

Instructions for the authors

Upute autorima

Instructions for publishing of articles in *Acta Stomatologica Croatica* (ASCRO) are made in accordance with the recommendations of the International Committee of Medical Journal Editors – uniform requirements for manuscripts submitted to biomedical journals (www.ICMJE.org).

The journal publishes articles on dental medicine and related areas which have not been published so far. All the received papers are submitted to scientific peer-review evaluation by two or more reviewers.

Acta Stomatologica Croatica (ASCRO) follows the Committee on Publication Ethics (COPE) guidelines (<https://publicationethics.org/resources/guidelines>).

All submitted manuscripts are checked for text similarity with CrossRef Similarity Check software (<https://www.crossref.org/services/similarity-check/>). Manuscripts that are plagiarized will be handled following the COPE flowcharts (<http://publicationethics.org/resources/flowcharts>) and International Committee of Medical Journal Editors guidelines.

There is no Article Processing Fee (APC) for authors.

Authors are not charged a fee for publishing an article.

Text setup

Texts are to be electronically submitted in English at www.ascro.hr.

Scientific papers articulately written can have up to 15 pages, while case studies can have up to 8 pages with double line spacing and font size 12 (Times New Roman). The authors' names and addresses should not appear in the body of the manuscript, to preserve anonymity. All figures and tables are included and should be placed at the end of a document.

Text components

- **Compliance** – the principal author signs the confirmation on his behalf and on behalf of the co-authors for the publication and transfer of ownership rights.
"The undersigned author transfers the ownership rights over this manuscript (please specify the manuscript's title) to the publisher in case the manuscript is published. Authors retain the copyright. The undersigned author guarantees that the manuscript is original, that it is not being considered for publication in another journal and that it has not been already published. I undersigned this work and I accept responsibility for the publication of this material on behalf of the author and all the co-authors."
- **Title** (up to 80 characters) - the authors have to suggest the abbreviated article title (up to 30 characters) which will be printed as the running title.
- **Abstract** (up to 250 words) should not be descriptive; instead it has to be structured in several basic parts: Objective of work, Materials and Methods, Results and Conclusions. Under the summary there should be two to five key words essential for identification and classification of the article's contents, which will help in the composition of the descriptor. NLM descriptors can be found on <http://www.nlm.nih.gov/mesh/MBrowser.html>.
- **Introduction** should represent a concise and plain problem overview and research objective. Papers directly related to the problem elaborated in the article should be briefly mentioned.
- **Materials and Methods** implemented in the work should be displayed briefly, but detailed enough to enable the reader to repeat the described research. This chapter should be structured in three parts. 1 Procedures are shown according to the chronological order of their implementation; 2 Exact description of materials (samples); 3 Statistical procedures applied in the result analysis.
- **Results** should be represented clearly and precisely without any additional comments and comparisons. It is necessary to mark the spots where tables and pictures will be shown.
- **Discussion** is a part of the paper which gives the author the freedom of overview and comparison of his own results with the same or with similar studies published in the past.
- **Conclusion** is a separate chapter of the paper, brief and concise. It follows the discussion and extracts the most important conclusions of the research. We can refer to them as enumeration.

Upute za objavljivanje radova u časopisu *Acta Stomatologica Croatica* (ASCRO) pripremljene su u skladu s preporukama Međunarodnog odbora urednika medicinskih časopisa – ujednaženi zahtjevi za predaju u biomedicinskim časopisima (www.ICMJE.org).

U časopisu se tiskaju još neobjavljeni članci iz stomatologije i srodnih područja. Svi radovi podliježu postupku vrjednovanja - stručnoj recenziji dvaju ili više recenzenata.

Acta Stomatologica Croatica (ASCRO) prati smjernice "Committee on Publication Ethics (COPE)" (<https://publicationethics.org/resources/guidelines>) te se svaki rad poslan u ASCRO analizira koristeći CrossRef Similarity Check software (<https://www.crossref.org/services/similarity-check/>). U slučaju da se posumnja na plagijat, ASCRO tada postupuje prema smjernicama COPE-a (<http://publicationethics.org/resources/flowcharts>) i International Committee of Medical Journal Editors.

Ne postoji naknada za obradu članaka (APC) za autore.

Autorima se ne naplaćuje naknada za objavljivanje članka.

Priprema rukopisa

Rukopisi se zaprimaju elektroničkim putem (www.ascro.hr) i moraju biti napisani engleskim jezikom.

Tekst znanstvenih, stručnih i preglednih radova može imati najviše 15 stranica, a prikazi slučajeva 8 stranica dvostrukog proreda i veličine slova od 12 točaka (Times New Roman). Imena autora i adresa se ne bi smjela navoditi u radu, kako bi se sačuvala anonimnost autora. Sve slike i tablice su uključene i nalaze se na kraju dokumenta.

