

Instructions for 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.ICMJJE.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.

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. Electronic application of the article consists of 3 independent parts: 1. Consent, Cover, Manuscript without the name of the author.

Manuscript preparation

1 Compliance – the principal author signs the confirmation on his behalf and on behalf of the co-authors for the publication and transfer of copyright.

“The undersigned author transfers the copyright over this manuscript (please specify the manuscript's title) to Acta Stomatologica Croatica in case the manuscript is published. 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 undersign this work and I accept responsibility for the publication of this material on behalf of the author and all the co-authors.”

2 Title page - ASCRO assigns manuscripts for review without identifying the author; therefore, the title page must be loaded as a separate file (Important: The title page must not be included in the manuscript file itself). The title page should contain the title of the manuscript, a list of authors, the affiliation of each author, any source of funding, any disclaimers, any conflict of interest, whether the information is presented; if so, at which congress, where and when (month / date / year) and possible recognitions. For each author it is necessary to write his contribution to the paper.

3 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.

Upute za objavljivanje radova u časopisu *Acta Stomatologica Croatica* (ASCRO) pripremljene su u skladu s preporukama Međunarodnog odbora urednika medicinskih časopisa – ujednačeni zahtjevi za predaju u biomedicinskim časopisima (www.ICMJJE.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 postupka prema smjernicama COPE-a (<http://publicationethics.org/resources/flowcharts>) i International Committee of Medical Journal Editors.

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. Elektronička prijava članka sastoji se od 3 samostalna dijela: 1. Suglasnost, Naslovnica, Rukopis bez imena autora.

Priprema rukopisa

1. Suglasnost – dopuštenje za objavljivanje i prijenos autorskih prava u slučaju tiskanja članka potpisom potvrđuje glavni autor u ime svih suautora.

“Dolje potpisani autor prenosi sva autorska prava nad rukopisom (navesti naslov rukopisa) na časopis Acta Stomatologica Croatica, ako bude objavljen. Dolje potpisani autor jamči da je članak originalan, da se ne razmatra njegovo objavljivanje u drugom časopisu, te da nije ranije tiskan. Potpisujem i prihvaćam odgovornost za objavljivanje ovog materijala u ime autora i svih suautora.”

2. Naslovnica - ASCRO dodjeljuje rukopise na recenziju bez identifikacije autora; stoga se naslovna stranica mora učitati kao zasebna datoteka (Napomena: Naslovna stranica ne smije biti uključena u samu datoteku rukopisa). Naslovna stranica treba sadržavati naslov rukopisa, popis autora, pripadnost svakog autora, bilo koji izvor financiranja, sva odricanja od odgovornosti, bilo kakav sukob interesa, jesu li informacije predstavljene; ako je tako, na kojem kongresu, gdje i kada (mjesec/datum/godina) i eventualna priznanja. Za svakog autora potrebno je napisati njegov doprinos u radu.

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• **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 uspo-redbi. Potrebno je označiti na kojim će stranicama biti tablice i slike.

- **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.
- **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.
- **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.
- **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 redosljedu 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, redosljedom 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.

• Članci • *Articles*

Standardni članak (navodi se do šest autora, a za ostale - et al.) •

Standard article (only up to six authors are listed, others are listed as et al.)

Živko-Babić J, Carek A, Jakovac M. Cirkonijeva keramika u stomatološkoj protetici. *Acta Stomatol Croat.* 2005;39(1):19-28.

Svezak s dodatkom • Volume with supplement

Valentić-Peruzović M, Čelebić A, Magjarević R, Čatović A, Cifrek M, Stipetić J et al. Differences of Craniomandibular Muscle Activity and Certain Cephalometric Parameters of Mandible by Sex. *Coll Antropol.* 1996;20 Suppl 1:S103-7.

Sveščić (broj) s dodatkom • Issue with supplement

Lynch RJM. Calcium glycerophosphate and caries, a review of the literature. *Int Dent J.* 2004;54(5 Suppl 1):S310-4.

