

GUIDELINES FOR AUTHORS. MANUSCRIPT SUBMISSION



GUIDELINES FOR AUTHORS

MedicHub Journals for medical professionals, are devoted to the publication of the original investigations, observations, scholarly inquiries and reviews in the various branches of medical field. The language of the journals is bilingual, English and Romanian or English only. **All MedicHub journals are printed on acid free paper.** References of papers from journal can help to increase the citation rate. Thus, it is important to remember to use recent references from journals, especially from other authors, while editing your scientific papers, as to avoid self-citation.

PREPARATION OF MANUSCRIPTS

1. Pre-submission English-Language Editing

Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. English-language editing will (a) improve grammar, spelling and punctuation, (b) improve clarity and resolve any ambiguity caused by poor phrasing, and (c) improve word choice and ensure that the tone of the language is appropriate for an academic journal. All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication. Authors are responsible for the linguistic accuracy of their manuscripts. Corrections other than typographical errors will be charged to the authors.

2. Publication Categories

The medical journals consider the following kinds of manuscript for publication:

- 1) Research Reports, describing new experimental findings;
- 2) Review Articles. The Editors wish to encourage the following types of review, but request that authors contact them in advance:
 - (a) general reviews that provide a synthesis of an area that fits within the aims and scope of the journal;
 - (b) perspectives - brief overviews, which are 6-8 printed pages in length including references, that address important new areas of general interest;
 - (c) critiques - focused and provocative reviews that are followed by a number of invited commentaries, with a concluding reply from the main author;
 - (d) structured case reports - outlining an interesting case, and including a full review of the pertinent literature and a section on implications for clinical care;
 - (e) case series studies or clinical series - descriptive study of a small group of patients including a full review of the pertinent literature and a section on implications for clinical care;
- 3) Letters to the Editor. These should be as concise as possible and up to 1,000 words.

3. ORCID

All MedicHub publications mandate ORCID iDs for all submitting authors and reviewers. They are recommended to also connect their ScholarOne accounts to ORCID. Increased use and integration of ORCID iDs is beneficial for the whole research community. MedicHub support the use of ORCID by integrating ORCID into our submission systems. You can read here the *Sarajevo Declaration on Integrity and Visibility of Scholarly Publications*: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5209927/>.

4. Plagiarism Detection and Prevention

Authors should keep in mind that our medical Journals participate in the "CrossCheck initiative" for plagiarism detection and prevention. All manuscripts submitted for publication, will be compared to the CrossCheck database using "plagiarism-detector.com".

Plagiarism-detector.com will generate an overall similarity score and provide a detailed report that highlights sections of duplicated text in the submitted manuscript and links back to the original source(s).

The Editors check each 'hit' in the report to determine its significance. Large sections, or multiple smaller sections, of highly similar text are an immediate red flag; if such sections are a clear indication of deliberate plagiarism or if the duplicated text cannot be removed by careful revision by the author (for example, by extensive rewriting or appropriate referencing) the manuscript will be rejected. If self-plagiarism is detected before a manuscript is accepted for publication, the author is made aware of the offending sections and asked to either cite the original source or to rewrite the duplicated text.

Duplicate submissions will be rejected automatically upon detection.

5. Writing your Manuscript

You should arrange your manuscript in the following order:

1. Title page, including article title, author(s) name, academic degrees of the authors, institutional affiliations, name of the department(s) and institution(s) to which the work should be attributed.
2. The author responsible for correspondence will be marked by an asterisk, and their full address, including scientific titles, telephone/fax numbers, and e-mail address will be indicated.
3. An abstract must accompany each paper (150-250 words). The abstract should be easily understood without reference to the text. Following the abstract, a list of 3-10 keywords (selected according to the Medical Subject Headings) is essential for indexing purposes.
4. The text should use symbols of the SI units - *Système Internationale d'Unités* - and their abbreviation. Alternative or non-SI units/physical units may be used, but these must be defined at their first occurrence in the text. Chemical and biochemical nomenclature should follow the Recommendations of the IUPAC-IUB Commission on Nomenclature. Please, avoid footnotes. When essential, they are indicated in the text by symbols, typed at the foot of the appropriate page, e.g. the address of the author for correspondence (*), on the title page, or explanatory notes for tables. Pages numbered starting from the title page and the elements comprising the manuscript must be ordered as follows: Title, Abstract, Keywords, Introduction, Methods, Results, Discussion, Conclusions, Acknowledgements, and References.
5. For Case reports, authors must adhere to the following guidelines when formulating the article: <https://www.care-statement.org/checklist>.

