

## UPUTSTVO SARADNICIMA

ABC časopis urgentne medicine objavljuje prethodno neobjavljene naučne i stručne radove iz oblasti medicine koja se odvija na na prehospitalnom i inicijalno hospitalnom nivou kao i onih oblasti medicine koje mogu biti od interesa za lekara koji radi u službi Hitne Pomoći. Za objavljivanje se primaju originalni radovi, prikazi slučaja, pregledni članci i članci iz istorije medicine, koji nisu do sada objavljivani, kao i da radovi koji nisu podnet za objavljivanje u drugom časopisu

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(International Committee of Medical Journal Editors - Ann Intern Med. 1997;126:36-47.) Rukopise u elektronskoj verziji slati na adresu E-pošte: [abc.casopis@gmail.com](mailto:abc.casopis@gmail.com)

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## TEHNIČKI ZAHTEVI

Celokupni tekst, reference, naslovi tabela i legende slika treba da budu u jednom dokumentu. Tekst fajlovi pripremite u Microsoft Office Word programu font Times New Roman, veličine 12 ppt. Paragraf pišite tako da se ravna samo leva ivica (Alignment left). Ne delite reči na slogove na kraju reda. Ne koristite uvlačenje celog pasusa (Indentation). Ubacite samo jedno prazno mesto posle znaka interpunkcije. Ostavite da naslovi i podnaslovi budu poravnjani uz levu ivicu. Svaki naslov u tekstu rada: uvod, metodologija, ciljevi rezultati diskusija zaključak i ključne reči postaviti na sredinu tj centrirati.

Grafikoni, sheme (crteži) sa natpisom ispod grafikona npr grafikon br 1 Grafikone izrađivati u programu *Excel*, Koristiti font veličine 10pt i priložiti u originalnom programu - fajlu sa tabelom iz koje se konstruiše grafikon (ne uvoziti i ne linkovati iz drugih programa). Sheme raditi u programu *Corel DrawH3* ili ranijoj verziji (ne uvoziti i ne linkovati u *Corel Draw* iz drugih programa), ili gotovu shemu snimiti ili skenirati u rezoluciji 300dpi u jpg formatu označiti ih arapskim brojevima po redosledu pojavljivanja u tekstu i navesti naziv.

Svi podaci kucaju se u fontu *Times New*

*Roman 12.* I grafikone i sheme dostaviti uz rad u elektronskom obliku i navedenom formatu, a u radu naznačiti mesto gde grafikoni ili sheme treba da budu postavljeni (npr. Grafikon 1..., Shema 1... crvenim slovima).

Korišćene skraćenice objasniti u legendi ispod grafikona ili sheme na srpskom i engleskom jeziku. Sve tabele raditi u programu *Word* (ne uvoziti i ne linkovati u *Word* iz drugih programa), sa proredom 1 (*single*). Sa natpisom tabela br 1 iznad same tabele. I tabele dostaviti uz rad u nvedenom formatu a u radu naznačiti mesto gde tabele treba da budu (npr. Tabela 1) crvenim slovima. Same tabele, slike i grafikone možete umetnuti u tekst na mestu gde treba da se pojave u radu

Slike. Označavaju se arapskim brojevima redosledom navođenja u tekstu (Slika 1) i sa nazivom na srpskom i engleskom jeziku. Fotografije snimati digitalnim fotoaparatom u jpg formatu ili skenirati sa rezolucijom 300 dpi, u dovoljnoj veličini ne manjoj od 6 cm x 8 cm i priložiti uz rad kao poseban fajl, a u radu naznačiti mesto gde slika-fotografija treba da bude (npr. Slika 1), Fotografija... crvenim slovima). Ukoliko je slika ili fotografija već negde objavljena, citirati izvor.

Dužina teksta može biti do 5000 reči. Prikaz slučaja rasvetljava pojedinačne slučajeve iz medicinske prakse. Obično opisuju jednog do tri bolesnika ili jednu porodicu. Tekst se ograničava na 3000 reči, najviše 3 tabele ili slike i do 25 referenci. Člancima Iz istorije medicine i zdravstvene kulture rasvetljavaju se određeni aspekti medicinske prakse u prošlosti. Dužina teksta može biti do 3500 reči .

