



ALMANAC OF CLINICAL MEDICINE

INSTRUCTIONS FOR PUBLICATIONS OF PAPERS AND REQUIREMENTS TO MANUSCRIPTS SENT TO THE JOURNAL "ALMANAC OF CLINICAL MEDICINE"

1. PUBLICATION RULES

- 1.1. Manuscripts should be sent in electronic versions to the Editorial and Publishing Department of Moscow Regional Research and Clinical Institute (MONIKI) (hereinafter referred to as Editorial) to e-mail address: o_parpara@monikiweb.ru, opskoro@mail.ru (Editorial contact telephone number +7 (495) 688-3241).
- 1.2. While sending a manuscript, it should be accompanied with [Consent for publication](#), signed by an author and in the case of co-authorship, by the corresponding author (hereinafter referred as Author).
- 1.3. Manuscripts are considered provided they have never been submitted to other editions, or put on the web, or published before.
- 1.4. By sending a manuscript to the Editorial, Author entitles the Editorial to publish it in the journal. By sending a manuscript to the Editorial, Author agrees that exclusive property rights for the manuscript (materials transferred to the Editorial, including protected authorship objects, such as photos made by the author, figures, diagrams, tables, etc.), including the right for its full or partial reproduction in printed form and in the web and other ways of public communications) are transferred to the Editorial.
- 1.5. The rights, mentioned in pp. 1.4., are transferred by the Author to the Editorial without limitation of time when they are in effect in the territory of the Russian Federation.
- 1.6. The Editorial may assign the rights obtained from the Author to any third parties and may prohibit to the third parties any use of materials published in the journal.
- 1.7. Author guarantees that he/she has exclusive rights for the use of materials transferred to the Editorial. In the case this guarantee is violated and any related claim is presented to the Editorial, the Author him/herself and at his/hers own expenses commits to settle all claims. The Editorial is not liable to the third parties for any violation of guarantees given by the Author.
- 1.8. The Author keeps the right to use published material, its parts and fragments for private purposes, including research and training, as well as to publish fragments in other editions with a reference to the main publication.
- 1.9. The rights for a manuscript are considered transferred by the Author to the Editorial effective from the time and date when the journal issue in which the above mentioned manuscript is published, is signed for publication.
- 1.10. Copying of materials published in the journal by other physical and legal entities is possible only under a written permission of the Editorial with mandatory reference to the journal issue/number (year of publishing), in which the material was published.
- 1.11. The Editorial does not take any responsibility for authenticity of information presented in the author's manuscript.

- 1.12. The manuscript submitted should comply with principles provided by the International Committee of Medical Journal Editors – ICMJE) in the “Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Preparation and Editing of Biomedical Publications” ([Uniform Requirements for Manuscripts Submitted to Biomedical Journals](#)).
- 1.13. Manuscripts submitted with violation of the rules are not accepted for consideration by the Editorial of the journal.
- 1.14. Editorial has the right to reduce and edit manuscripts submitted. The date of submission is considered to be the date of submission of final (modified) version of a manuscript.
- 1.15. Rejected manuscripts are not sent back.
- 1.16. There is no publication charge for aspirants.

2. REQUIREMENTS TO FORMATTING OF THE TEXT OF A MANUSCRIPT

A manuscript should be typed in a Times New Roman or Arial standard 12 pitch-font, double spaced, with 2-cm margins on all four sides of the whole text, including title page, abstract, list of references, tables and text under figures. Pages are numbered in a sequence starting from the title page, with page numbers placed at the right lower corner of each page.

An original article, including list of references, diagrams, figures and tables, should not exceed 18 standard typewriting pages (1 page is 1800 symbols with intervals); clinical case descriptions should not exceed 6 standard pages, and reviews, 25 pages.

Any marks in the text can be done only in *italic* or **bold**, but not by underlining. All erroneously repeated intervals and excessive line breakdowns should be deleted from the text (automatically through “Find and Replace” in Microsoft Word).

1.1. Title Page

1.1.1. The title page of a manuscript should be written both in Russian and in English and must contain the following:

- Name of the article;
- Family names and initials of an author (authors);
- Full name of the institution where an author (authors) works, with mandatory statement on organizational status and its institutional affiliation (in Russian version);
- Postal address (with a zip code) of the institution, city, country;
- Contact information (for a corresponding author): family name and given names in full, postal address (with a zip code), contact phone number, e-mail address.