Sveščić (broj) u dijelovima • Issue with part

Herlofson BB, Norman-Pedersen K, Redfors M, Fossa SD. Oral mucosal side effects of cytotoxic chemotherapy of testicular cancer, a retrospective study. *Eur J Oral Sci.* 1997;105(5 Pt 2):523-6.

Kongresni članak • Congress proceedings paper

Valentić-Peruzović M, Alajbeg IŽ, Illeš D, Magjarević R, Babara M, Juroš V. Effects of different chewing tasks on masticatory muscles activity. In: Magjarević R, Tonković S, Bilas V, Lacković I, editors. *MEDICON 2001: IFMB Proceedings of the 9th Mediterranean Conference on Medical and Biological Engineering and Computing; 2001 Jun 12–15; Pula, Croatia 2001.* Zagreb: International Federation for Medical and Biological Engineering; 2001. p. 1115-18.

• Knjige • *Books*

Osoba(-e) kao autor(i) • Individual author

Linčir I. *Farmakologija za stomatologe.* 2nd ed. Zagreb: Moderna vremena; 2000.

Urednik(-ci) kao autor(i) • Editor as author

Lindhe J, Karring T, Lang NP, editors. *Clinical Periodontology and Implant Dentistry.* 3rd ed. Copenhagen: Munksgaard; 1997.

Ustanova kao autor • Institution as author

Hrvatska stomatološka komora. *Hrvatska stomatološka komora 1995.-2005.* Zagreb (Hrvatska): Hrvatska stomatološka komora; 2005.

Poglavlje u knjizi • Chapter in the book

Staničić T, Anić I. Patohistološka slika karijesne lezije. In: Šutalo J, editor. *Patologija i terapija tvrdih zubnih tkiva.* Zagreb: Naklada Zadro; 1994. p. 181-215.

Caprioglio C, Caprioglio A, Caprioglio D. Esthetics in pediatric dentistry. In: Goldstein RE, editor. *Esthetics in Dentistry.* Vol. 2. 10th ed. Hamilton: BC Decker; 2002. p. 805-29.

Kongresna knjiga sažetaka • Congress book of abstracts

Krušlin B, Belica M, editors. *Book of Abstracts of the 14th Ljudevit Jurak International Symposium on Comparative Pathology; 2003 June 6-7; Zagreb, Croatia.* Zagreb: Clinical Hospital Sisters of Charity; 2003.

Disertacije • Dissertations

Čatić A. *Analiza djelovanja žvačnih sila na zub i metal-keramičku krunicu metodom konačnih elemenata [dissertation].* Zagreb: Stomatološki fakultet; 2005.

• **Elektronički materijal • *Electronic material***

CD-ROM

Goldstein RE. Esthetics in Dentistry. Vol. 2. 2nd ed. [CD-ROM]. Hamilton: BC Decker; 2002.

Internetski članak iz časopisa • *Web article from a journal*

Miletić I, Jukić S, Anić I, Željezić D, Garaj-Vrhovac V, Osmak M. Examination of cytotoxicity and mutagenicity of AH26 and AH Plus sealers. *Int Endod J.* [serial on the Internet]. 2003 May [cited 2006 Mar 15]; 36(5): [about 6 p.]. Available from: <http://www.blackwell-synergy.com/doi/full/10.1046/j.1365-2591.2003.00647.x>

Internetska monografija • *Internet monograph*

Jerolimov V, editor. Osnove stomatoloških materijala [monograph on the Internet]. Zagreb: Sveučilište u Zagrebu, Stomatološki fakultet; 2005 [cited 2006 Feb 1]. Available from: http://bib.sfzg.hr/files/user/ipelivan/Osnove_stomatoloskih_materijala.pdf

Baza podataka s interneta • *Internet data base*

MeSH Browser [database on the Internet]. Bethesda (MD): National Library of Medicine (US); 1999 [updated 2005 Jan 31; cited 2006 Feb 1] Dental Plaque; unique ID: D003773; [about 2 p.]. Available from: <http://www.nlm.nih.gov/mesh/MBrowser.html>

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.

Author's contribution must be indicated at the end of the article.

Acknowledgements and possible conflict of interest

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http://www.icmje.org/ethical_4conflicts.html.

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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.

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