6. Acknowledgments (if any).

This section, placed after the Discussion, contains one or more statements that specify: contributions that need acknowledgment, but do not justify authorship; acknowledgment of technical help or of financial material support; financial relationships that may pose a conflict of interest.

7. Guide to editing references

For editing the references, the author(s) must use the AMA (American Medical Association) citation style, which is a common citation type used in the field of medicine.

On the reference page at the end of the paper, you must list the references, containing full information about each of the sources you used. Each source must be included only once on your reference page. A reference typically includes the author's last name and initials, the source title, information about the publisher or larger publication in which it was included, and the publication date. The exact information and format vary by source type, as presented below:

AMA book citation: Authors last name Initials. *Book Title: Subtitle*. Publisher; Year.

Example: Levenson J, Ferrand S. *Clinical Manual of Psychopharmacology in the Medically Ill, Second Edition*. APA Publishing; 2017.

AMA journal citation: Authors last name Initials. Article title. *Journal Name*. Year; Volume(Issue): Page range. DOI or URL.

Example: Varlas VN, Bors RG, Albu D, et al. Social Freezing: Pressing Pause on Fertility. *Int J Environ Res Public Health*. 2021;18(15):8088. doi:10.3390/ijerph18158088.

AMA website citation: Author last name Initials. Page title. Website Name. Published Month Day, Year. Accessed Month Day, Year. URL.

Example: Vernick DM. Ear barotrauma. UpToDate. Published: Feb 10, 2023. Accessed: Apr 10, 2023. <https://www.uptodate.com/contents/ear-barotrauma>.

For in-text citation, the author(s) must use a superscript number in parenthesis (ex.:⁽¹⁾) for each source mentioned. For more information about AMA style citation, you can access the following website: <https://www.scribbr.com/category/ama/>.

Tables (they must have a title)

Include tables in the file for sending. Use the table function of a word processor rather than tab and space. For postal submission type each table, double-spaced on a separate page. Do not submit tables as photographs. Number tables consecutively with arabic numerals and give each a short, descriptive heading. Give each column a short or abbreviated heading. Explain in the footnotes all non-standard abbreviations used in the table. Omit internal horizontal and vertical lines. If data from another published or unpublished source are used, obtain permission and acknowledge fully.

8. Each figure should have a legend containing sufficient information to make the figure intelligible without reference to the text. Figure legends should be included in the file to be sent. For postal submission, all the legends must be typed double-spaced on a separate page(s). If a figure has been published previously, acknowledge the original source and submit written permission from the copyright holder to reproduce it. If submission of digital illustrations is not possible then to ensure clear reproduction, it is preferred that illustrations are submitted as 11 x 17 cm (5 x 7 inch) glossy prints untrimmed or 35 mm transparencies. Letters, numbers and symbols should be clear and even throughout and large enough to be legible when reduced for publication. Do not attempt to hand-letter line drawings and photographs.

Manuscripts should be typewritten on A4 format (210x297 mm), with double spacing, margins of 25 mm, on one side only, consecutively numbered. Times New Roman font, 12-point size, is required. A manuscript of about 5000 words, plus figures and tables, should not exceed 12 pages. Section titles should be typed capitalized. Each heading for subdivisions of the text should be clearly identified using different font types (e.g. bold, underlined). Use standard abbreviations.

9. Publication Statement

Manuscript submitted to our medical Journals for publication are considered on condition that they have been neither submitted elsewhere, nor published elsewhere other than in abstract form. The Editors do not enter into correspondence about manuscripts considered unsuitable for publication; their decision is final. Requirements for publication in our medical journals are in accordance with the International Committee of Medical Journal Editors' Uniform Requirements for Manuscripts Submitted to Biomedical Journals.

10. Peer Review Statement

In our medical journals adheres to a blinded peer review process in which the reviewers' names are routinely withheld from the author unless a reviewer requests a preference for his or her identity to be revealed. Authors are invited to suggest the names, affiliations and contact information of up to three individuals who may be suitable to serve as reviewer, but the Editors are under no obligation to use all or any of these individuals as reviewers. All manuscripts are reviewed initially by the Editors and only those manuscripts that meet the scientific and editorial standards of the journal, and fit within the aims and scope of the journal, will be sent for outside review. Each research and/or review manuscript is reviewed by at least two referees. All manuscripts are reviewed as rapidly as possible, and a first editorial decision is generally reached within 3 weeks of submission.

