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## INSTRUCTIONS FOR AUTHORS

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### AUTHOR GUIDELINES

Authors are asked to direct all communication toward Journal Office to the following email addresses: [fuad.brkic@ukctuzla.ba](mailto:fuad.brkic@ukctuzla.ba) or [bffar@yahoo.com](mailto:bffar@yahoo.com). Please avoid sending submissions, manuscripts, forms (except Authorship Statement Form), subscription requests etc. in regular mail. Editorial board will not disclose any information about manuscripts (including their receipt, content, status in the reviewing process, criticism by reviewers, or ultimate fate) to anyone other than the authors and reviewers. There is no restriction on the length of the papers. Electronic files regarding the full details of the experimental procedure (conference slides, video sequences, software, etc), which can not be published in a normal way, can be deposited as supplementary material.

### PUBLICATION CATEGORIES

Acta Medica Saliniana publishes original papers, professional papers, review papers, case reports and letters to editor which deal with all aspects of biomedicine and related research.

### CRITERIA FOR MANUSCRIPT

Submitted manuscripts must meet the following criteria:

- the material must be original
- the writing must be clear, concise and unambiguous
- the data are valid
- the conclusions drawn by the authors must be reasonable and supportable
- the information must be relevant and interesting.

### CORRESPONDING AUTHOR (CA)

Corresponding author (CA) is the responsible person for electronically submitting a manuscript for publication consideration. CA must provide complete mailing addresses and e-mail addresses for all the contributing authors. The CA will be identified as such in the published article.

### PREPARING MANUSCRIPT FOR SUBMISSION

Contributors should prepare their manuscripts in accordance with the Uniform Requirements for Manuscripts Submitted to Biomedical Journals.

Use Système International (SI) measurements only. Use non-proprietary (i.e. generic) drug names, unless the specific trade name of a drug is directly relevant to the discussion. Avoid unnecessary abbreviations.

Single-space the text throughout. This includes the title page, abstract, text, acknowledgments, references, tables and figure legends. Use Times New Romans or Book Antiqua font and a 12-point font size.

On the title page DO NOT include the names and affiliations of authors. Authors' full address, phone and fax numbers and e-mail address must be provided during submission process by cor-

responding author and also as a separate cover page uploaded as a supplementary file and titled *Cover\_page.doc*. In addition to full title, a short title not more than 60 characters is appreciated.

Include a structured abstract of no more than 250 words with following sections: Background, Aim, Methods, Results, Conclusion. A list of three to five keywords must be given, and placed after the Abstract.

For experimental investigations of human or animal subjects, state in the Methods section of the manuscript that an appropriate institutional review board approved the project. Provide the approval numbers as necessary. For investigations of human subjects, state in the Methods section the manner in which informed consent was obtained.

### REFERENCING FORMAT

Number the references in the order that they appear in the text of the manuscript. When listing references, follow the uniform requirements style (the Vancouver style <http://www.icmje.org/index.html#reference>) that is based largely on an ANSI standard style adapted by the NLM for its databases (e.g., MEDLINE). Reference numbers should be placed in square brackets [ ] throughout the text, and placed before the punctuation; for example [4], [2, 3] or [1-3], and all the references should be listed separately and as the last section at the end of the manuscript.

### TABLES, FIGURES AND ILLUSTRATIONS

Authors are encouraged to prepare figures and schemes in jpg, tif, png or eps format in 300 dots per inch resolution. Conference slides, video sequences, software, etc., can be included and published as supplementary material.

Tables should be inserted into the main text, and numbers and titles for all tables supplied. All table columns should have an explanatory heading. Do not create tables manually, by using tab and drawing lines! Use Insert table tool in MS Word. A table must not contain vertical line borders.

All tables and figures should be numbered in the order of their citation in the text. Include legends for all figures, schemes and tables. The legends should be prepared as a separate paragraph of the main text and placed in the main text before a table and after a figure or a scheme.

Original files for figures and schemes in jpg, tif, png or eps format and in 300 dots per inch resolution should also be uploaded separately as supplementary files.

### SUBMISSION PREPARATION CHECKLIST

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in Microsoft Word, RTF, or WordPerfect document file format.

- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines, which is found in About the Journal.
- The cover page with authors' names and affiliations is provided as a separate page in supplementary material in order to ensure blind review. Submitting author will provide full names and affiliations during the submission process also.
- A structured abstract of no more than 250 words has been included with the text. A list of three to five keywords has been given, and placed after the Abstract.
- Reference numbers have been placed in square brackets [ ] throughout the text, and placed after the punctuation, and numbered in the order that they appear in the text of the manuscript.
- Listed references (i.e. bibliography at the end) are based on the uniform requirements style (the Vancouver style).