Manuscript titles must be informative, they are not allowed to contain abbreviations; untranslatable slang known only to Russian-speaking specialists is unacceptable.

If authors from different institutions have contributed to a manuscript, it is necessary to mark the names of institutions with the names of authors with high registry digital indexes placed before names of institutions and after authors’ names. If all authors of a manuscript work at one institution, it is unnecessary to put place of work for each of them and it is enough to put the name of the institution only once.

Example of a title page formatting

Clinical and laboratory correlates of intelligence level (IQ) in patients with type 2 diabetes and obesity
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2.1.2. The English title of a manuscript should correspond to its Russian version. For author's place of work, a full name of the institution must be given. Institutional status and affiliation should not be translated (the most comprehensive list of institutional names and their official English versions can be found at RuNEL site (eLibrary.ru)).

1.2. Information about authors

1.2.1. Additional information on each author, including full given and family names, doctoral degrees and positions are given on a separate page.

1.2.2. Authors' names should be given in Russian and in a transliterated version. When transliterating, it is recommended to use BGN/PCGN standard ([United States Board on Geographic Names / Permanent Committee on Geographical Names for British Official Use](http://www.usgpo.gov/USGPO/publications/geographic-names/)), recommended by an international publisher [Oxford University Press](http://www.oxfordup.com/) as British Standard. For transliteration of a text in accordance with BGN standard one can use the following link <http://ru.translit.ru/?account=bgn>.

Example of information about authors in the Russian language

Старостина Елена Георгиевна – д-р мед. наук, профессор кафедры эндокринологии факультета усовершенствования врачей

Володина Марина Николаевна – науч. сотр. отделения терапевтической эндокринологии

Бобров Алексей Евгеньевич – д-р мед. наук, профессор, заведующий отделом консультативной и дистанционной психиатрии

Example of information about authors in the English language

Starostina Elena Georgievna – MD, PhD, Professor, Chair of Endocrinology, Postgraduate Training Faculty

Volodina Marina Nikolaevna – Research Associate, Department of Therapeutic Endocrinology

Bobrov Aleksey Evgen'evich – MD, PhD, Professor, Head of Department of Consultative and Telemedical Psychiatry

1.3. Author's abstract

An author's abstract of a manuscript should be informative (reflecting main contents of the manuscript and study results) and structured, i.e. logically follow description of results in the manuscript), compact but not short (from 150 to 350 words). An author's abstract is intended to be a source of information independent of the article. It is the main source of information in domestic and foreign informational systems and databases indexing the journal. Through an abstract / annotation to a paper, a reader should understand the essence of the study or main ideas of a literature review, as well as to determine if it is worth referring to the full text of an article for more detailed information. It is strongly recommended that design of an abstract mimic the article's design. An abstract should mirror contents of the manuscript, rather than simply copy its section "Conclusion".

1.3.1. Text of an original article abstract should contain subtitles: **Rationale/Background, Aim, Materials and methods, Results, Discussion (optionally) and Conclusion.**

1.3.2. It is enough for an abstract of a review of literature and of a clinical case to communicate main ideas of an article.

1.3.3. At the end of an abstract, from 3 to 10 **key words or phrases** must be given, that help indexing of a paper in search systems. Key words should be pair-matched in Russian and in English. To choose key words in the English language, one should use the thesaurus of the US National Medical Library – [Medical Subject Headings](http://www.nlm.nih.gov/umls/umls.html) (MeSH).

1.3.4. Submission of an abstract translated into English, together with its Russian version, by authors, would be highly appreciated by the Editorial.

1.4. Article structure

1.4.1. Text of manuscripts of original, special and fundamental studies should contain the following sections: **Introduction** (brief and reflecting the state of the problem by the time of the article is written, as well as purposes of the study), **Materials and methods**, followed by **Results, Discussion and Conclusion**. The narrative should be clear, compact, without long historical prefaces and any repeats. Verified and new facts and results of long-term studies are preferred.

Any original methods and techniques used in the study should be clearly described, so that they can

be easily reproduced. The “Methods” section should contain a sub-section with detailed description of statistical analysis, including concrete methods used for generalization of data; methods used for testing of a hypothesis (if any). If more complex statistical methods are used (in addition to t-test, chi-square test, simple linear regression), then statistical software used for analysis must be given, with its version number.