Sastavnice rukopisa

- **Suglasnost** – glavni autor potpisuje potvrdu u svoje ime i u ime koautora za objavu i prijenos prava vlasništva rukopisa.
"Dolje potpisani autor prenosi vlasnička prava nad ovim rukopisom (navedite naslov rukopisa) na izdavača u slučaju da rukopis bude objavljen. Autori zadržavaju autorska prava. Potpisani autor jamči da je rukopis originalan, da se ne razmatra za objavu u drugom časopisu i da nije već objavljen. Potpisao sam ovaj rad i prihvaćam odgovornost za objavu ovog materijala u ime autora i svih koautora."
- **Naslov** članka (do 80 znakova) - potrebno je da autori predlože skraćeni naslov članka (do 30 znakova).
- **Sažetak** (do 250 riječi) - ne smije biti opisan, nego strukturiran u nekoliko osnovnih dijelova s prikazom svrhe rada, ispitanika i postupaka, rezultata te zaključka. Ispod sažetka valja napisati dvije do pet ključnih riječi prema "MeSH-u" najvažnijih za identifikaciju i klasifikaciju sadržaja rada, a to će pomoći u sastavljanju deskriptora. Deskriptori NLM-a nalaze se na adresi <http://www.nlm.nih.gov/mesh/MBrowser.html>
- **Uvod** - treba biti kratak i jasan prikaz problema i svrhe istraživanja. Kratko se spominju radovi u izravnoj vezi s problemom koji obrađuje članak.
- **Materijali i postupci** - predstavljaju se kratko, ali dovoljno da se čitatelju omogući ponavljanje opisanog istraživanja. To poglavlje moralo bi sadržavati tri dijela: 1 - plan postupaka prikazuje se prema kronološkom redu primjene; 2 - točan opis materijala (uzoraka); 3 - statistički postupci primijenjeni u analizi rezultata.
- **Rezultati** - treba ih opisati jasno i precizno, bez dodatnih komentara i usporedbi. Potrebno je označiti na kojim će stranicama biti tablice i slike.
- **Rasprava** - dio rada koji autoru daje mogućnost prikaza i usporedbe vlastitih rezultata s istim ili sličnim već objavljenim studijama.
- **Zaključak** - to je posebno poglavlje članka i mora biti kratko i koncizno. Nastavlja se na raspravu i sažima najvažnije zaključke istraživanja. Moguće ih je navesti kao nabranjanje.

- **Tables:** Each table is made in Word or Excel and it should be placed at the end of the article, not inside the text. The tables should be ordinal numbers which are associated with the text. Tables' titles should be written on a separate page.
- **Images:** Charts, photos, diagrams, x-rays – these are all considered images. Each image must have an ordinal number related to the order of appearance inside the text. Each image must also have a description. Photos and x-rays have to be delivered in JPEG or GIF format with the 300 DPI resolution. Reproduction and taking over of the photos is not allowed without specifying the authorship. The images' titles should be written on a separate page. The paper should contain a reasonable number of tables and images (up to 10).
- **Literature** used in the paper should be indicated in Arabic numbers in the order of appearance and quoting in the paper. It should be cited according to the recommendations of the International Committee of Medical Journal Editors (www.ICMJE.org). Abbreviations of the journals' titles are used according to the Medline/PubMed.

Classification of articles

Articles published in ASCRO are classified as: Original scientific paper, preliminary (short) communication, professional paper, review article, case report. Review articles are published by invitation from the Editor-in-Chief by acclaimed professionals in distinct fields of dental medicine.

The number of authors in case reports may not exceed a total of 5 authors.

Ethical guidelines

The authenticity of the work is being guaranteed by the authors and reviewers. All the studies must be in accordance with the principles of the Helsinki declaration (World Health Authority – 1975). Articles which have not been prepared in accordance with these instructions will not be accepted for further proceedings by the International editorial board. When reporting experiments on human subjects, clearly indicate whether the procedures followed were in accordance with the ethical standards of the responsible committee on human experimentation (institutional or regional) and with the Helsinki Declaration of 1975, as revised in 2002 (available at <http://www.wma.net/e/policy/b3.htm>). Do not use patients' names, initials, or hospital numbers, especially in illustrative material. When reporting experiments on animals, clearly indicate whether the institution's or a national research council's guide for, or any national law on the care and use of laboratory animals was followed.

Peer review process

ASCRO is a peer-reviewed journal. Manuscripts are reviewed by several other experts in the field before the article is published in the journal in order to ensure the article's quality. At least two reviewers must evaluate the manuscript positively. The reviewers do not know who the author of the article because the reviews are double blind.

