

CLINICAL BIOCHEMISTRY AND METABOLISM

The journal publishes review articles, original papers, case reports, technical briefs as well as short communications like letters to the editor, opinions, book reviews, personal reports and others.

Contributions should be submitted in quality electronic files. Although e-mail submissions are preferred, manuscripts exceeding 2MB are accepted on electronic media. Authors are required to submit an electronic manuscript together with its PDF format, or a paper hard copy sent by conventional mail. The electronic file and the printout or the PDF version must be identical. A completed submission form/Author's Checklist (see Attachment 2) accompanying the submitted article should be sent to the address below. The corresponding author must submit a written statement that the manuscript has not been published previously and that it is not under consideration for publication elsewhere. All authors must sign their consent to publish the manuscript in Clinical Biochemistry and Metabolism and to release their e-mail addresses instead of postal addresses. A manuscript will not be reviewed until the completed authorship form with the signed statement is delivered to the editorial office.

All manuscripts must be prepared in accordance with the technical requirements stated within these Instructions. Receipt of manuscripts by the editors will be acknowledged by e-mail or letter. Authors may be asked to provide missing data and they will be informed about the beginning of the review process. Manuscripts are evaluated by peer reviewers (referees) whose identities are kept confidential. Decisions on acceptability including some parts of referee reports will be communicated after the review process is complete. Manuscripts requiring revision will be returned to authors, the requested alterations will be specified and authors will receive advance notice of the revised manuscript's inclusion in the press release. Editors will inform authors about the status of the submitted manuscripts and all versions of the manuscript during the editorial process are archived.

After acceptance of their papers authors will receive the first proof to correct printer's errors and drawbacks. However, it is essential that no textual alterations be made at the time of proofreading.

Review of submitted manuscripts: Manuscripts are evaluated initially by two anonymous reviewers and then editors decide on their acceptance and publication. The editor stipulates that a manuscript considered for publication might undergo repeated reviews, proofs, formal alterations and/or condensation based on the reviewers' recommendation. Authors' responses to reviewers' comments are necessary but responsibility for the final language revision and layout as well as the order in which manuscripts will be published lies with the editor.

Unsolicited manuscripts and their supplements will not be returned to authors.

For submission, acceptable manuscript formats include Window files (not Macintosh) .doc, .txt, .html. The use of WORD format is preferred, for other formats and technical details consult the journal's staff. Contributions should be typed in simple format, i.e. without tabulator stops. Do not use right-hand justification or fonts of different size, avoid underlining words in the text or automatic numbering of paragraphs, numbers for reference citations in the text should be typed. The space bar should only be used as word separator. Tables are included in the overall number of pages given below. They can be placed within the text, only word processing formats for table design are acceptable, do not separate columns by the tabulator or space bar. Use Arial 12 font size, 1.5spacing and leave 3 cm margins on all sides.

Review article should not exceed 15 pages with 35 references, **original paper, case report or technical brief** no more than 10 pages and up to 30 references, and **short communication** up to 2 pages. Moreover, short communications and letters to the editor may contain one figure or table and no more than a total of 5 references. Studies on patients require following procedures that are in accordance with standards approved by the national ethics committee. No patients' names, their initials or registration numbers should be stated. When conducting experiments on animals, authors should adhere to the national requirements for the care and use of laboratory animals.

Contributions from foreign authors are accepted in English. However, authors from Slovakia can publish their papers in Slovak.

For chemical nomenclature, please consult www.chem.qmw.ac.uk/iupac. All drugs and chemicals must be precisely identified, including their generic names, dosage, etc.

Title page should include: the title of the article, the authors' surnames and initials of first names and the full name of the institution where the work was done. You can also state an acknowledgement of grant support, sponsors, individuals or institutions that provided some help in the preparation of the study.

At the beginning of your contribution provide a structured abstract in English.

Structured abstract consists of the following headings:

Objective: authors describe the problem and state the aims of their investigation, hypothesis ...

Design: e. g. observational, prospective, randomized, a double blind study etc.

Settings: the name and address of the institution where the work was done.

Material and methods: description of the studied set, inductive and elimination criteria and statistical

methods used.

Results: achieved experimental results including quantified outcomes.

Conclusion: overall conclusions based on the work reported, summary of the main points.

Key words: up to 5 using the entries from Index Medicus.

An English written abstract is a necessary part of each contribution. It should be put on a separate page which is included in the overall number of pages. The contribution should be structured as stated above.

Please specify the file formats you use. Statistical terms, abbreviations and special symbols should be defined before they first appear in text. Limit the use of abbreviations to make the text comprehensible to readers. Make sure that the measurements are presented in SI units.

The full name, title(s), address (including postal code/zip) and e-mail address of the first author should be stated at the end of the paper after the list of references.

List of references includes all publications used by authors besides textbooks and encyclopedias. Publications which were not used by the authors should not be listed. However, if an important information source is not accessible, a secondary source can be cited. Numbered references to personal communications, unpublished data or manuscripts submitted for publication are unacceptable but they might be mentioned in the text if necessary. Formal layout of citations should meet certain requirements (See Attachment 1).

For the names of journals official abbreviations from cover pages should be used.

The editors do not set fixed limits regarding the citing process within the text but they insist on stating the required data. You can identify citations in the text by numerals in brackets and then type references in numerical order in which they are first quoted in the text in the section titled "References". Authors may also use alphabetical order of numbered publications or list the first author and the year of publishing (Friedecky et al., 2004). Please, recheck references in the text against the reference list. In the list name all authors unless there are more than six; when seven or more, list only the first three and add et al.

