INSTRUCTIONS FOR AUTHORS

1. Scope and Policy of the Journal

»Journal of Medical Biochemistry« (JMB) publishes original scientific and specialized articles on all aspects of clinical chemistry, medical biochemistry and related scientific disciplines where chemistry, biochemistry, molecular biology and immunochemistry are dealing with the study of normal and pathologic processes in human beings. All manuscripts are reviewed and, after final decision, are classified in the following categories: a) personal view, b) review articles, c) original papers, d) professional papers, e) preliminary reports, and f) reviews of scientific meetings. There are also different reports and news, book reviews, reports on the activity of the Society of Medical Biochemists of Serbia and IFCC and other related organizations, letters to the editor, and information about innovations, new reagents and instruments in the field of clinical chemistry.

JMB articles appear in English and Serbian. Submission of a manuscript to JMB implies that the work described has not been published before, except in the form of an abstract, thesis or lecture, and is not under consideration for publication elsewhere. It is the responsibility of the corresponding author to ensure that all authors see and approve the manuscript before its submission to JMB. Once the manuscript is accepted, it must not be published elsewhere without the consent of the copyright holders. Manuscripts are accepted on condition of transfer of copyright to JMB. A copyright transfer statement will be sent together with the proofs for proofreading. It should be signed by the corresponding author and returned either by e-mail, fax or regular mail.


2. Manuscript Submission

All manuscripts should be addressed to:
The Editor, »Journal of Medical Biochemistry«, Department of Medical Biochemistry, University School of Pharmacy, Vojvode Stepe 450, 11221 Belgrade, PO. Box 146, Serbia.

Each manuscript should be accompanied by a cover letter containing a brief statement describing the novelty and importance of the work submitted. Authors may indicate names of reviewers who they wish to be excluded from reviewing their manuscripts.

3. Authorship

This journal accepts the guidelines on authorship developed by the International Committee of Medical Journal Editors. This requires that each author should have participated sufficiently in the work to take public responsibility for the content. This participation must include: (a) conception or design, or analysis and interpretation of data, or both; (b) drafting the article or revising it critically for important intellectual content; and (c) final approval of the version to be published. Participating solely in the collection of data does not justify authorship.

All elements of an article (a), (b), and (c) above, critical to its main conclusions, must be attributable to at last one author. A paper with corporate (collective) authorship must specify the key persons who were responsible for the article; others who contributed to the work should be recognized or acknowledged separately. The Editors may require authors to justify the assignment of authorship.

4. Review of Manuscripts and Speed of Publication

Papers are independently reviewed by at least two reviewers selected by the Editors. Reviews and original manuscripts are judged by the Editor-in-Chief who decides either to accept (without or with minor modifications), to return to the author for revision, or to reject the manuscript. If reviewers disagree, the Editor-in-Chief may ask for a third independent judgment. After completion of the reviewing process, the Editorial Office sends an appropriate letter to the authors together with the anonymized reviews and editorial comments for the author’s consideration. Usually, decisions are reached within four weeks from the submission date. When papers are accepted subject to revision, the revised manuscript must be returned within approx. one month. Revised articles are re-evaluated by the Editor-in-Chief who decides to accept or to submit to a second review. It is the aim of the Journal to publish papers within six months after their receipt by the Editor-in-Chief.

The author will receive first proofs for correction. Manuscripts are not returned.

Direct all correspondence to:
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5. Preparation of Manuscripts

The complete manuscript, including enclosures, should be sent in two copies (original and a photocopy). Enclosures to the original copy should be prepared according to instructions given in this section.

Manuscripts must be written in clear and concise English or Serbian language. The manuscript should be written in the third person avoiding the passive voice. Please have your text proofread by an native English speaker before you submit it for consideration. Either British or American spelling is acceptable. At the proofreading stage, changes other than correction of printer’s errors will be charged to the authors.
Type the manuscript (including table legends, figure legends and references) double-spaced using 12 font size on one page of A4 or 8.5×11” paper. Number the pages consecutively (with the title page being page 1) and leave 2.5 cm margins on all sides. Avoid footnotes in the text, use parentheses instead. Papers and reviews should usually occupy no more than eight printed pages; short communications, case reports and letters to the editor should not exceed four printed pages. Each full page of printed text corresponds to approximately 1400 words. Allow space for tables and illustrations within the page limit.

Manuscripts should be prepared in accordance with the guidelines below and should be sent either by email or by post: one copy on PC-formatted floppy disk or CD-ROM (together with digital images of any figures) and one printed copy. The electronic copy of the manuscript should be saved as a Word for Windows (.doc) or Rich Text Format (.rtf) file. Manuscripts must be submitted using double line-spaced, unjustified text throughout, with headings and subheadings in bold case (not underlined). Press ENTER only at the end of a paragraph, list entry or heading.

Full length papers and technical reports should have Title Page, Summary, Keywords, List of Abbreviations, Introduction, Materials and Methods, Results, Discussion, Acknowledgements, if available, References, Tables and Figure legends.

Short communications and case reports should be subdivided into Summary, Keywords, List of Abbreviations, and a single section of main text without headings. Experimental procedures should be described in legends to figures or footnotes to tables. Acknowledgements and References should be presented as in full length papers.

Letters to the editor are arranged like short communications but without a Summary.

**Title page**

The title page should include:

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**Summary, Keywords and a list of non-standard abbreviations**

The second page of the manuscript should contain Summary, Keywords and a list of non-standard abbreviations used in text, figures, tables, and figure and table legends.

A summary should be short and clear, typed on a separate sheet, and should contain no more than 200 words. The summary should point to the problem, methods, results and discussion. It must be comprehensible to readers before they have read the paper. Reference citations must not appear in the abstract, abbreviations should be avoided.

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Introduction should be clear, pointing to the essence of the problem and the purpose of the study. References related to the problem discussed in the manuscript should be cited. Do not include data or conclusions from the work being reported.

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The experimental part should include a description of materials and methods used. If methods are widely known, they should not be described, but only references indicated. If the article deals with a new method or modified method, full description should follow. Methods used in statistical analyses should be indicated. Identify accurately all materials, substances, drugs and chemicals used.

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Acknowledgements

Acknowledgements should be placed at the end of the text. Indicate financial support, gifts, technical assistance, and advice. Names of the funding organizations should be written in full. Obtain written permission from those acknowledged by name.

Units of measurement

The units of measurement when possible must belong to the International System of Units (SI) or be non-SI units accepted for use with the SI (e.g. days, litre). (http://www.bipm.fr/3_SI/si.html)

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