

Instructions to authors for preparing and submitting manuscripts for peer-review and publishing

Journal of Medicine and Life publishes original work from various areas of medicine: original articles, special articles, case presentations, reviews of other published articles, significant medical news, letters to the editor and more. In addition, among its pages, there is room for hospital activities, congresses, workshops, and notes on scientific agendas.

Publishing a new journal in the European area, which focuses on concerns about medicine and life without scientific or national borders, and, in the same time, promoting the concept of life quality improvement, represents an intensive preoccupation at "Carol Davila" University of Medicine and Pharmacy, Bucharest.

People from the Romanian academic environment, medical and social environments alike, and colleagues from other countries are encouraged to contribute to the life of this journal. Our expectations are high, meaning that the special concern for Romanian medicine and new concepts of modern medicine will come out from the pages of this journal. However, these new concepts of modern medicine are based on reasons and are connected with the improvement of life quality by means of medical practice, sustained by evidence.

Biochemistry, Biophysics, Modern Anatomy, Molecular, and Cellular Biology will always find generous publishing room in the journal, as a proof of the interest in showing that medicine today stands for fundamental medical research.

The process of sending the articles

Two copies of the article will be mailed to the editorial team at the following address:

Prof. Florian Popa, Editor-in-chief of "Journal of Medicine and Life" Bucharest 35, PO Box 35-39 Romania
It is also mandatory to email the documents and figures to editors@medandlife.ro

All materials will be mailed safely. Submitted manuscripts must not contain previously published material and must not be under simultaneous consideration for publication elsewhere in whole or in part in any language (except as an abstract). Manuscripts must conform to "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (<http://www.icmje.org>).

Please read the instructions below carefully. Manuscripts that do not adhere to the submission guidelines will be returned to the authors. Email the Authorship Responsibility and Copyright Transfer Agreement Form to the editorial office (editors@medandlife.ro). Each author must complete a separate AR (Authorship Responsibility) form. Forms may also be faxed. Upload online any potentially overlapping work that is in preparation, has been previously submitted or published, or is in press. Upload online any article currently in press, which is cited in the References. Upload online any abstracts related to the submitted work that are published or submitted for publication.

Manuscripts must be organized in this order: Title Page, Abstract, Introduction, Materials and Methods, Results, Discussion, Acknowledgments, Sources of funding, Disclosures, References, Tables – 1 per page consecutively numbered in Arabic form, and Figures – one per page consecutively numbered in Arabic form, with Figure Legends. The word limits noted for each manuscript category include all sections of the manuscript: Title Page, Abstract, Text, Acknowledgment and COI Sections, References, Figure Legends, and Tables. Online Supplements and the list of non-standard abbreviations and non-standard acronyms are excluded from the word limit. Materials submitted, including figures, cannot be returned to authors regardless of the disposition of the article.

The editors encourage the authors to provide the names of at least five potential reviewers from outside their institution who have not been collaborators or coauthors within the last three years and have not provided advice or critique of the submitted manuscript.

Authors may list up to a maximum of three reviewers they wish to exclude. Please note that papers sent for peer-reviewing do not contain the author's names and affiliations.

Any submission will not be processed unless it has a signed authorship. This will avoid eventual conflicts between authors.

Authors are advised to provide recent references (2000 and recently), and from peer-reviewed journals. Papers with references before 2000 are discouraged.

The authors are also encouraged to submit reviews on their previous papers published in Journal of Medicine and Life in order to increase both visibility of the Journal and the authors.

Title Page

The title page (page 1) should contain:

- Full title, comprehensive, but short to a maximum of 45 characters.
- First author's surname and short title (not to exceed 50 characters, including spaces).
- Authors' names, academic degrees, and affiliations.
- Name and complete address of corresponding author (include street name and address as well as post office box, and address for reprints if different from correspondence).
- Fax number, telephone number, and email address of corresponding author.
- The total word count of the manuscript (including Title Page, Abstract, Text, References, Tables and Figures Legends).

After the Title Page insert a second one keeping only the title of the manuscript without anything that could indicate the identity of the authors.

Abstract and Key Words

The Abstract must be organized in four sections:

- Rationale (hypothesis) – the reason for doing the study
- Objective (aim) – the purpose of the study
- Methods and Results – brief description of methods and presentation of results
- Discussion – interpretation and significance of the observations, emphasizing new information

Abstract length is limited to 250 words.

Abbreviations must be defined at first mention in the abstract, and again at first mention in the main manuscript text.

Do not cite references in abstract, and limit use of acronyms and abbreviations.

After the Abstract, insert three to five keywords for use as indexing terms, separated by semicolons.