The number of references is limited: a systematic review should not exceed 35 citations, original papers, case reports or research investigations may include 30 and short communications no more than 5 references.

Figures and graphs are not included in the given number of pages and they must be of sufficient quality, photographs are acceptable only in the digital form. Colour illustrations will not be considered for publication, authors are encouraged to create figures in the shades of grey. Figures might be returned to authors to be redesigned or recreated if they do not meet the quality requirements. Please indicate in the manuscript the positions of figures and graphs.

Titles and detailed explanations belong in the figure legends and not in the illustrations themselves. Figure legends should be listed in consecutive order at the end of the submitted manuscript. Authors are requested to use graphs instead of large tables with too many columns. Please do not use the same data both in figures and tables.

Electronic image formats for direct print publication are tif, eps, jpg, xls. Always send originals, do not compress the figures. Graphs and figures must be created for print in the grey scale (8 gradations). Names of the image files must correspond to their inclusion in the text.

Attention: WORD and PowerPoint (.ppt) files are unacceptable for illustration print in the journal.

Each manuscript **must be accompanied by Author's Checklist including the confirmation that the manuscript has not been published previously and that it is not under consideration for publication elsewhere. (See Attachment 2).**

Please send your manuscripts and letter to the address of the scientific secretary of Czech Society of Clinical Biochemistry.

vavrovaj@lfhk.cuni.cz
Ing. Jaroslava Vávrová, Ph.D.
ÚKBD LF a FN
Fakultní nemocnice
Sokolská 581
500 05 Hradec Králové

Attachment 1

Examples of references:

1. *citation of an article in serial volumes*

Kintr, J., Kozák, L. Adenosine and proteins with adenosine deaminase activity. *Clin. Biochem. Metab.*, 2004, vol. 12 (33), No.4, p. 221–225.

2. *a monograph publication*

Svačina, Š. *Metabolic syndrome*. Prague: Triton, 2001, 184 p. ISBN (if available).

3. *a contribution to a monograph publication*

Mašek, Z. *Biochemical examination in reproductive endocrinology*. In Schneiderka, P. et al. *Chapters from clinical biochemistry*. Prague: published by Karolinum, 2000, p. 178–194.

4. *an article or abstract from a symposium or workshop proceedings*

Tallová, J., Tomandl, J., Bičíková, M., Hill, M. *Changes of concentration of homocystein in plasma during menstrual cycle*. In Proceedings of the Second Symposium of Hyperhomocysteinemia. Prague, 1999, p. 25.

Information about the location/placing of electronic documents

– *a reference to an electronic monograph*

Olson, Nancy (ed.) *Cataloguing Internet resource: A Manual and Practical Guide* [on line]. 2nd ed. Dublin: OCLC, c1997[cit. 2003-04-09]. Accessible from WWW: <<http://www.oclc.org/oclc/man925cat/toc.htm>>. ISBN 1-556553-236-9.

– *citation of an online document (unknown author)*

Long-term Plan of Charles University in Prague [online]. 1999-09-09 [cit. 2001-11- 201]. Accessible on WWW: <<http://certik.ruk.cuni.cz/asuk/dlouhodoby/zamer.html>>

Serial electronic volumes

– *reference to an online journal*

JEP: The Journal of Electronic Publishing [online]. Ann Arbor (MI): University of Michigan Press. 1995-[cit. 2003-04-02]. 12 times a year. Accessible also from WWW: <<http://www.pres.umich.edu/jep/index.html>>. ISSN 1080-2711.

– *reference to the online version of a printed journal*

Forum: the journal of Charles University, Prague : Charles University, 1995-. fortnightly, also accessible on WWW: <<http://enlil.ff.cuni.cz/>>.

If both printed and online versions exist, enter the printed version first.

Attachment 2

Author's Checklist

(to be completed by the corresponding author)

Title of the manuscript:

Authors:

Address of the corresponding author:

Postal/Zip code:

Electronic address:

| | | |
|--|-----|----|
| Electronic version + paper printout are sent | Yes | No |
| Electronic + PDF version are sent | Yes | No |
| The abstract is structured accordingly | Yes | No |
| Key words are given | Yes | No |
| SI units are used | Yes | No |
| Number of references | | |
| Czech professional journals are cited | Yes | No |
| Figures and graphs meet the above mentioned requirements | Yes | No |
| Author's full address is given in the text | Yes | No |

The authors declare that the work was not and is not intended to be published in a different journal; they also agree with publishing in the journal *Clinical Biochemistry and Metabolism*. They also agree with publication of their e-mail address.

The author fills out a questionnaire on the conflict of interest:

The author declares that there are no conflicts of interest **in connection with the theme, origin and publication of the article** and is not supported by any pharmaceutical company. This declaration concerns all coauthors (if any).

- It is not in conflict of interest
- There is a conflict of interest:
- Contractual obligation
 - Financial support
 - Support for participation in a professional event
 - Membership in the advisory board of the society

First author of the article is responsible for the fact that the publication text will be accompanied by communication according to his real condition as well as those of coauthors.

The declaration is required before the manuscript can be passed to the review process.

Author's signature:

Date:

*Please send the filled out form to the address of the Editor of the journal *Clinical Biochemistry and Metabolism*:*

Ing. Jaroslava Vávrová, Ph.D.
ÚKBD, Fakultní nemocnice
Sokolská 581, 500 05 Hradec Králové
e-mail: vavrovaj@lfhk.cuni.cz