

Guidelines for Authors

Medical Ultrasonography is the official publication of the Romanian Society for Ultrasonography in Medicine and Biology (SRUMB). The journal aims to promote ultrasound diagnosis by publishing papers on fundamental and clinical research, scientific reviews, clinical case reports, progress in ultrasound physics or in the field of medical technology and equipment, as well as educational papers, special reports and letters to the editor.

The journal is published quarterly. Papers are published only in English. The official title abbreviation of the journal is **Med Ultrason**.

1. Copyright

Submitting a scientific paper to Medical Ultrasonography implies accepting and complying with the following statements:

- the paper is original and has not been published before (except as part of a thesis or report or lecture note, or in the form of an abstract);
- the paper is not under consideration for publication elsewhere;
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All authors agree to undertake full responsibility for the scientific content and originality of the paper; Medical Ultrasonography assumes no responsibility whatsoever in this respect.

Papers submitted for publication must be accompanied by the journal specific submission forms (submission letter and conflict of interest disclosure). The forms can be downloaded from the journal site (www.medultrason.ro). They should be

sent by regular mail to the Editorial Office (2nd Medical Clinic, 2-4 Clinicilor str, 400006 Cluj-Napoca, Romania) or by fax (004) 0264596912.

2. Preparing the manuscript

All submitted manuscripts must fulfill the following requirements:

2.1 General

a. Style & language. Manuscripts should be prepared according to the style of the journal. They should be written in concise and grammatically correct US English. Authors should ask for assistance if not writing in their native language.

Papers not conforming to the style of the journal, incomprehensible or written in inappropriate English will be returned to the authors for revision, without peer reviewing.

If the manuscript is not complying to accepted standards of English usage, the authors may be required to bear the cost of English supervision/translation.

b. Text and page layout. The papers must be submitted in Microsoft Word .doc or .docx file format, with 12p Times New Roman font, 1.5 paragraph line spacing. Page size should be A4, with margins of 2 cm top, bottom and right and 3 cm left. Page numbering will begin with the title page.

c. Text length, abbreviations and measurement units.

Manuscripts should include a maximum of 8 effective text pages for original articles, 4 pages for clinical case reports and technical data and 2 text pages for letters to the editors. The size of reviews, specials reports and educational papers will be established by the editorial board on a case by case analysis. The editors reserve the right of condensing any paper submitted.

Use only standard abbreviations. Avoid abbreviations in the title and abstract. Measurements of length, height, weight, and volume should be reported in metric units. All hematological and clinical chemistry measurements should be reported in the metric system in terms of the International System of Units (SI)

d. Images, illustrations and tables. Only high quality images are accepted for publication. File formats: BMP or TIFF for images, at least 300 dpi, image width 8 cm (single column) or 16 cm (double column); color mode should be CMYK for color images. Images must be submitted as separate files. It is forbidden to submit images included in .doc or in .pdf files.

Illustrations (graphs, charts, diagrams) should be produced with the MS Word or MS Excel available tools. They must comply with the 8 cm (single column) or 16 cm (double column) width rule. Illustrations and tables should be grouped in a distinct section in the end of the document. Please submit illustrations and tables only in .doc or .docx format. Images and illustrations together are figures and they must be numbered according to the order of their appearance in the text, with Arabic numerals (ex. fig 1). The tables are numbered with Roman numerals (ex. tab I).

The captions for figures (images and illustrations) must be typed on a separate page entitled "Captions for figures". Each table must have a title. Figures and tables should not be included within the text. The desired location for insertion should be indicated by a paragraph, such as: (location for figure no....) or (location for table no...)

Whenever reproduction of previously published images is intended, it is necessary to attach the written consent of the copyright holder.

e. Ethical aspects

All prospective or experimental papers involving human subjects or animal studies must include statements about the agreement granted by the medical ethics body of the institution where the research was conducted. If the manuscript reports medical research involving human subjects, authors must include a statement confirming that informed consent was obtained from all subjects, according to the World Medical Association Declaration of Helsinki, revised in 2000, Edinburgh.

A commercial interest and financial disclosure statement (to be downloaded from the journal site) must accompany every submitted paper.

2.2. Structure of the manuscript

Manuscripts should be arranged as follows: Title page, Abstract, with Keywords in the end, Introduction, Materials and methods, Results, Discussion, Acknowledgments, References, Tables, Figures and Figure captions (legends).

Title page (on a separate page) includes: title of the paper, full names of the authors, department and institution(s) where the study was conducted, postal code, city, district, phone and/or fax number and/or e-mail address for contacting the corresponding author.

Abstract (on a separate page) precedes the text body. In the case of original papers, abstracts should not exceed 250 words and should have the following structure: 1) aims; 2) patients and methods; 3) results; 4) conclusions. Abstracts for reviews and educational papers should not exceed 200 words.

