

INSTRUCTIONS FOR AUTHORS

Legal Requirements

Acta Chirurgica Croatica publishes original research articles, case reports, reviews and short communications, in English, on current developments in surgical practice and research. Manuscripts submitted for publication must contain a statement to the effect that all human studies have been reviewed by the appropriate ethics committee and have therefore been performed in accordance with the ethical standards laid down in an appropriate version of the 1964 Declaration of Helsinki. It should also be clearly stated in the text that all persons gave their informed consent prior to their inclusion in the study. Details that might disclose the identity of the subjects under study should be omitted.

Conflict of Interest

Authors must indicate whether or not there is a financial relationship between them and the organization that sponsored the research. This note should be added in a separate section previous to the reference list. If no conflict exists, authors should state: "The authors declare that there is no conflict of interest". The editor in chief reserves the right to reject manuscripts that do not comply with the above stated requirements. The author will be held responsible for false statements or for failure to fulfil the requirements. Every paper is assessed by an independent reviewer on whose recommendation the editor's decision on acceptance or rejection will be based.

Editorial Procedure

Authors are requested to submit their articles by e-mail to the Editorial Office:

petar.matosevic@kbc-zagreb.hr

For all business communication concerning the journal please use the above e-mail address or:

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Department of Surgery
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10 000 Zagreb
Croatia

After the article has been accepted and published, the publisher will supply the corresponding author with two complimentary copies of the relevant issue.

Manuscript Preparation

Arrange the elements of the manuscript in the following order: (1) Title, (2) Abstract, (3) Keywords, (4) Introduction, (5) Material and methods, (6) Results, (7) Discussion, (8) Conclusions, (9) References, (10) Figure captions, (11) Tables.

Pharmaceutical products have to be given with their international generic names. Protected registered trade names should appear with the symbol [®] (e.g. Aspirin[®]).

Use the standard international way of writing units (unit converter www.vin.com/calculators/default.htm).

On the title page include the title of the manuscript, its running head (condensed title, not exceeding 60 characters with spaces), the name and surname of each author, each author's affiliation, the correspondent footnote (name and surname, postal code, telefax number, e-mail address) and footnote(s) indicating the present location of authors no longer at the institution at which the work was performed. The authors' affiliations must be indicated after each name in superscript numbers.

Abstracts

Provide abstracts in English, each limited to 250 words and structured by the following run-in heads "Background", "Methods", "Results", "Conclusions". For authors from abroad the abstract will be translated by the Editorial Office.

Keywords

Provide up to five keywords in English (a keyword may also be a noun phrase consisting of three or more words). Keywords should allow an appropriate classification of the paper in regard to the methodology and field of application. Choose them according to Index Medicus, do not merely duplicate words from the title.

References

References may be made to published work and papers in press. Reference citations are not permitted in the abstract of a paper. Authors are responsible for the accuracy of all literature citations. Work in progress, in preparation, unpublished work and personal communications should be cited as footnotes to the text. References should be listed numerically in the text in the order of appearance as parenthesized consecutive numbers, e.g. [1, 2]. Where there are more than two references, the citation should appear as a range of numbers separated by a dash, e.g. [1–3]. Abbreviations of journals should conform to those used in Medline.

The following formats must be used:

Journal article with maximum six authors: all of the authors are listed. Journal article with more than six authors: only the first three authors are listed followed by "et al."

Journal article in press (manuscript has been accepted for publication): Journal name (in press).

Abstracts: authors, title, journal, volume, page, year, abstract number, e.g. Proc Am Soc Clin Oncol 2007;25:215s (abstr 4571).

References should be quoted according to the Vancouver Format (Ref.), e.g. Journal article Smith JJ. The world of science. Am J Sci 1999;36: 234–5.

Book: Blenkinsopp A, Paxton P. Symptoms in the pharmacy: a guide to the management of common illness. 3rd ed. Oxford: Blackwell Science; 1998.

Book chapter: Wyllie AH, Kerr JFR, Currie AR. Cell death: the significance of apoptosis. In: Bourne GH, Danielli JF, Jeon KW, editors. International review of cytology. London: Academic; 1980. pp. 251–306.

Article by DOI: Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. J Mol Med (in press). DOI: 10.1007/s103530000086.

Online document: Doe J (1999) Title of subordinate document. In: The dictionary of substances and their effects. Royal Society of Chemistry. Available via DIALOG. [http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document). Cited 15 Jan 1999.

Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations, see www.issn.org.

Text

1. Please write your text in Microsoft Word. Use a Times New Roman plain font 12 for text.
2. Use the automatic page numbering function to number the pages.
3. Do not use field functions.
4. For indents use tab stops or other commands, not the space bar.
5. Use the table functions of your word processing program, not spread sheets, to make tables. Use the equation editor of your word processing program or Math Type for equations.
6. Place all figure captions or tables at the end of the manuscript.
7. Submit all figures as separate files and do not integrate them in the text.

Figures and Tables

The preferred figure formats are EPS for vector graphics exported from a drawing program and TIFF for halftone illustrations. EPS files should contain a preview in TIFF of the figure. The file name (one file for each figure) should include the figure number. Figure captions should be included in the text and not in the figure file. Scan resolution: scanned line drawings should be digitized with a minimum resolution of 800 dpi relative to the final figure size. For digital half tones, 300 dpi is usually sufficient.

Color illustrations: Store color illustrations as CMYK in TIFF format.

Vector graphics: All fonts used in the vector graphics must be embedded. The minimum line width should be 0.2 mm (i.e. 0.567 pt) relative to the final size.

The number and final size of illustrations and tables must be kept to the minimum required for clarification of the text. Do not give the same data both in tables and graphs. Do not use pie charts. Do not integrate figures or tables into the text. Number figures and tables consecutively in separate series. In addition to the number, each figure must have a legend and each table must have a title. All figures and tables must be cited in the text. Plan figures to fit into the column width of 81 mm. The maximum space available on one page is 169 by 240 mm. Scale the length, width, point size of type and symbols, and line weights of a figure proportionally. At the final size of a figure, no capital letter or symbol should be smaller than 1.5 mm and no line weight should be less than 0.25 mm. Group the legends for figures on a separate sheet. Give the title and all footnotes of a table directly above and below the table.

Full Paper and Review

Full papers and Reviews should be written as concisely as possible without impairing the clear and precise presentation of the subject matter. Both form and content of the paper should be carefully checked to exclude the need for corrections.

Short Communication

Short Communications should be prepared as described above except for the following: the average length of Short Communications should not exceed 1500 words and a maximum of two figures or tables is accepted. The abstract should not exceed 80 words.

Case Report

Case Reports should have educational value and/or highlight the need for a change in a certain clinical practice. They must provide an original description of a previously unreported entity or report a new presentation of a known disease or a new perspective of a case which poses a diagnostic and therapeutic challenge. Case Reports should include a comprehensive review of similar cases and emphasize the differences between present case and the previous ones. Case reports should be

accompanied clinical images. Authors should seek from the patients a written and signed consent to publish the information.

Letter to the Editor

Letters to the Editor are welcome, should be a maximum of 750 words, and may include a table or figure and references.

Corrections

All necessary corrections will be sent by e-mail to the corresponding author. The costs of corrections and changes, except the ones made in typesetting, which exceed 10% of typesetting costs, and were made after page numeration, will be charged to the author.