1.4.2. Text of a manuscript with a clinical case(-s) description, review of literature can be given in a free form. However, it is desirable to include such sections as “Discussion” and “Conclusion”, as well as “Recommendations”.

1.5. Standards

1.5.1. All terms and definitions must be scientifically sound and valid.

1.5.2. Only international nonproprietary names of pharmaceuticals (INN) should be given in titles of manuscripts. Exclusion from this rule can be the cases when the use of trade names is essentially necessary (for example, if results of studies on bio- or therapeutic equivalence of pharmaceuticals are published). In the text, international nonproprietary names of pharmaceuticals must be used. If necessary, trade names can be used but not more than once per standard page (1800 symbols with intervals).

1.5.3. Dosages of pharmaceuticals, units of measurements and other continuous variables must be given in SI system.

1.5.4. It is desirable that enzymes should be named according to Enzyme Classification standards.

1.5.5. It is recommended that Inherited or familial disorders correspond to the International classification of Mendelian Inheritance in Men (<http://ncbi.nlm.nih.gov/Omim>).

1.5.6. Names of microorganisms should be checked against those given in “Medical Microbiology” (eds. by V.I. Pokrovsky) or given in accordance with “Encyclopedic Dictionary of Medical Terms” (in 3 volumes, ed. by B.V. Petrovsky).

1.5.7. Beyond generally accepted abbreviations of measurement units, physical, chemical and mathematic terms and values, it is allowed to use abbreviations of combination of words and phrases that are most commonly used in the text. All letter designations and abbreviations introduced by the Author must be explained in the text at their first use.

1.5.8. Each and every figure, diagram, table, photographic illustration, literature reference should be given in the text in the order of mentioning.

1.5.9. References to sources must be given in the text as Arabic figures in square brackets.

1.5.10. Spelling of family names and surnames mentioned in the text should correspond to their spelling in the list of references.

1.6. Additional information

Additional information can be given at the end of an article.

1.6.1. Information on conflict on interests. Authors should disclose potential and obvious conflict of interests related to the manuscript. As a conflict of interests, any situation can be considered (financial relations, service or work in institutions that have financial or political interest to materials being published, functional duties, etc.), that is able to influence the author of the manuscript and lead to concealment, distortion of data or change their interpretation. Presence of conflict of interests in one or several authors shall not be regarded as a reason to reject a manuscript. Concealment of potential and obvious conflicts of interest revealed by the Editorial can be the reason to reject consideration and publication of a manuscript.

1.6.2. Information on sponsorship. It is necessary to give a source of financing both for scientific work, as

well as for publication of an article (any foundation, commercial or state organization, private person, etc.). There is no need to give exact amount of funding.

1.6.3. *Acknowledgements*. Authors may express their acknowledgements to individuals and organizations that help to publish their paper in the journal, but were not authors of the publication.

1.7. Plots, diagrams, figures, photographs

- 1.7.1. Diagrams, flow charts, plots and photographs must be marked as figures, placed on separate pages, numbered in the order of their mentioning in the text, have titles (text under figures) and notes, if necessary. They must not replicate contents of tables.
- 1.7.2. Plots, flow charts and diagrams are accepted in electronic formats MS Excel, Adobe Illustrator or MS PowerPoint, and photographs as tiff files (300 dpi).
- 1.7.3. Plot axes must have names and dimensions. Any plot must be accompanied with a legend (designations of lines and fillings). If any diagrams are compared, statistical significance for a difference must be given. Three-dimensional models for histograms are not allowed. In the text of a manuscript, authors should mark where they would like to place plots, flow charts and figures.
- 1.7.4. On photographs, details should be marked by arrows or other symbols. All symbols, arrows and inscriptions should be made contrast to the background.
- 1.7.5. Inscriptions on figures and photographs should be of adequate size to be legible after their compression for publication. The optimal font size is 12-pitch.
- 1.7.6. It is not allowed to use “doubled”, “tripled”, etc. figures. Several images joint into one figure, should be marked by letters (a, b, c, etc.) with mandatory descriptions of what is shown there within common text under this figure.
- 1.7.7. All symbols used (arrows, circles, etc.) must be explained. All abbreviations used must be decoded in alphabetic order at the end of common text under the figure.
- 1.7.8. In captions to microphotographs, stain techniques and magnifications must be given.

