard footnote signs;

d) Conclusion could be a separate chapter or the last paragraph of the discussion;

e) Data on the corresponding author.

##### 2. Abstract and key words

The second page should carry a structured abstract (250-300 words for original articles and meta-analyses) with the title of the article. In short, clear sentences the authors should write the **Background/Aim**, major procedures – **Methods** (choice of subjects or laboratory animals; methods for observation and analysis), the obtained findings – **Results** (concrete data and their statistical significance), and the **Conclusion**. It should emphasize new and important aspects of the study or observations. A structured abstract for case reports (up to 250 words) should

contain subtitles **Introduction, Case report, Conclusion**). Below the abstract **Key words** should provide 3–10 key words or short phrases that indicate the topic of the article.

##### 3. Text

The text of the articles includes: **Introduction, Methods, Results, and Discussion**. Long articles may need subheadings within some sections to clarify their content.

**Introduction**. After the introductory notes, the aim of the article should be stated in brief (the reasons for the study or observation), only significant data from the literature, but not extensive, detailed consideration of the subject, nor data or conclusions from the work being reported.

**Methods**. The selection of study or experimental subjects (patients or experimental animals, including controls) should be clearly described. The methods, apparatus (manufacturer's name and address in parentheses), and procedures should be identified in sufficient detail to allow other workers to reproduce the results. Also, give references to established methods, including statistical methods. Identify precisely all drugs and chemicals used, with generic name(s), dose(s), and route(s) of administration. State the approval of the Ethics Committee for the tests in humans and animals.

**Results** should be presented in logical sequence in the text, tables and illustrations. Emphasize or summarize only important observations.

**Discussion** is to emphasize the new and significant aspects of the study and the conclusions that result from them. Relate the observations to other relevant studies. Link the conclusions with the goals of the study, but avoid unqualified statements and conclusions not completely supported by your data.

##### References

References should be superscripted and numerated consecutively in the order of their first mentioning within the text. All the authors should be listed, but if there are more than 6 authors, give the first 6 followed by *et al.* Do not use abstracts, secondary publications, oral communications, unpublished papers, official and classified documents. References to papers accepted but not yet published should be cited as "in press". Information from manuscripts not yet accepted should be cited as "unpublished data". Data from the Internet are cited with the date of citation.

##### Examples of references:

*Jurhar-Pavlova M, Petlichkovski A, TrajkovD, Efinanska-Mladenovska O, Arsov T, Strezova A, et al.* Influence of the elevated ambient temperature on immunoglobulin G and immunoglobulin G subclasses in sera of Wistar rats. *Vojnosanit Pregl* 2003; 60(6): 657–612.

*DiMaio VJ.* Forensic Pathology. 2nd ed. Boca Raton: CRC Press; 2001.

*Blinder MA.* Anemia and Transfusion Therapy. In: Ahya NS, Flood K, Paranjothi S, editors. The Washington Manual of Medical Therapeutics, 30th edition. Boston: Lippincot, Williams and Wilkins; 2001. p. 413–28.

*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.

*Abood 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>

##### Tables

Each table should be typed double-spaced 1,5 on a separate sheet, numbered in the order of their first citation in the text in the upper right corner and supplied with a brief title each. Explanatory notes are printed under a table. Each table should be mentioned in the text. If data from another source are used, acknowledge fully.

##### Illustrations

Any forms of graphic enclosures are considered to be figures and should be submitted as additional databases in the System of Assistant. Letters, numbers, and symbols should be clear and uniform, of sufficient size that when reduced for publication, each item will still be legible. Each figure should have a label on its back indicating the number of the figure, author's name, and top of the figure (**Figure 1, Figure 2** and so on). If a figure has been published, state the original source.

Legends for illustrations are typed on a separate page, with Arabic numbers corresponding to the illustrations. If used to identify parts of the illustrations, the symbols, arrows, numbers, or letters should be identified and explained clearly in the legend. Explain the method of staining in photomicrographs.

##### Abbreviations and acronyms

Authors are encouraged to use abbreviations and acronyms in the manuscript in the following manner: abbreviations and acronyms must be defined the first time they are used in the text consistently throughout the whole manuscript, tables, and graphics; abbreviations should be used only for terms that appear more than three times in text; abbreviations should be sparingly used.

An alphabetical list of all abbreviations used in the paper, followed by their full definitions, should be provided on submission.