**Uvod, Cilj rada, Metod, Rezultati, Zaključak;** svaki od navedenih segmenata pisati kao poseban pasus koji počinje boldovanom reči

**PRIPREMA RUKOPISA:** PRVA STRANICA sadrži: potpuni naslov, Naslov treba da što vernije opiše sadržaj članka. U interesu je časopisa i autora da se koriste reči prikladne za indeksiranje i

pretraživanje. Ako takvih reči nema u naslovu, poželjno je da se naslovu pridoda podnaslov. Kraću verziju naslova (do 70 slovnih mesta); ime srednje slovo i prezime svih autora; naziv, mesto i adresu institucija iz kojih su autori, (brojevima u zagradi povezati sa imenima autora); eventualnu zahvalnost za pomoć u izradi rada; predlog kategorije rukopisa (originalni rad, pregledni članak, prikaz slučaja i dr); ime i prezime i srednje slovo, godinu rođenja autora i svih koautora, punu adresu, broj telefona i e-pošta autora za korespondenciju. DRUGA STRANICA sadrži: sažetak (uključuje naslov rada, imena autora i koautora i imena ustanova iz kojih su autori) se sastoji od najviše 250 reči. Sažetak ne može imati fusnote, tabele, slike niti reference. U sažetku treba izneti važne rezultate i izbeći opšte poznate činjenice. Sažetak treba da sadrži cilj istraživanja, material i metode, rezultate i zaključke rada. U njemu ne smeju biti tvrdnje kojih nema u tekstu članka. Posle sažetka napisati 3 do 8 ključnih reči na srpskom jeziku.

Ključne reči su termini ili fraze koje najbolje opisuju sadržaj članka za potrebe indeksiranja i pretraživanja. Treba ih dodeljivati s osloncem na neki međunarodni izvor (popis, rečnik ili tezaurus) koji je najšire prihvaćen ili unutar date naučne oblasti, npr. u oblasti medicine Medical Subject Headings, ili u nauci uopšte, npr. lista ključnih reči Web of Science. Ako je jezik rada srpski, veoma je poželjno je da se sažetak na stranom jeziku daje u proširenom obliku, kao tzv. rezime. Posebno je poželjno da rezime bude u strukturiranom obliku. Dužina rezimea može biti do 1/10 dužine članka. Rezime se daje na kraju članka, nakon odeljka. TREĆA STRANICA sadrži: prošireni sažetak na engleskom jeziku (extended summary) i 3 do 8 ključnih reči na engleskom jeziku (key words) .

**NAREDNE STRANICE:** Označite dalje rednim brojem sve preostale stranice rukopisa. Svako poglavlje započnite na posebnoj listi. UVOD mora biti kratak, s jasno izloženim ciljem članka i kratkim

pregledom literature o tom problemu. MATERIJAL I METODE moraju sadržati dovoljno podataka da bi drugi istraživači mogli ponoviti slično istraživanje bez dodatnih informacija. Imena bolesnika i brojeve istorija bolesti ne treba koristiti, kao ni druge detalje koje bi omogućili identifikaciji bolesnika. Treba navesti imena aparata, softvera i statističkih metoda koje su korišćene. REZULTATE prikažite jasno i sažeto. Ne treba iste podatke prikazivati i u tabelama i na grafikonima. Izuzetno se rezultati i diskusija mogu napisati u istom poglavlju. U DISKUSIJI treba raspravljati o tumačenju rezultata, njihovom značenju u poređenju sa drugim, sličnim istraživanjima i u skladu sa postavljenim hipotezama istraživanja. Ne treba ponavljati već napisane rezultate. Zaključke treba dati na kraju diskusije ili u posebnom poglavlju. PRILOZI UZ TEKST Svaka tabela ili ilustracija mora biti razumljiva sama po sebi, tj. i bez čitanja teksta u rukopsiu. Tabele: Iznad tabele treba da stoji redni broj i naslov (npr: Tabela 1. Struktura ispitanika). Legendu staviti u fusnotu ispod tabele, i tu objasniti sve nestandardne skraćenice. Ilustracije (slike): Fotografije moraju biti oštre i kontrastne. Broj crteža i slika treba ograničiti na najnužnije (u principu ne više od 4 – 5). Ukoliko se slika preuzima sa interneta ili nekog drugog izvora, potrebno je navesti izvor. Ispod ilustracije treba staviti redni broj iste i naslov, a ispod ovoga legendu, ukoliko postoji Naslove i tekst u tabelama i grafikonima dati i na engleskom jeziku

