

Preparation and submission of articles

Articles should be prepared in accordance with the Information for Authors:

- Article types, columns and fields of medicine
- References and citing sources

To begin the editorial procedure, the authors should submit their paper as a **single document in Microsoft Word format**, along with the literature, tables, figures and text to figures. Any additional figures/graphs or tables with the article-related data that are intended to be published only in the online issue of the journal should be submitted as separate files.

Print version (ISSN: 1318-0347) of **all article types** (original scientific articles, review articles, clinical case presentations and professional articles) can be written either in Slovenian or English, while **on line version** (ISSN: 1581-0224) are published in Slovenian and English or only in English.

Classification of article types is in line with the typology of documents for bibliography management in the COBISS system (izum.si/COBISS/bibliografije/Tipologija).

An original scientific article presents the results of the author's individual or team research work and brings new discoveries or insights. It follows the scheme of *introduction, material and methods, results, discussion, and conclusion* and includes a *structured abstract (background, methods, results, conclusion)* and *references*. The target extent is 4000 words, up to 5 graphic elements and 30 key references.

A review article provides an overview of the latest works in a specific subject area, a review of an individual researcher or research team with the purpose of summarising, evaluating or synthesising information that has already been published. It provides new syntheses that **also include the results of the authors' own research work**. The article is organised according to the content, and it includes an *abstract, introduction, the main part, conclusion* and *references*. The target extent is 6500 words, up to 7 graphic elements and 80 references.

Clinical case presentation is a brief scientific article, in which individual elements of an original scientific article are omitted. The article has a structured an *abstract, introduction, case presentation, discussion, conclusion* and *references*. The target extent is 2500 words, up to 3 graphic elements and 20 key references.

A professional article presents findings that are already known, with an emphasis on the applicability of original research results and the dissemination of knowledge. The article is organised according to the content, and it includes an *abstract, introduction, the main part, conclusion* and *references*. The target extent is 4000 words, up to 5 graphic elements and 50 references.

In the submitted articles one of the standard system fonts should be used (e.g. Ariel, Times New Roman). Standard fonts comprise a full set of signs and symbols, which prevents any misinterpretation of these at page breaks. Text **highlights** should be in italics; **bold**

highlighting is permitted exceptionally in more complex text. The use of **abbreviations** in the text is allowed, but they need to be explained on their first appearance. The standard and well-established abbreviations need not be explained.

The first page of the article should contain **only**:

- Title of the article in Slovenian and English,
- five key words in Slovenian and English, which precisely define the content of the article and which do not appear in the title. Preferably use technical terms (descriptors) from MeSH (Medical Subject Headings), available at: <http://www.ncbi.nlm.nih.gov/mesh/>
- without the authors' names and addresses; these data should be entered in the metadata in Step 3 of article submission procedure.