Informed consent for research on patients

Research conducted on patients and volunteers and the use of images for publication must be in accordance with the propositions of the Ethics Committee. There must be informed consent for said documents. All the mentioned information about the approval of the Ethics Committee must be documented in the manuscript. Author must retain written informed consent.

Acknowledgements and possible conflict of interest

All sources of funding (including private, public and commercial) of papers submitted for publication, as well as possible authors' conflict of interest (informal agreements with commercial companies, consultancy work, and sponsored lectures on behalf of manufacturers or dealers of pertaining materials) must be clearly disclosed at the end of manuscript under the heading „Acknowledgements“. Individuals who helped in study or manuscript preparations and are not listed as coauthors should also be listed there. For more information, please visit: http://www.icmje.org/ethical_4conflicts.html.

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- **Tablice** - svaka se tablica izrađuje u Wordu ili Excelu na kraju članka, a ne u tekstu. Tablica mora imati redni broj koji ju povezuje s tekстом. Naslovi tablica ispisuju se na posebnoj stranici.
- **Slike** - slikama se smatraju grafikoni, fotografije, sheme, rendgenske snimke... Svaka slika mora imati redni broj prema redoslijedu u tekstu te opis. Fotografije i rendgenske snimke moraju biti dostavljene u formatu JPEG ili GIF s rezolucijom 300 DPI. Reproduciranje fotografija i preuzimanje slika nije dopušteno, ako nije navedeno autorstvo. Naslovi slika ispisuju se na posebnoj stranici. Članak mora biti ilustriran slikama i tablicama (ukupno do 10).
- **Literatura** - označava se arapskim brojevima, redoslijedom kako se pojavila i citirala u radu, a navodi se prema preporukama Međunarodnog odbora urednika medicinskih časopisa (www.ICMJE.org). Kratice naslova časopisa navode se prema Medline/PubMed.

Klasifikacija radova

Radovi koji se objavljuju u ASCRO-u klasificiraju se kao: izvorni znanstveni rad, znanstveno priopćenje, stručni rad, pregledni rad i prikaz slučaja. Pregledne radove publiciraju na poziv glavnog urednika priznati stručnjaci na određenim područjima rada u stomatologiji.

Broj autora na prikazima slučaja ne smije prelaziti ukupno 5 autora.

Etičke smjernice

Za vjerodostojnost rada odgovaraju autori i recenzenti. Sva istraživanja moraju biti u skladu s načelima Helsinške deklaracije (World Health Authority – 1975). Radovi koji nisu pripremljeni prema navedenim uputama Međunarodnog uređivačkog odbora neće biti upućeni na daljnji postupak. Kod opisa istraživanja na ljudima, jasno naznačite jesu li postupci bili u skladu s etičkim načelima odgovornog povjerenstva (ustanove ili regije) i u skladu s Helsinškom deklaracijom iz 1975, revidiranoj 2002. (dostupnoj na <http://www.wma.net/e/policy/b3.htm>). Nemojte koristiti imena bolesnika, inicijale ili brojeve kartona. Kod opisa istraživanja na životinjama, jasno naznačite jesu li poštivane smjernice mjerodavne ustanove ili državnog zakona o njezi i uporabi laboratorijskih životinja.

Recenzentski postupak

ASCRO je recenzirani časopis. Rukopise pregledava nekoliko drugih stručnjaka u tom području prije objave članka u časopisu kako bi se osigurala kvaliteta članka. Najmanje dva recenzenta moraju pozitivno ocijeniti rukopis. Recenzenti ne znaju tko je autor članka jer su recenzije dvostruko slijepe.

Informirani pristanak za istraživanje na pacijentima

Istraživanja provedena na pacijentima i dobrovoljcima te korištenje slika za objavljivanje moraju biti u skladu sa propozicijama Etičkog odbora. Za navedene dokumente mora postojati informirani pristanak. Svi navedeni podaci o odobrenju Etičkog odbora moraju biti u članku dokumentirani. Autor mora zadržati pisane privole.

Zahvale i mogući sukob interesa

Svi izvori financiranja (privatni, javni, komercijalni) radova upućenih za objavljivanje, kao i mogući sukobi interesa autora (neformalni dogovori s privrednim subjektima, ugovori o konzultantskim angažmanima, izvođenje sponzoriranih predavanja u ime proizvođača ili prodavača predmetnih materijala) trebaju se jasno objaviti na kraju teksta pod naslovom „Zahvale“. Pod „Zahvalama“ se popisuju ljudi koji su pomogli u ostvarenju studije ili pripremi teksta, a nisu suautori. Za više informacija, posjetite: http://www.icmje.org/ethical_4conflicts.html.

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