1.8. Tables

- 1.8.1. Tables must be printed double spaced, have a number corresponding to the order of their mentioning in the text, and a title. Tables must be designed compact, clear, with titles of lines and columns that strictly correspond to their contents.
- 1.8.2. Data presented in tables must not be replicated in the text or in a figure. It is mandatory that all values have been subjected to statistical analysis. In all tables, units/dimension and types of data must be clearly indicated ($M \pm m$; $M \pm SD$; Me ; Mo ; percentiles, etc.). All values, totals and percentages in tables must be thoroughly checked up and correspond to their mentioning in the text. If necessary, explanatory notes are given below tables.
- 1.8.3. Abbreviations must be listed as footnotes under a table, in alphabetic order.

1.9. List of references

- 1.9.1. List of references must be typed double spaced on a separate page, each source on a new line under a serial number. Reference numbers must be put into square brackets at the end of a sentence. References to unpublished papers are not permitted.
- 1.9.2. Correct description of sources in the list of references, the most significant components of which being names of authors, names of journals, years and page numbers, see in [Uniform Requirements for Manuscripts Submitted to Biomedical Journals](http://www.nlm.nih.gov/bsd/uniform_requirements.html) (http://www.nlm.nih.gov/bsd/uniform_requirements.html).

- 1.9.3. It is necessary to give names of all authors of a publication. Shortening of the list of authors as “et al.” is unacceptable.
- 1.9.4. List of references must be compiled in the order of citation, rather than in alphabetic order.
- 1.9.5. For a search of abbreviated journal names one should use Index Medicus.
- 1.9.6. All documents that are referred to in the text must be included into the list of references.
- 1.9.7. List of references should not include those to dissertations, theses, referats and abstracts published earlier than two years ago, as well as to materials whose availability is impossible to check (local conference materials, etc.).
- 1.9.8. It is desirable to make references to printed sources in domestic periodical editions included into the VAK list.
- 1.9.9. To increase citation of authors of the journal and in compliance with requirements of international citation systems, list of references are included into the English part of an article. It means that authors should submit two versions of their lists of references, one in the original language (Russian sources in Cyrillic, English ones in Latin), and the other as a Romanized one. In the Romanized list, all Russian sources must be transliterated with the use of official coding as follows: authors, paper or book title, name of the source (name of a journal, of a publisher) are transliterated by coding, and the title of a paper, a book or a journal is also translated into English (“sense transliteration”). At the end of bibliographic description of a Romanized source the original language is given in round brackets (in Russian). For convenient transliteration please use online service at: <http://ru.translit.ru/?account=bgn>.
- 1.9.10. It is the author who is responsible for accuracy of bibliographical information.

Examples of reference lists for the Russian and English parts of the article

Description of an article from a journal

Martínez-Leal R, Salvador-Carulla L, Gutiérrez-Colosía MR, Nadal M, Novell-Alsina R, Martorell A, González-Gordón RG, Mérida-Gutiérrez MR, Ángel S, Milagrosa-Tejonero L, Rodríguez A, García-Gutiérrez JC, Pérez-Vicente A, García-Ibáñez J, Aguilera-Inés F. Health among persons with intellectual disability in Spain: the European POMONA-II study. *Rev Neurol*. 2011;53(7):406–14.

Волчегорский ИА, Местер НВ, Зотова ОГ. Предикторы диабетической энцефалопатии. *Журнал неврологии и психиатрии имени С.С. Корсакова*. 2006;106(9):12–6.

Volchegorskiy IA, Mester NV, Zotova OG. Prediktory diabeticheskoy entsefalopatii [Predictors of diabetic encephalopathy]. *Zhurnal nevrologii i psikiatrii imeni S.S. Korsakova* [S.S. Korsakov Journal of Neurology and Psychiatry]. 2006;106(9):12–6 (in Russian).

Description of an article from an electronic journal

Гурьева ВА, Костькина ЯМ. Прогностические факторы перинатального риска у женщин с приобретенной и наследственной гипергомоцистеинемией. *Современные проблемы науки и образования*. 2012;(4). Available at: <http://www.science-education.ru/104-6675> (Дата обращения: 28.04.2015).