For case reports, the abstract must not exceed 100 words and must underline the following: 1) purpose of the presentation; 2) peculiarities of the case; ranking of the issues approached within the general knowledge of the respective condition.

Three to five **key words** must be selected for every paper from the Index Medicus (<http://www.ncbi.nlm.nih.gov/sites/entrez?db=mesh>); the key words should be inserted after the abstract.

Introduction – should define the topic and aim(s) of the paper and present the status of current knowledge in the field.

Materials and methods – should describe the equipment employed, the group(s) of patients studied and the methodology. The statistical analysis methodology used must also be described.

Results – should present the obtained data, in a concise manner, preferably in tables and diagrams.

Discussions – should present the interpretation of the researcher's results from the perspective of relevant literature data.

Conclusions of the paper must be clearly stated in the end.

Acknowledgements – should be made only to those who have made a substantial contribution to the study (persons and/or grants).

Pictorial essay should not exceed 200 words (including title, authors, and references).

Letter to the Editor should not exceed 700 words (including title, authors, and references), one image and/or one table

References must include only papers that are quoted in the text and that have been published.

References must be numbered with Arabic numerals in the order of their appearance in the text. References should be inserted in the text between square brackets [] and listed in numerical order. Titles of medical journals must be abbreviated according to the Index Medicus. If up to six, all authors of a paper must be quoted. For more than seven authors, only the first three will be quoted, followed by the "et al" indication. The authors are responsible for the correctness of the cited literature. References should be listed according to the following format (examples):

a) Article:

Marks WM, Filly RA, Callen PW. Real-time evaluation of pleural lesions: new observations regarding the probability of obtaining free uid. *Radiology* 1982;142:163-164.

b) Papers published only with DOI numbers:

Guerriero S, Alcazar JL, Pascual MA, Ajossa S, Olarte-coechea B, Hereter L. The preoperative diagnosis of metastatic ovarian tumors is related to the origin of the primary tumor. *Ultrasound Obstet Gynecol* 2011 Oct 13, doi: 10.1002/uog.10120.

c) Book:

Talano JV, Gardin JM. Textbook of Two Dimensional Echo- cardiography. London: Gruene & Stratton, 1983.

d) Book chapter:

Brooks M. The Liver. In: Goldberg BB, Pettersson H (eds). *Ultrasonography*. Oslo, The Nicer Year Book 1996:55-82.

3. Editorial policy

Medical Ultrasonography promotes evaluation of all the scientific papers by independent reviewers.

The editor-in-chief or one of the editors evaluates each manuscript and, in 1-3 weeks from reception, decides upon their priority level (sent to review, rejected without being sent for review or returned to authors with suggestions for improvement before submitting to review). The editors reserve the right to request any changes they may consider appropriate, in the title, structure or body of the paper.

The papers are submitted to two reviewers with expertise in ultrasonography. Based on the reviewers' recommendations, the editors decide whether a paper is published or not. In case of marked discrepancy between the decisions of the two reviewers, the editor may send the manuscript to another arbitrator for additional comments and a recommended decision. The full decisional process may last up to 6 weeks. Failure of the authors to comply with the editorial revision requests may induce publication rejection.

All manuscripts are checked before printing by the English language editor. A 50 euro processing fee is charged for each accepted paper. The fee must be paid ahead of publication, at the time when the authors give the authorization for publication of the final proof. Instructions for online payment are available on the journal site. No free reprints of the published paper or a copy of the journal will be supplied. Reprints may be ordered at a charge of 5 euros each.

4. Submitting manuscripts for publication

An online submission system is available in the journal site.

When producing an electronic manuscript, compliance with the following requirements is mandatory:

- the text should be formatted in MS Word 2003 or 2007 compatible documents (.doc or .docx), complying with instructions 2.1.b and c.

- **Images must be submitted as separate files.** It is forbidden to submit images included in .doc or in .pdf files. Images and illustrations must comply with instructions 2.1.d.

The text document(s) and image(s) folder may be submitted online to www.medultrason.ro or as attachments to medultrasonography@gmail.com.

Please note: Medical Ultrasonography cannot be held responsible for losing or damaging files delivered through the Internet.

Checklist:

- ☐ ☐ send the material in electronic format
- ☐ ☐ include an abstract at the beginning of the paper
- ☐ ☐ include full address for correspondence
- ☐ ☐ include a statement of agreement by all authors as to the content of the paper
- ☐ ☐ include a commercial interest and financial disclosure statement
- ☐ ☐ fulfill the manuscript preparation and submission requirements
- ☐ ☐ observe style, language, text and page layout and text length
- ☐ ☐ submit images as separate files
- ☐ ☐ include illustrations and tables in the end of the document.
- ☐ ☐ include ethical statements
- ☐ ☐ respect the structure of the manuscript.