INSTRUCTIONS FOR AUTHORS

1. Scope and Policy of the Journal

Journal of Medical Biochemistry (J Med Biochem) is the official journal of the Society of Medical Biochemists of Serbia with international peer-review. The Journal publishes original scientific and specialized articles on all aspects of clinical and medical biochemistry, molecular medicine, hematology, immunology, microbiology, virology, genetic epidemiology, drug measurement, evaluation of diagnostic markers, new reagents and laboratory equipment, reference materials, reference values, laboratory organization, automation and quality control, clinical metrology and all related scientific disciplines where chemistry, biochemistry, molecular biology and immuno-chemistry 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, EFLM, IFCC and other related organizations, letters to the editor, and information about innovations, new reagents and instruments in the field of clinical chemistry.

Journal of Medical Biochemistry articles appear in English on Open Access model. All its content is available free of charge. Users can read, download, copy, distribute, print, search the full text of articles, as well as to establish HTML links to them, without having to seek the consent of the author or publisher.

Submission of a manuscript to Journal of Medical Biochemistry 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 else where. It is the responsibility of the corresponding author to ensure that all authors see and approve the manuscript before its submission to Journal of Medical Biochemistry. Once the manuscript is accepted, it must not be published elsewhere without the consent of the copyright holders. Authors retain copyright of the published papers and grant to the publisher the non-exclusive right to publish the article, to be cited as its original publisher in case of reuse, and to distribute it in all forms and media.

The published articles will be distributed under the Creative Commons Attribution 4.0 International License (CC BY). It is allowed to copy and redistribute the material in any medium or format, and remix, transform, and build upon it for any purpose, even commercially, as long as appropriate credit is given to the original author(s), a link to the license is provided and it is indicated if changes were made. Users are required to provide full bibliographic description of the original publication (authors, article title, journal title, volume, issue, pages), as well as its DOI code. In electronic publishing, users are also required to link the content with both the original article published in Journal of Medical Biochemistry and the licence used.

Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal. Authors are permitted to deposit author's pre-print, author's post-print (accepted version) and publisher's version (PDF) of their work in an institutional repository, subject-based repository, author's personal website (including social networking sites, such as ResearchGate, Academia.edu, etc.), and/or departmental website at any time after the acceptance of the manuscript and at any time after publication.

Full bibliographic information (authors, article title, journal title, volume, issue, pages) about the original publication must be provided and links must be made to the article's DOI and the license.

After acceptance of the manuscript, and prior to publication, the authors are required to pay Article Processing Charges (APCs), which cover the expences of publication of accepted manuscript (proofreading, paging, copy editing, etc.) and its acceptance in open access. The APCs is a fee which is charged to authors to allow for immediate, unrestricted access to the full version of the article. Please note that the payment of this charge does not guarantee acceptance of the manuscript for publication and does not influence the outcome of the review procedure. After the positive review and the final decision of the Editor in Chief about the acceptance of the manuscript, the authors receive the invoice with the amount of the charges to be payed by bank transfer. The total charges are 1000 EUR plus VAT 20% from abroad and for authors from Serbia the equvalent amount in RSD on the day of payment. The authors need to cover the bank transfer expences, the amount of which depends on the country and the local bank where the payment is made.

The journal conforms to the »Uniform requirements for manuscripts submitted to biomedical journals« (http://www.icmje.org/urm_full.pdf).

2. Manuscript Submission

Authors are requested to submit their papers electronically by using online manuscript submission available at http://aseestant.ceon.rs/index.php/jomb/. This site will guide authors stepwise through the submission process.

Authors, reviewers, and editors send and receive all correspondence by e-mail and no paper correspondence is necessary. The telephone and facsimile numbers and e-mail address of corresponding authors must be provided during submission.

An accompanying letter, signed by all authors, must provide assurance that the paper, in whole or in part, is not under consideration by another journal or publication source, and will not be submitted elsewhere unless and until it is declared unacceptable for publication by this journal. Together with the manuscript, authors are required to submit scanned copy of signed original of

Conflict of Interest Statement, which can be downloaded from the journal home page.

Each manuscript should be accompanied by a cover letter containing a brief statement describing the novelty and importance of the work submitted.

All manuscripts are peer reviewed by at least two independent reviewers. All manuscripts submitted to the Journal of Medical Biochemistry are checked using CrossCheck iThenticate plagiarism detection system for duplicate and unattributed content.

In case of any technical problems, please contact Snežana Jovičić, Managing Editor for Journal of Medical Biochemistry (jmedbio.managing.editor@gmail.com).

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 least 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 as doble-blind peer review. 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 authors will receive first proofs for correction.

5. Preparation of Manuscripts

The complete manuscript, including enclosures should be prepared according to instructions given in this section.

