

INSTRUCTIONS FOR AUTHORS

SUBMISSION OF A MANUSCRIPT

Manuscripts should be written in English. For the purposes of better international coverage, domestic authors are recommended to submit both Serbian and English versions of a manuscript. An abstract should be written in both languages.

Manuscripts should be written according to the unique rules for manuscripts published in biomedical journals, published by the International Committee of Medical Journal Editors (Vancouver style) in BMJ 1997;341:1-16, also available at the web page www.icmje.org. Instructions for authors can be found on web page: www.aktuelnosti.org.

Submit manuscript in triplicate accompanied by a manuscript on a compact disk to the Editorial Office, Current topic, Clinical Centre of Vojvodina, Clinic for Neurology, Hajduk Veljka 1, 21000 Novi Sad, Serbia. Manuscripts can be submitted by e-mail on journal@aktuelnosti.org. Upon the acceptance of the manuscript for the publishing, the authors may be asked to adjust the manuscript, figures and tables.

AUTHORSHIP

All persons designated as authors should qualify for authorship, and all those who qualify should be listed. All others who contributed to the work who are not authors should be named in the Acknowledgments. All authors who qualify by these criteria must give final approval of the version to be published and agree to be held responsible for the accuracy of their contributions and their conduct of the research. One author must have access to all the data and take overall responsibility for the data and accuracy of the data analysis (principal investigator or guarantor). Upon the acceptance of the manuscript **Authors' Form** should be signed by all authors.

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Financial issues relevant to the topic of the manuscript should be included in the title page. Authors' Form signed by the authors should be sent to the Editorial Office, or scanned and e- mailed to journal@aktuelnosti.org .

ARTICLE TYPES

SCIENTIFIC ARTICLES

RESEARCH ARTICLE. Scientific reports of the results of original clinical or experimental research. The text is limited to 3000 words, maximum of 5 tables and figures (total), and up to 50 references with a structured abstract of between 100 and 250 words.

REVIEW ARTICLE. These manuscripts summarize the state-of-the-art in a particular field; contain an original, detailed and critical analysis of a research issue. They should contain no more than 4000 words, up to 75 references, maximum of 5 tables and figures (total), and a non-structured abstract of between 100 and 250 words.

SHORT OR PRELIMINARY REPORT. Contains scientific results of original clinical or experimental research published in a short form, or of a preliminary character.

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PROFESSIONAL ARTICLES

CASE REPORT. These articles should contain no more than 1000 words, excluding the references, a non-structured abstract of maximum 150 words, and one figure or one table. The number of references should not exceed 6. There should be no more than five authors. More flexible terms can be approved by the decision of the editor.

SEMINAR Have a didactic character and present knowledge useful for improvement of professional practice. Recommended length: 2000 words

EDITORIAL. Editorials may express opinions on any subject relevant to the journal's aims and scope, or may comment the significance of articles in the same issue of the journal. The editors usually solicit editorials but unsolicited submissions will also be considered. Recommended length: up to 1200 words and up to 15 references. An abstract is not required..

SPECIAL COMMUNICATION. These manuscripts describe an important issue in clinical neurology, or experimental research in neurology and related fields of science. It requires an unstructured abstract of 200 words, and no more than 3000 words of the article itself, as well as no more than 50 references.

The Journal also publishes letters to the editor, book reviews, translations from foreign literature, reports from professional and scientific meetings , announcements, and in memoriam.

ERRATA. Any substantial error in a published paper will be corrected as soon as possible.

PREPARATION OF MANUSCRIPT

Manuscripts should be prepared using generally used word processing formats (MS-Word for Windows version 2003 or previous). Type or print out the manuscript on white bond paper ISO A4 (212 × 297 mm), with margins of 35 mm. Type or print on only one side of the paper. Use double spacing throughout, including the title page, abstract, text, acknowledgments, references, individual tables, and legends. Number pages consecutively, beginning with the title page. Put the page number in the lower right-hand corner of each page.