### AFTER THE MANUSCRIPT ACCEPTANCE

Once your manuscript is accepted for publications, Editorial office will send you an Authorship Statement form which is to be filled and sent back to AMS by fax or email. Please note that we will not publish your paper until we receive this form.

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### PRIVACY STATEMENT

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

### ONLINE SYSTEM

The journal uses a registration system for all users involved in the editorial and publishing process. The journal's Privacy Policy applies to all registered users. Each registered user has a Profile, which can be edited or added after the user is logged in to the journal. The link for the Profile is found in the right-hand margin under User and on the User Home page.

#### Why Register?

When you register, the system creates a "User Home" page for you which makes it easier to access the journal. You must register if you wish to submit a paper or if you will be a member of the editorial team (eg, editor, reviewer, proofreader).

### HOW TO SUBMIT A PAPER?

Authors are able to register and submit items to the journal directly through the journal's web site. The Author is asked to upload the item, as well as provide metadata or indexing information associated with the item, to improve the search capacity for research online and for this journal.

The Author is also able to accompany an item with Supplementary Files in the form of data sets, research instruments, or source texts that will enrich the item, as well as contribute to more open and robust forms of research and scholarship.

The Author is able to track the submission through the editorial process - as well as participate in the copyediting and proofreading of submissions accepted for publication - by logging in, and using the username and password provided.

### GETTING STARTED

- Log in to your OJS account.
- Select your role as 'Author':

#### Submitting Articles

Step 1: Start the submission process by selecting the "Click here" link at the bottom of the page:



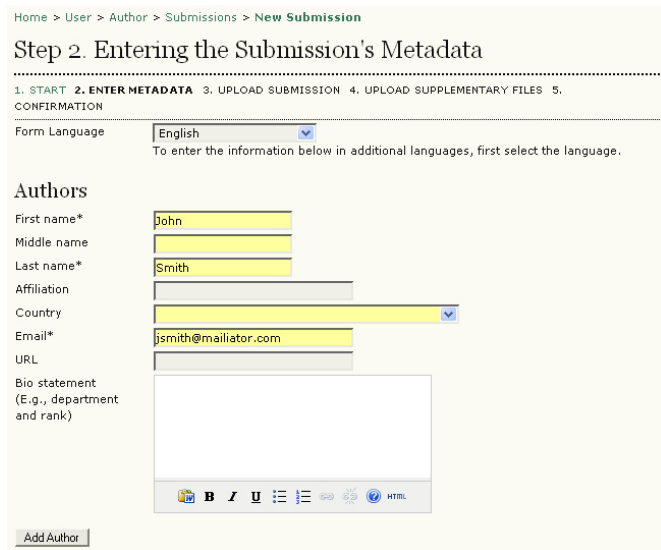
- Select which section you feel is most appropriate for your article from the drop-down menu:
- Confirm each item in the Submission Checklist is correct and check each box.

Optionally, you may add any comments you wish to send to the editor at the end of this screen. This box is also a good place to paste your Cover Letter.

Select "Save and continue".

#### Step 2: Enter the submission's metadata.

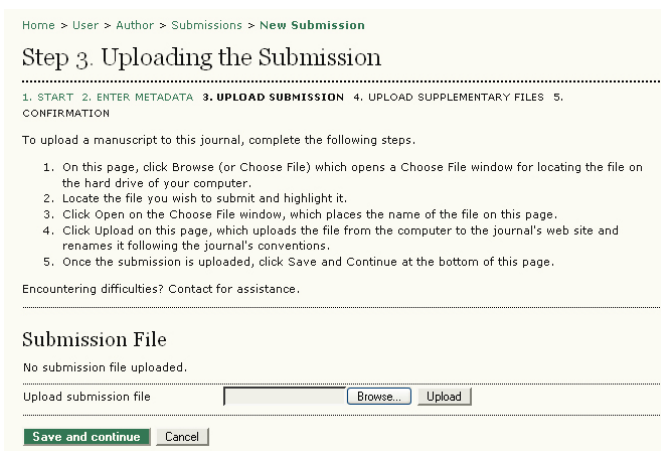
Complete the author details. All fields marked with an asterisk are required. If there are multiple authors, use the "Add Author" button to bring up additional fields.



- Add the title and abstract
- Complete the indexing,
- Enter the names of any supporting agencies,
- Select "Save and continue".

**Step 3: Upload the submission**

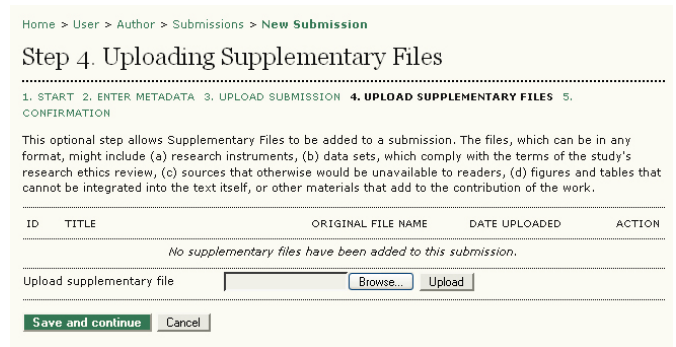
Click Browse to open a Choose File window for locating the file on the hard drive of your computer.



- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click "Save and continue".

**Step 4: Upload supplementary files**

Original files for figures and shemes in .jpg, .tif, .png or .eps format and in 300 dots per inch resolution should also be uploaded separately as supplementary files. The cover page with authors' names and affiliations is provided as a separate page in .doc or .rtf format in supplementary material. If you have any supplementary files, such as research instruments, data sets, etc., you may add them here. These files are also indexed by the author, identifying their relation to the submission, as well as their ownership.



- Locate the file you wish to submit and highlight it.
- Click Open on the Choose File window, which places the name of the file on this page.
- Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
- Once the submission is uploaded, click "Save and continue".

**Step 5: Confirming the submission.**

With the previous four steps of the submission process completed, click "Finish Submission" to submit your manuscript. You will receive an acknowledgement by email and will be able to view your submission's progress through the editorial process by logging in to the journal web site.

Each time you log in, you will be presented with a list of all of your outstanding submissions, including their status.

Articles may be listed as awaiting assignment to an editor, queued for editing, etc. Clicking on the article title link or the status link will provide further details.

**RESPONDING TO REVIEWS**

Log in to your account and click on the linked title of your submission.

From the 'Summary' page, you will be able to review the fields you entered at the time of submission.



Go to the "Review" section.

From here you can read the reviewer's version and the editor's version. Read or submit comments using the "Editor/Author" icon. Use the file upload tool to submit any changes for your article.

Home > User > Author > Submissions > #141 > Review

## #141 Review

SUMMARY REVIEW EDITING

### Submission

Authors John Smith

Title Journal Publishing in North America

Section Articles

Editor Rebecca Ericksen

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### Peer Review

#### Round 1

Review Version [141-317-1-RV.DOCX](#) 2008-07-06

Initiated 2008-07-06

Last modified 2008-07-06

Uploaded file None

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### Editor Decision

Decision Accept Submission 2008-07-06

Notify Editor Editor/Author Email Record 2008-07-06

Editor Version [141-318-1-ED.DOCX](#) 2008-07-06

Author Version None

Upload Author Version

## COPYEDITING

When your submission has been accepted, a copy will be returned to you for copyediting. Log in to your account and select the "Queued for Editing" link.

Home > User > Author > Active Submissions

## Active Submissions

ACTIVE ARCHIVE

ID	MM-DD SUBMIT	SEC	AUTHORS	TITLE	STATUS
141	07-06	ART	Smith	<a href="#">JOURNAL PUBLISHING IN NORTH AMERICA</a>	<a href="#">QUEUED FOR EDITING</a>

1 - 1 of 1 Items

Start a New Submission  
[CLICK HERE](#) to go to step one of the five-step submission process.

Read through the edited version and make any additional changes necessary. This will be your last opportunity to make any major changes to your article before publication. Copyedit comments can be added using the icon near the bottom of this section. Note the link to "Copyedit Instructions" as well. Upload the revised

version in the "Author Copyedit" section. Select the "Complete" icon when finished, notifying the Copyeditor that you are finished.

### Copyediting

Copyeditor Frank Archer

	REQUEST	UNDERWAY	COMPLETE
1. Initial Copyedit	2008-07-06	2008-07-06	2008-07-06
2. Author Copyedit	2008-07-06	2008-07-06	
3. Final Copyedit	—	—	—

File: [141-319-2-CE.DOCX](#) 2008-07-06

File: [141-319-3-CE.DOCX](#) 2008-07-06

File: None

Copyedit Comments [COPYEDIT INSTRUCTIONS](#)

## PROOFREADING

Once the HTML and PDF documents have been created, you will be asked to proofread them before publication. Proofreading instructions are linked at the bottom of the section. You may also submit corrections using the "Proofreading Corrections" icon. When you are finished, use the "Complete" icon to notify the Proofreader.

### Proofreading

Proofreader None

	REQUEST	UNDERWAY	COMPLETE
1. Author	2008-07-06	2008-07-06	
2. Proofreader	—	—	—
3. Layout Editor	—	—	—

Proofreading Corrections [PROOFING INSTRUCTIONS](#)

This is your last opportunity to make any changes to your article before publication.

## FINAL NOTES

For all of your questions, problems with logging in, or problems with submission please do not hesitate to contact us on

*nermin.salkic@ukctuzla.ba* or  
*fuad.brkic@ukctuzla.ba*

Thank you for considering Acta Medica Saliniana as venue for your manuscript.