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management. 2nd ed. New York: Raven Press; 1995. p. 465-78. Doktorska disertacija ili magistarski rad: Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis (MO): Washington Univ.; 1995. Đorđević M: Izučavanje metabolizma i transporta tireoidnih hormona kod bolesnika na hemodijalizi. Magistarski rad, Medicinski fakultet, Beograd, 1989. Članak objavljen elektronski pre štampane verzije: Yu WM, Hawley TS, Hawley RG, Qu CK. Immortalization of yolk sac-derived precursor cells. *Blood*. 2002 Nov 15;100(10):3828-31. Epub 2002 Jul 5. Članak u časopisu na internetu: Abood S. Quality improvement initiative in nursing homes: the ANA acts in an advisory role. *Am J Nurs* [serial on the Internet]. 2002 Jun [cited 2002 Aug 12];102(6):[about 3 p.]. Available from: <http://www.nursingworld.org/AJN/2002/june/Wawatch.htm> Monografija na internetu: Foley KM, Gelband H, editors. Improving palliative care for cancer [monograph on the Internet]. Washington: National Academy Press; 2001 [cited 2002 Jul 9]. Available from: <http://www.nap.edu/books/0309074029/html> Web lokacija: Cancer-Pain.org [homepage on the Internet]. New York: Association of Cancer Online Resources, Inc.; c2000-01 [updated 2002 May 16; cited 2002 Jul 9]. Available from: <http://www.cancer-pain.org/>. Deo web lokacije: American Medical Association [homepage on the Internet]. Chicago: The Association; c1995- 2002 [updated 2001 Aug 23; cited 2002 Aug 12]. AMA Office of Group Practice Liaison; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html> Autorstvo. Sve osobe koje su navedene kao autori rada treba da se kvalifikuju za autorstvo. Svaki autor treba da učestvuje dovoljno u radu na rukopisu kako bi mogao da preuzme odgovornost za celokupan tekst i rezultate iznesene u radu. Autorstvo se zasniva samo na: bitnom doprinosu koncepciji rada, dobijanju rezultata ili analizi i tumačenju rezultata; planiranju rukopisa ili njegovoj kritičkoj

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### **Instruction to the authors:**

**ABC journal of emergency medicine** publishes scientific articles related to the medicine practiced in pre-hospital environment and on initial hospital level, but strictly those articles that haven't already been printed or submitted for publishing elsewhere.

### **Types of articles published in this journal**

Original article or case report. The original article stands for reports which present results of one's original research for the first time. Case report reveals individual cases from medical practice and it usually describes one to three patients or a family.

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Short announcement should be full original article in a short format

Scientific review - systematic and critical assessment of a certain scientific topic based on scientific arguments

Exceptionally with editor's approval- monographic, historical, bibliographic or lexicographic study, or information review (these are supposed to summarize data previously unavailable to public).

If the article is a part of a master's theses or a part of a dissertation, or it is made through a scientific project, it should be emphasized in a reference at the end of the text. Likewise, if an article has been presented at scientific convention, precise information of the time, place and title of the event should be noted. Manuscripts should be prepared according to the Vancouver Recommendations "UNIFORM REQUIREMENTS FOR MANUSCRIPTS

SUBMITTED TO BIOMEDICAL JOURNALS" recommended by ICMJE (International Committee of Medical Journal Editors – Ann Intern Med. 1997;126:36-47.) With the manuscript a certificate of authorship should be attached. Editorial staff forwards all the articles to the expert peer reviewers. Publisher doesn't return manuscripts and doesn't provide fees.