These words may later be copyedited to conform to journal style.

Abbreviations

Create a list of non-standard abbreviations and non-standard acronyms used in the manuscript text.

The list should be included in the manuscript and placed after the abstract, before the Introduction. The list should be entitled "Abbreviations." Its content will not count toward the word limit.

All abbreviations and acronyms should be expanded upon first usage in the text, and thereafter the abbreviation/acronym should be used.

Text

- Main headings include Introduction, Methods, Results, and Discussion (IMRAD form).
- For Case Reports limit the text, including references, at a maximum of 2000 words; for Original Papers the text limit, including references, to a maximum of 15 double-spaced pages.
- Manuscripts must be DOUBLE LINE SPACED, including references and figure legends, using Arial, font size 11.
- Leave 2 cm margins on all sides.
- Number all pages—including Figures with legends and Tables.

Use SI units of measure in all manuscripts. For example, molar (M) should be changed to mol/L; mg/dL to mmol/L; and cm to mm. Units of measure previously reported as percentages (i.e. hematocrit) are expressed as a decimal fraction. Measurements currently not converted to SI units in biomedical applications are blood and oxygen pressures, enzyme activity, H+ concentration, temperature, and volume. The SI unit should be used in text, followed by the conventionally used measurement in parentheses.

Methods

The print version of the Methods should provide sufficient information for the reader to understand the basic methodology. There is no preset space allocation for the description of methods. Because of space restrictions, it is recommended that in the print version the Methods section be limited to essential new information. Methods that are essentially the same as those presented in previous publications should be cited or succinctly summarized rather than detailed in the print version.

For animals used in experiments, state the species, strain, number used, and other pertinent descriptive characteristics. When describing surgical procedures on animals, identify the preanesthetic and anesthetic agents used and state the amount or concentration and the route and frequency of administration for each. The use of paralytic agents, such as curare or succinylcholine, is not an acceptable substitute for anesthetics. For other invasive procedures on animals, report the analgesic or tranquilizing drugs used. If none were used, provide justification for such exclusion. Generic names of drugs must be given.

Manuscripts that describe studies on humans must indicate that the study was approved by an institutional review committee and that the subjects gave informed consent. Please provide sex-specific and/or racial/ethnic-specific data, when appropriate, in describing outcomes of epidemiologic analyses or clinical trials; or specifically state that no sex-based or racial/ethnic-based differences were present. Reports of studies on both animals and humans must indicate that the procedures followed were in accordance with institutional guidelines. One must prove that experiments on live vertebrates are ethically accepted and are following national and international rules for animal laboratories.

Any information that may lead to the identification of a patient must be excluded from the content of the article. When photos of admitted patients are sent, they must have their consent and authors take full responsibility of the material. If materials contain medical research on human subjects, the author must enclose a declaration that confirms

consent of all those subjects, in conformity with World's Medical Association Declaration, issued in Helsinki.

Acknowledgements

The Acknowledgments section should include any personal thanks to individuals who assisted in the performance of the studies and/or in the preparation of the manuscript.

Authors must provide written permission from all individuals who are listed in the Acknowledgments section of the manuscript, because readers may infer their endorsement of data and conclusions.

The corresponding author must sign the Acknowledgment Section of the Copyright Transfer Agreement, certifying that (1) all persons who have made substantial contributions to the manuscript (i.e., data collection, analysis, or writing or editing assistance), but who do not fulfill authorship criteria, are named with their specific contributions in the Acknowledgments section of the manuscript; (2) all persons named in the Acknowledgments section have provided the corresponding author with written permission to be named in the manuscript; and (3) if an Acknowledgments section is not included, no other persons besides the authors have made substantial contributions to this manuscript.

Sources of Funding

The Sources of Funding section should include all sources of research support, including public and private entities, commercial or institutional support, and any substantial contributions by individuals.

Disclosures

In the Disclosures section, authors must disclose any and all relationships that could be perceived as real or apparent conflict(s) of interest. If authors have nothing to disclose, they must state "None." Conflicts of interest pertain to relationships with and/or ownership interests in pharmaceutical companies, biomedical device manufacturers, or other corporations whose products or services are related to the subject matter of the article. Relationships include, but are not limited to, employment by an industrial concern, ownership of stock, membership on a standing advisory council or committee, being on the board of directors, or being publicly associated with the company or its products.

Ownership interest includes any stock, stock option, partnership, membership or other equity position in an entity regardless of the form of the entity, or any option or right to acquire such position, and any rights in any patent or other intellectual property. Other areas of real or perceived conflict of interest could include receiving honoraria or consulting fees or receiving grants or funds from such corporations or individuals representing such corporations.