11. Copyright

All submissions must be accompanied by a Copyright Transfer Agreement / Declaration of Interest Statement transferring copyright of the manuscript from the author to the publisher and declaring any competing interests. Without this we are legally unable to publish the manuscript. This can be a Cover Letter from the author stating:

- a. That the manuscript has been approved by all authors
- b. The permission (when required) from the organization/institution to reproduce published material
- c. That the manuscript has not been submitted to another journal at the same time or has not already been accepted or published elsewhere.

The authors are responsible for recognizing and disclosing financial and other conflicts of interest related to their study or to the subject of their manuscript. The authors have to acknowledge in the manuscript all financial support for the research work and other financial or personal connections to the work.

Once complete, the Copyright Transfer Agreement should be sent to the Editorial Office along with the rest of the manuscript materials at the time of acceptance or as soon as possible after that (preferably within 24 hours to avoid any delays in processing the manuscript).

Important! The authors retain copyrights and allow the publisher to publish the first version of their peer-reviewed articles.

12. Conflict of Interest Policy

For every submitted manuscript, the authors are responsible for disclosing any financial and/or personal relationships that might bias their work. To prevent ambiguity, authors must state explicitly whether potential conflicts do or do not exist. Authors should do so in the manuscript on a **conflict-of-interest notification page** that follows the title page, providing additional detail, if necessary, in a cover letter that accompanies the manuscript. The publisher wishes to make the following clarification: the existence of a conflict of interests does not invalidate the publication of a manuscript. It just has to be mentioned in the conflict-of-interest page and/or in the intention letter. The authors should state in the Materials and Methods section of the main text that experiments have been performed in compliance with the ethical principles of the assigned institutional board or national committee.

It is the author's responsibility to carefully protect the patients' anonymity and to verify that any experimental investigation with human subjects reported in the submission was performed with informed consent and following all the guidelines for experimental investigation with human subjects required by the institution(s) with which all the authors are affiliated with. For photographs that may reveal the identity of the patients, signed releases of the patient or of his/her legal representative should be enclosed.

When reporting experiments on human subjects, indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration (JAMA 2000;284:3043-3049).

Authors of a paper accepted for publication in the the publishing house's magazines should be in consent of that editors could make corrections without changing the basic meaning of the text of the manuscript.

The authors may provide names and addresses of experts from other medical sites which may offer an objective assessment of the paper. The authors may also name those persons who from their point of view are not appropriate to perform an unbiased evaluation (objections to peer reviewing). Any objection regarding a reviewer will be respected.

Publisher MedicHub Media complies the ICMJE Recommendations (International Committee of Medical Journal Editors) and encourages the authors to read the recommendations accessing this link: http://www.icmje.org/urm_main.html. Conflicts of interest form can be found here: <http://www.icmje.org/conflicts-of-interest/>.

13. Informed Consent Statement

Authors are required to ensure the following guidelines are followed, as recommended by the International Committee of Medical Journal Editors. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospitals, should not be published in written descriptions, photographs, unless the information is essential for scientific purposes and the patient gives written informed consent for publication. Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, but informed consent should be obtained anyway and should be indicated in the manuscript. Authors are required to ensure the following guidelines are followed, as recommended by the International Committee of Medical Journal Editors. Patients have a right to privacy that should not be infringed without informed consent. Identifying information, including patients' names, initials, or hospitals, should not be published in written descriptions, photographs, unless the information is essential for scientific purposes and the patient gives written informed consent for publication. Identifying details should be omitted if they are not essential. Complete anonymity is difficult to achieve, but informed consent should be obtained anyway and should be indicated in the manuscript.

14. Statement of Human and Non-human Rights

All research studies, including those involving patients, patient records, research participants or databases, require ethics committee approval (or documented exemption from the Human Subjects Committee).

Authors must follow the ethical standards for human experimentation established in the Declaration of Helsinki (World Medical Association Declaration of Helsinki: recommendations guiding physicians in biomedical research involving human subjects. JAMA 1997;277: 925-6). The Editors assume that a manuscript emanating from an institution is submitted with the approval of the requisite authority. The authors of reports of human experimentation that require local institutional approval must have obtained this approval before the experiment was started. Upon request of the Journal Editors, the author(s) must provide copies of the appropriate documentation. Institutional approval must be indicated in the Methods section of the submitted manuscript. If the study is exempt from Institutional Review Board approval, an explanation must be provided.

For reports of experiments on non-human animals or other species, authors must state under Methods section that the guidelines for the care and use of the animals approved by the local institution were followed. The type(s) of non-human animals or other species used in an investigation must be named in the title, abstract, keywords, and methods sections of the manuscript.