Gur'eva VA, Kost'kina YaM. Prognosticheskie faktory perinatal'nogo riska u zhenshchin s priobretennoy i nasledstvennoy gipergomotsisteinemiye [Predictors of perinatal risk in women with acquired and hereditary hyperhomocysteinemia]. *Sovremennye problemy nauki i obrazovaniya* [Modern problems of science and education]. 2012;(4). Available at: <http://www.science-education.ru/104-6675> (Accessed 28 April 2015) (in Russian).

Description of an electronic source

Royal College of Obstetricians and Gynaecologists. Management of monochorionic twin pregnancy. Green-top Guideline. 2008;51. Available at: <http://www.rcog.org.uk/globalassets/documents/guidelines/t51managementmonochorionictwinpregnancy2008a.pdf>

Федеральная служба государственной статистики. Официальная статистика. Население. Демография. Ожидаемая продолжительность жизни при рождении. Available at: http://www.gks.ru/wps/wcm/connect/rosstat_main/rosstat/ru/statistics/population/demography/#

Federal'naya sluzhba gosudarstvennoy statistiki. Ofitsial'naya statistika. Naselenie. Demografiya. Ozhidaemaya prodolzhitel'nost' zhizni pri rozhdenii [Federal Service of State Statistics. Official statistics. Population. Demography. Life expectancy at birth]. Available at: http://www.gks.ru/wps/wcm/connect/rosstat_main/rosstat/ru/statistics/population/demography/# (in Russian)

Description of a book

Quintero RA, editor. Twin-twin transfusion syndrome. New York: Informa Healthcare; 2007. 256 p.

Евсюкова ИИ, Кошелева НГ. Сахарный диабет: беременные и новорожденные. СПб.: Специальная литература; 1996. 268 с.

Evsyukova II, Kosheleva NG. Sakharnyy diabet: beremennye i novorozhdennye [Diabetes mellitus: gravidae and newborns]. Saint Petersburg: Spetsial'naya literatura; 1996. 268 p. (in Russian).

Description of a chapter in book

Rock JA. Surgery for anomalies of the mullerian ducts. In: Rock JA, Thompson JD, editors. The Linde's operative gynecology. 8th ed. Philadelphia: Lippincott-Raven; 1997. p. 687–729.

Тюрин ВП. Инфекционные эндокардиты. В: Чазов ЕИ, Беленкова ЮН, ред. Рациональная фармакотерапия сердечно-сосудистых заболеваний. М.: Литтерра; 2004. с. 483–505.

Tyurin VP. Infektsionnye endokardity [Infective endocarditis]. In: Chazov EI, Belenkova YuN, editors. Ratsional'naya farmakoterapiya serdechno-sosudistykh zabolevaniy [Rational pharmacotherapy for cardiovascular diseases]. Moscow: Litterra; 2004. p. 483–505 (in Russian).

Description of conference materials

Санина НП, Хишова НН, Москалец ОВ, Макаров АИ. Характеристика CD3+CD16+CD56+ субпопуляции Т-лимфоцитов у больных инфекционно-иммунным миокардитом. В: Тезисы докладов III Евразийского конгресса кардиологов; 20–21 февраля 2014 г.; Москва, РФ. М.; 2014. с. 112.

Sanina NP, Khishova NN, Moskalets OV, Makarov AI. Kharakteristika CD3+CD16+CD56+ subpopulyatsii T-limfotsitov u bol'nykh infektsionno-immunnym miokarditom [Characteristics of CD3+CD16+CD56+ T-lymphocyte subpopulation in patients with infectious-immune myocarditis]. In: Tezisy dokladov III Evraziyskogo kongressa kardiologov; 20–21 fevralya 2014 g.; Moskva, RF [Proceedings of the 3rd Eurasian Cardiology Congress; 2014 Feb 20–21; Moscow, RF]. Moscow; 2014. p. 112 (in Russian).

1.10. Compliance with ethical norms

For publication of an original study results it is necessary to confirm if study participants signed a written consent form. In the case of an animal study, it is necessary to state that the study protocol complied with ethical norms and principles of conduct of biomedical animal studies. In both cases it is necessary to state if the study protocol was approved by an Ethics Committee (with the name of corresponding institution, its location, protocol number and date of the Committee meeting).