References

References are included in the word limit. References must conform to Pubmed requirements.

Authors must ensure accuracy of reference data. Verify all entries against original sources.

All authors must be listed in each reference. Do not use "et al".

Cite references in numerical order according to first mention in the text.

Personal communications, unpublished observations, and submitted manuscripts are not legitimate references and must be cited in the text only (not in the reference list) as "(author name, unpublished data, [year])." All submitted manuscripts that are pertinent to the manuscript under consideration must accompany the submission.

Personal communications and unpublished observations must be accompanied by a letter from the source approving use of the information.

All references will be written in the following order: name (of the author), surname (of the author), title of the article, source (name of the book, magazine, etc), year of publication, volume, issue (if applicable), first page, last page (of the source). Example: Langlois J, Rutland-Brown W, Wald M. The epidemiology and impact of traumatic brain injury: a brief overview. *J Head Trauma Rehabil.* 2006; 21: 375-378.

The references will not contain internet sources.

All references which are originally taken from an international database (i.e. Scopus, MedLife, etc.), should respect the same order of the elements mentioned above, but should necessarily contain a "doi" after the year of the publication, instead of the page numbers of the paper.

Example: Langlois J, Rutland-Brown W, Wald M. The epidemiology and impact of traumatic brain injury: a brief overview. 2006; doi:10.1111/j.1464410X.2009.08495.x.

All references which are originally taken from books, should contain the following details in this specific order: name(s) and surname(s) of the author(s), chapter of the book (if applicable), the title of the book, year of publication, the city of publication, the name of the publishing house, first page, last page (of the source).

Example: Hojat M. Does empathy predict career choice and professional success? *Empathy in Patient Care, 2006, New York, Springer Verlag, 205-209*

We recommend you to use only peer-reviewed journals.

Figures

Acceptable electronic figure file formats for publication are: .jpg and .tif

Color figures must be in CMYK mode, not RGB mode.

Color figures and line drawings must be at least 600 dpi resolution. Grayscale and black/white figures must be at least 300 dpi resolution.

Combination color, grayscale and line art must be 600 dpi or higher.

The use of digital media for image acquisition and processing introduces the potential for inadvertent distortion of data. To prevent such distortion, data should neither be added to, nor removed from, an image by digital manipulation. Figures assembled from multiple images must indicate the separation of the parts by lines.

Linear adjustment of contrast, brightness or color must be applied equally to all parts of an image.

Authors must be prepared to submit the original, unaltered files from which the submitted figures were derived, if requested by the editorial office.

Graphics downloaded from the Web are not acceptable for print. Web graphics, usually in GIF or JPEG format, have a resolution of only 72 dpi, which does not meet the standard for peer review nor publication.

Authors are responsible for the cost of printing color figures (the black and white figures are free, the color figures have an extra tax).

Figure parts should be clearly labeled. Letters and labels must be uniform in size and style within each figure and, when possible, between figures. The font size must be 10 point or higher.

Symbols and abbreviations must be defined in the figure or its legend.

Avoid headings on the figure. Heading information should appear in the figure legend.

Provide a short title (in the legend, not on the figure itself) and an explanation in brief but sufficient detail to make the figure intelligible without reference to the text (unless a similar explanation has been given in another figure).

Figure legends are included in the word limit.

Tables

Include table(s) in the main manuscript document as text, not as an image. Table(s) are included in the word limit.

Number tables using Arabic numerals, and supply a brief, informative title for each table. Table text must be consistent in size and style with main manuscript text.

Supply brief column headings. Indicate footnotes in this order: *, †, ‡, §, ||, #, **

Use only horizontal borders above, and below the column headings and at the bottom of the table. Use extra space to delineate rows and columns.

Abbreviations/symbols used in a table but not already defined in the main text must be defined in the table or table legend.

Do not use colors for tables, use only default .1 black borders.

Tables must be placed 1 per page at the end of the manuscript, after the references.

Copyright information

A letter signed by the main author of the article, which will be sent via mail together with the manuscript, will contain copyright transfer to Journal of Medicine and Life. The full responsibility for all written information in the article belongs to authors.

Conflict of Interest Policy

Authors are responsible for the published materials and other conflicts of interests regarding subjects included in their work. Authors must mention all the funding received for research and other financial or personal connections linked to the article, in their work.

Order of publication

The order in which the articles appear in the journal is determined by:

1. date of arrival
2. editorial priorities
3. compliance with the above mentioned recommendations
4. peer-review recommendations

Priorities can be decided for some articles, requested either by the editors or by being of special interest.

For urgent communications (phone, fax, mail), the following address may be used as well:

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