For Images in our medical journals or similar reports in which the identity of the patient is potentially identifiable, authors must have obtained written permission from the patient(s). The author is responsible for filing this in a secure location. The scope of the consent should allow the author to explicitly disclose the information. Authors must attest to having obtained written consent in the manuscript and must be prepared to provide this documentation upon the Editors' request.

15. Statement regarding the financing sources of the articles

For every submitted manuscript, the authors are responsible for disclosing any financial and/or personal relationships that might bias their work.

Also, the authors are responsible for disclosing the financing sources of the article or research covered by the article if there are any.

The authors must disclose the contribution of individual authors to the creation of a scientific article.

TRIAL AND RESEARCH GUIDELINES

Authors must adhere to the following guidelines when formulating the study.

- Randomized controlled trial.
 - All Randomized Clinical Trials require registration with clinicaltrials.gov (or other registered authority), prior to enrollment. Both the registration site and registration number must appear on the manuscript title page.
 - Authors should consult the updated CONSolidated Standards Of Reporting Trials (CONSORT Statement): Schulz KF, Altman DG, Moher D, CONSORT Group (2010). CONSORT 2010 Statement: updated guidelines for reporting parallel group randomised trials. *PLoS Med* 7(3): e1000251. doi:10.1371/journal.pmed.1000251. <http://www.consort-statement.org>
- Systematic review or metaanalysis. Authors should consult the PRISMA Statement: Moher D, Liberati A, Tetzlaff J, Altman DG, and the PRISMA Group. Preferred Reporting Items for Systematic reviews and Meta-Analyses: the PRISMA Statement. *Ann Intern Med* 2009;151:264-9. External link <http://www.prisma-statement.org>
- Metaanalysis or systematic review of observational studies. Authors should consult the MOOSE Statement: Stroup DF, Berlin JA, Morton SC, et al, for the Meta-analysis Of Observational Studies in Epidemiology [MOOSE] group. Metaanalysis Of Observational Studies in Epidemiology: a proposal for reporting. *JAMA* 2000;283:2008-12. External link <http://www.consort-statement.org/resources/downloads/other-instruments>
- Diagnostic test(s). Authors should consult STAndards for the Reporting of Diagnostic accuracy studies (STARD Statement): Bossuyt PM, Reitsma JB, Bruns DE, et al, for the STARD Group. Towards complete and accurate reporting of studies of diagnostic accuracy: the STARD Initiative. *Clin Chem* 2003;49:1-6. External link <http://www.stard-statement.org>
- Observational study in epidemiology. Authors should consult the STROBE Statement: von Elm E, Altman DG, Egger M, Pocock SJ, Gøtzsche PC, Vandenbroucke JP; STROBE Initiative. The Strengthening the Reporting of Observational studies in Epidemiology (STROBE) statement: guidelines for reporting observational studies. *J Clin Epidemiol* 2008;61:344-9. External link <http://www.strobe-statement.org> or *PLoS Med*. 2007 Oct 16;4(10):e296. PMID: 17941714
- Health economics. In addition to the general instructions for authors and other guidelines applicable to the study reported in a submitted manuscript (i.e. CONSORT guidelines for a randomized controlled trial), authors of health economics manuscripts should consider address them in the manuscript. External link http://cdn.elsevier.com/promis_misc/ajoghealth.pdf

Manuscript Submission

Manuscripts should not exceed 7,500 words and must be typewritten on A4 format (210x297 mm), with double spacing, margins of 25 mm, on one side only, consecutively numbered. Times New Roman font, with 12-point size, is required.

All materials should comply with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals, prepared by the International Committee of Medical Journal Editors (<http://www.icmje.org>).

Send us only the final updated version of your paper and according to the Guidelines for Authors.

Submitting the manuscript

The manuscript may be submitted as follows:

Online submission via e-mail at: redactia@medichub.ro.

In either case, the corresponding author should provide a Copyright Transfer Agreement / Declaration of Interest Statement transferring copyright in the article from the author to the publisher and declaring any competing interests. Without this we are legally unable to publish the article. This can be also a cover letter from the author stating:

- a. That the manuscript has been approved by all authors,
- b. The permission (when required) from the organization / institution to reproduce published material,
- c. That the manuscript has not been submitted to another journal at the same time or has not already been accepted or published elsewhere.

The opinions and statements published are the responsibility of the authors, and such opinions and statements do not necessary represent the policies of medical journals or the views of the editor. By submitting a manuscript, the authors agree that the copyright for their article is transferred to MEDICHUB MEDIA SRL, if and when the article is accepted for publication.

MedicHub does not charge authors any fee for publishing their manuscripts in the publishing house's magazines.