Manuscripts must be written in clear and concise English 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 81/2×11'' 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 online at http://aseestant.ceon.rs/index.php/jomb/. 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:

1. Short and informative title.
2. Names of all authors (with one name and forename of each author in full), followed by their affiliations: department, institution, city without postcode, country. If there is more than one institution involved, authors' names should be linked to the appropriate institutions by inserting consecutive numbers in superscript after relevant names. If required, lower case letters, in superscript after the name, should be used to indicate the present address.

3. Full name, mailing address, fax phone number and e-mail address of the corresponding author to whom communications should be sent is typed at the bottom.
4. Running title containing 50 characters or less in length.

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 250 words. It must be comprehensible to readers before they have read the paper. Reference citations must not appear in the abstract, abbreviations should be avoided.

The summary of the original articles, should be structured, including following: Background, Methods, Results and Conclusions. The abstract of the other article types should not be structured.

A short summary in the Serbian language should be typed on the separate sheet, beginning with a Serbian title. This is valid only for Serbian authors. Below the end of English and Serbian summaries provide up to six Key Words in alphabetical order separated by semicolon using the entries from Index Medicus for indexing purposes.

Introduction

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.

Materials and Methods

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.

Ethics. When reporting experiments on human subjects, manuscripts must include assurance that informed consent was obtained and that the study was performed in conformance with the Declaration of Helsinki ethical guidelines (http://ohsr.od.nih.gov/helsinki.php3) as reflected in *a priori* approval by the local institution's, regional or national, human research review committee. Do not use patients' names, initials, or hospital numbers, especially in any illustrative material. When reporting experiments on animals, indicate whether the national law on the care and use of laboratory animals was followed. Articles which do not give assurance of compliance with these principles will be rejected.

Statistics. Describe statistical methods with enough detail to enable a knowledgeable reader with access to the original data to verify the reported results. If preparing statistical data for publication, please read the journal's statistical guidelines or standard books. Specify any general computer programme used. When data are summarized in the results section, give the statistical methods used to analyze them.

Results

Results should be precise and clear, statistically processed and expressed according to the International System of Units (SI). Present in logical sequence the data generated using, as appropriate, tables and figures without duplication. Indicate the nature of data reduction and statistical procedures employed with appropriate references.

Discussion

Results should be discussed and compared to reference results. Conclusions should be drawn on the basis of these comparisons. Indicate the conclusions that may be drawn and place them in the context of a critical appraisal of previous work. Do not repeat in detail data or other material given in the introduction or the results section. Link the conclusions with the goals of the study, but avoid unqualified statements and conclusions not completely supported by your data. Distinguish clearly new information from previous finding, and speculation from fact. Problems arising out of the study may be identified, and relevant hypotheses may be generated.

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)

References

Only essential references should be included. Authors are responsible for verifying them against the original source material. Automatic numbering should be avoided. References are typed on sheets separate from the text and follow the text. Rely upon articles published in primary research journals. Meeting abstracts may be cited only if published in journals. Citations such as »personal communication«, »unpublished data« or

»in press« are not accepted. Publications for which no author is apparent may be attributed to the organization from which they originate. Simply omit the name of the author for anonymous journal articles – avoid using »Anonymous«.

References are identified in the text by Arabic numerals in parentheses, and numbered consecutively in the order in which they are mentioned in the text. If one reference is cited several times in the text, the same number is indicated in parentheses. Abbreviations of journals conform to those used in Index Medicus (List of Journals Indexed). List all authors; if the number is seven or more, cite first six names followed by *et al*. Do not use italic font in the reference section. References must be given in the following format:

- Articles:
  Pugia MM, Sammer R, Corey P, Lott JA, Anderson L, Gleason S, et al. The uristatin dipstick is useful in distinguishing upper respiratory from urinary tract infections. Clin Chim Acta 2004; 341: 73–81.

  Mizon D, Piva F, Queyrel V, Balduyck M, Hachulla E, Mizon J. Urinary bikunin determination provides insight into proteinase/proteinase inhibitor imbalance in patients with inflammatory diseases. Clin Chem Lab Med 2002; 40: 579–86.
- Supplements:
  Williams DN. Reducing costs and hospital stay for pneumonia with home intravenous cefotaxime treatment: results with a computerized ambulatory drug delivery system. Am J Med 1994; 97: Suppl 2A: 50–5.
- Abstracts:
  Henney AM. Chronic plaque or acute rupture? The yin and yang of vascular tissue remodeling abstract . Atherosclerosis 1997; 134: 111.
- Books and Monographs:
  Kahn CR, Weir GC, editors, Joslin's diabetes mellitus, 13ed. Philadelphia: Lea and Febiger, 1994: 1068pp.
- Chapters:
  Karnofsky DH, Burchenal JH. The clinical evaluation of chemotherapeutic agents in cancer. In: Macleod CM, editor. Evaluation of chemotherapeutic agents. New York: Columbia University Press, 1949: 191–205.