The text of manuscript should be divided into sections, where appropriate: Title page, Abstract and Key words, Introduction, Methods, Results, Discussion, Acknowledgment, References, Tables, Legends and Figures.

TITLE PAGE

The title page is the first page of the manuscript. It should carry: the title of the article (which should be concise but informative) and a short running title of the manuscript; full name of author(s), with academic degree(s) and institutional affiliation; the name and address of the author responsible for correspondence about the manuscript including his/her E-mail address; the type of the article; word count excluding references.

Financial and material support should also be acknowledged on the title page.

ABSTRACT AND KEY WORDS

The second page should carry: the title and the running title, without names of the authors and the affiliation; Abstract of between 100 and 250 words should be given in English and Serbian. The abstract should state the purposes of the study or investigation, basic procedures, main findings, and the principal conclusions. It should emphasize new and important aspects of the study or observations. Below the abstract authors should provide 3 to 10 key words or short phrases that will assist indexers in cross-indexing the article and may be published with the abstract. Terms from the Medical Subject Headings (MeSH) list of Index Medicus should be used for key words.

INTRODUCTION

State the purpose of the article and summarize the rationale for the study or observation. Give only strictly relevant references and do not include data or conclusions from the work being reported.

METHODS

Describe selection and identify all important characteristics of the observational or experimental subjects or laboratory animals clearly. Specify carefully what the descriptors mean, and explain how the data were collected. Identify the methods, apparatus with the manufacturer's name and address in parentheses, and procedures in sufficient detail to allow other workers to reproduce the results. Provide references to established methods and statistical methods used. Describe new or substantially modified methods, give reasons for using them, and evaluate their limitations. Identify precisely all drugs and chemicals used. Use only generic name of drugs. All measurements should be expressed in SI units.

ETHICS

Papers dealing with experiments on human subjects should clearly indicate that the procedures followed were in accordance with the ethical standards of the institutional or regional responsible committee on human experimentation and with the Helsinki Declaration of 1975, as revised in 1983. Never use patients' names, initials, or hospital numbers, especially in illustrative material. Papers dealing with experiments on animals should indicate that the institution's or a national research council's guide for the care and use of laboratory animals was followed.

STATISTICS

Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. Whenever possible, quantify findings and present them with appropriate indicators of measurement error or uncertainty. Specify any general-use computer programs used.

RESULTS

Present your results in logical sequence in the text, tables, and illustrations. Do not repeat in the text all the data in the tables or illustrations; emphasize or summarize only important observations.

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. Include in the Discussion section the implications of the findings and their limitations, including implications for future research, but avoid unqualified statements and conclusions not completely supported by the data. Relate the observations from your study to other relevant studies. State new hypotheses when warranted, but clearly label them as such.

REFERENCES

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). References should be cited in the style based on the formats used by the Index Medicus. The titles of journals should be abbreviated according to the style used in Index Medicus (<http://www.nlm.nih.gov>). References to papers accepted but not yet published should be designated as "in press". Authors should obtain written permission to cite such papers as well as verification that they have been accepted for publication.

TABLES

Type or print out each table with double spacing on a separate sheet of paper. Do not submit tables as photographs. Number tables consecutively in the order of their first citation in the text and supply a brief title for each. Give each column a short heading.

FIGURES

Figures and illustrations should be professionally drawn and photographed. Make sure that letters, numbers, and symbols should be legible even when reduced in size for publication. Each figure should have a label pasted on its back indicating the number of the figure, author's name, and top of the figure. Figures should be numbered consecutively according to the order in which they have been first cited in the text. 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. All illustrations and figures could be submitted on compact discs in appropriate, generally used picture formats. The preferred formats are JPEG and TIFF, although any format in general use that is not application-specific is acceptable. Make sure that minimum resolution should be 300 dpi. Up to two color illustrations are acceptable for each manuscript free of charge.

ABBREVIATIONS

Use only standard abbreviations. The full term for which an abbreviation stands should precede its first use in the text unless it is a standard unit of measurement.

ACKNOWLEDGMENTS

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