### **TECHNICAL DEMANDS**

Complete text, references, titles of the charts and picture legends should be in one document. Text files should be typed in Microsoft Office Word program (extension.doc), using font Times New Roman size 12, with left alignment and no indentation. The words should not be cut at the end of the row, and after punctuation one character spacing should be made. Every title and subtitle (introduction, methodology etc.) should be centered. If the text contains special characters (symbols), Symbol font should be used. Do not use commercial names of drugs and other medicaments. Instruments (equipment) should be referred to by their trade names, producer's name and address, typed in parenthesis. Abbreviations should not be used unless absolutely necessary. Full term should be given in first appearance in the text for each abbreviation used, except for standard units of measurement. Numbers should be rounded to one decimal whenever possible. For decimal numbers coma should be used as a decimal separator in Serbian text, but period in English text as well as in tables, graphs and other illustrations. Measure units should be given according to International System of Units SI, Temperature should be specified in degrees Celsius (°C), the amount of substance in moles (mole), and blood pressure in millimeters of mercury (mm Hg).

### **Charts, diagrams and pictures**

Charts should be made in Microsoft Office

Excel program, using font size 10, and attached to the original file, along with the table from which the chart is constructed (do not import and insert links from other programs). They should be marked with Arabic numerals in order of appearance and titled in both Serbian and English. All the data within charts should be typed with Times New Roman size 12 in both Serbian and English. Abbreviations used in graphs should be explained in a legend below it in both languages.

Diagrams should be made by Corel Draw H3 program or earlier version (do not import or insert links from other programs into Corel Draw), or previously prepared diagram could be recorded and scanned with resolution 300 dpi in .jpeg format, marked with Arabic numerals in order of appearance and titled. All the data should be typed with Times New Roman size 12, in both Serbian and English. Abbreviations used in graphs should be explained in a legend below it in both languages.

Charts and diagrams should be submitted with the manuscript in electronic form (specified format), with the indication of their exact place in the text (e.g. Chart 1, Diagram 1... written in red). Abbreviations used in the text should be explained in the legends beneath the charts and diagrams in Serbian and in English.

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Every chart or illustration should be self-explanatory, i.e. understandable even without reading the text of the article. Legends should be in the footnotes beneath, with explanation of all nonstandard abbreviations. Number of graphs and illustrations should be limited to 4 or 5 necessary.

Note that all charts, schemes and pictures can be inserted directly onto their position in the text

## **VOLUME OF THE MANUSCRIPT**

Original articles consisting of Title Page, Abstract, Article text, References, all illustrations including legends (tables, photographs, charts, diagrams), Title page and Abstract in English – total volume should not exceed 5,000 words.

Short announcement - 1200

Case report -text should consist of max 2500 words, 3 tables and up to 25 references.

Systematic review, articles on history of medicine and health education shed light on certain aspects of past medical practice. They should consist of up to 3500 words.

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FIRST PAGE should be the title page of your manuscript file. The title should be short, clear and informative, corresponding to the content of the paper and it should not contain abbreviations. Subtitles should be avoided. It is best to use words appropriate for searching and indexing, in best interest of the journal and the author. If the title doesn't have such words, it would be advisable to add a subtitle – shorter version of the title (up to 70 characters). First page also contains full names of all authors, names and addresses of institutions where they work (use numbers in brackets to link them with names of authors), gratitude note possibly for the help in article realization, suggestion of the article type (original article, case report, review ...) and e-mail

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SECOND PAGE should contain a structured abstract (including again the title of the article, names of authors and coauthors and names of institutions in which each of them works) written in both Serbian and English. If the original article is in Serbian language, it is desirable to provide the expanded translation of the abstract, a kind of a summary. Summary should have the same structured form and it shouldn't be longer than 1/10 of the article length. It states the objective of the work, basic methods of research and analysis, used materials, important results (statistic relevance) and main conclusion. The abstract cannot contain footnotes, figures, pictures or references. Statements that do not exist in the article text should be avoided, as well as general known facts. Abstracts of original articles should have 250 words and following subtitles: Introduction, Aim, Method, Results and Conclusion. Each of these parts should be written as a separate paragraph that begins with a bolded word. Three to six keywords or short phrases which summarize the content of the paper should be given under „Keywords” below the Abstract. A structured abstract for case reports should not exceed 150 words, with following subtitles: Introduction, Case Study and Conclusion.