Tables

Submit tables on separate pages and number them consecutively using Roman numerals. Provide a short descriptive title, column headings, and (if necessary) footnotes to make each table self-explanatory. Refer to tables in the text as Table I, etc. Use Table I, etc. in the table legends. Please indicate in the manuscript the approximate position of each table.

Figures

Illustrations will be reduced in size to fit, whenever possible, the width of a single column, i.e. 80 mm, or a double column, i.e. 168 mm. Ideally, single column figures should be submitted with a width of 100 mm, double column figures with a width of 210 mm. Lettering in all figures within the article should be uniform in style, preferably a sans serif typeface, and of sufficient size, so that it is readable at the final size of approximately 2 mm.

Uppercase letters A, B, C, etc. should be used to identify parts of multi-part figures. Cite all figures in the text in a numerical order. Indicate the approximate position of each figure. Refer to figures in the text as Figure 1, etc. Use Figure 1, etc. in the figure legends.

The first author's name, drawing number and top location are indicated on the back of the illustration.

The number of tables and figures should be rational.

Line drawing and photographs must be of high quality. Note that faint shading may be lost upon reproduction. All illustrations should be black and white and should be numbered in the order in which they are mentioned in the text. The figures must be saved as separate files and printouts appended to the manuscript. All photographic figures should be submitted in camera-ready form (i.e. with all extraneous areas removed) and saved as TIFF files at a resolution of 600 dpi. Line drawings should be professionally prepared and labelled (freehand files). Charts may be supplied as Excel spreadsheets (one chart per sheet). Where necessary, magnification should be shown using a scale marker. The figure legends (one per figure) should appear as a separate page at the end of the main text file. Any previously published illustrations should be accompanied by the written consent to replication of the copyright holder and an acknowledgement should be included in the legend. The full reference should also be included in the reference list.

Figure legends

Provide figure legends on separate pages. Explain all symbols used in the figures. Remember to use the same abbreviations as in text.

Nomenclature

Follow the rules of the IUPAC-IUB Commission on Biochemical Nomenclature, as in IUB *Biochemical Nomenclature and Related Documents*, 3rd edition, obtainable from Biochemical Society Book Depot, P.O. Box 32, and Commerce Way, Colchester, CO2 8HP, U.K.

Enzyme names should be in accordance with the recommendations of the IUPAC-IUB Commission on Biochemical Nomenclature, 1978, as in *Enzyme Nomenclature*, published by Academic Press, New York, 1992. Genotypes should be given in italics, phenotypes should not be italicised. Nomenclature of bacterial genetics should follow Damerec et al. Genetics 1966; 54: 61–76.

Abbreviations

Journal of Medical Biochemistry accepts standard *Journal of Biological Chemistry* abbreviations. Uncommon abbreviations should be defined, in parentheses, when they first appear in text. Abbreviations in the Title and in the Abstract should be avoided. All non-standard abbreviations should be listed alphabetically on the second page of the manuscript (see above), separated by semicolon. Start with the abbreviation, followed by a comma, and then give the explanation.

Offprints

Page proofs will be sent electronically to the author for correspondence and must be returned promptly by e-mail, fax or post. The corresponding authors will receive a PDF file of their article. Corrections should be kept to a minimum. This should be completed and returned immediately.

6. Declaration of Interest

It is the policy of Journal of Medical Biochemistry to adhere in principle to the Conflict of Interest policy recommended by the International Committee of Medical Journal Editors (ICMJE, http://icmje.org/index.html#conflict). The authors must declare conflicts of interest (Conflict of Interest Statement). In specific, we request for the following: 1) all relevant potential conflicts of interest for each named author and/or a statement of no-conflicts if there are none relevant to the contents of the article for any author(s), 2) disclosure of how the article is funded, and in specific, the disclosure of any and all pharmaceutical company funding (partial of total) or a statement that there was no involvement of a pharmaceutical/other company (if this is the case) and 3) comprehensive explanation of the role of the sponsors in article preparation (if the article is sponsored in part or whole).

7. Disclaimer

The Publisher and the Editors cannot be held responsible for errors or any consequences arising from the use of information contained in this journal; the views and opinions expressed do not necessarily reflect those of the Publisher and the Editors; neither does the publication of advertisements constitute any endorsement by the Publisher the Editors of the products advertised.

Journal Address:

Society of Medical Biochemists of Serbia
Journal of Medical Biochemistry
Prof. Dr Nada Majkić-Singh
Editor-in-Chief
Vojislava Ilića 94B/7, 11050 Belgrade, Serbia.

Please also visit *Journal of Medical Biochemistry* homepage at
http://www.dmbj.org.rs/jmb
http://scindeks.ceon.rs/journaldetails.aspx?issn=1452-8258

Please contact the Editorial Office if you have any further questions. We will do our best to assist you.