KEY WORDS are terms or phrases that describe adequately the contents of the article for the purpose of indexing and searching. They should be appointed relying on an international source (index, vocabulary or thesaurus) accepted within specific scientific field, e.g. in medical circles Medical Subject Headings, or generally (e.g. key words index Web of science). The text should be paginated from one onwards, commencing with the Title Page within bottom margin.

SUBSEQUENT PAGES should contain the remaining sections. Every section should be on a separate page. An original work should have the following subtitles: Introduction,

Aim, Method, Results, Discussion, Conclusion, References.

INTRODUCTION should be concise, with a brief argumentation of the reasons for the study or research clearly stating the objective and a brief literature overview of the theme. A hypothesis, if there is one, and the aims of the work deriving from that hypothesis should be noted.

METHOD AND MATERIALS section must contain enough information for other researchers to repeat the investigation. All the details that could enable recognition of the patient should be avoided. Identify methods, apparatus (producer's name and place in parenthesis) as well as procedures, statistical methods and software in order to enable other authors to repeat the results. When reporting on experiments on humans, it should be emphasized that the procedure was done in accordance with the Declaration of Helsinki and Recommendation for Conduct of Clinical Research from 1975, revised in 1983. The compliance of the authorized ethics committee is also obligatory. Names, initials or patients' card numbers should never be published, especially if the material is illustrated. If there is a possibility of recognizing the patient, all details that can provide identification should be excluded, unless written consent for publishing is acquired from the patient or his relatives, which should be emphasized in the manuscript. You should also state if the principles of animal protection according to laws and regulations were followed in experiments. A detailed account of statistical methods used should be given in order to enable that a well-informed reader can check the results. Whenever possible, quantify the results and also state the corresponding statistical flaw index (e.g. SD, SE or credibility borders). Avoid relying only on statistical testing of the hypothesis, such as  $r$  value, which does not provide relevant quantitative data. Always discuss the

plausibility.

RESULTS should be presented clearly and concisely. Do not repeat all the data from the tables or illustrations in the text, emphasize or summarize only significant observations. The results and discussion can be presented in the same section.

DISCUSSION should contain interpretation of the results according to assumed hypothesis, their significance in relation to other similar researches. Do not repeat results that have already been presented. Do not repeat in detail the data and material previously disclosed in Introduction or Results. Implications of findings and their restrictions, including those of relevance for future research, should be included in Discussion. Observations should be connected to other relevant studies, in particular those done within the last three-year period, and only in special cases older than these.

CONCLUSIONS can be given at the end of the discussion or in a separate section. Relate the conclusions to the aims of the paper. When appropriate, recommendations can be included.

#### ACKNOWLEDGMENTS

All other persons who have made substantial contributions to the work reported in the manuscript (e.g. data collection, analysis, and writing or editing assistance) but who do not fulfill the authorship criteria should be named with their specific contributions, with written permission of course. Sources and funding, sponsorships, scholarships, gifts, equipment and medicines should also be listed.

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Regular components of references (authors' names, article title, source etc.) are noted in the same way in every article published in the journal, according to accepted form of referencing. The use of format supported by leading international bases of referencing, and Serbian Citation Index, following in fact the instructions of APA (Publication Manual of the American Psychological Association), is highly recommended. References should be listed in order of appearance. Identify references in text, tables and legends using ordinal numbers in square brackets [1]. If the number of authors exceeds six then six should be named and the rest should be referred to as "et al".

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designated as „in press” and with the name of journal.

#### EXAMPLES OF CORRECT REFERENCE FORMS

Standard journal article (name all the authors, but if their number exceeds six, name six and add et al. Jurhar-Pavlova M, Petlichkovski A, TrajkovD, Efinska-Mladenovska O, Arsov T, Strezova A, et al. Influence of the elevated ambient temperature on immunoglobulin G and immunoglobulin G subclasses in sera of Wistar rats. *Vojnosanit Pregl* 2003; 60(6): 657–612.

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