

INSTRUCTIONS

I. INSTRUCTIONS FOR PAPER SUBMISSION

The preferable way of paper submission is online. Please, remember to use commands of the system for navigation. One author, who will serve as a communicating author during the review process, has to register in the Prague Medical Report Online Manuscript Submission and Tracking system. This can be done by visiting

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The corresponding author needs to log to the Prague Medical Report Online Submission and Manuscript Tracking System (by clicking on New user access authorization)

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The manuscript status is labeled as Submitted, Under Review, Revision Required, Accepted or Rejected.

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Actions necessary for submitting a manuscript:

1/ Prepare manuscript files.

a/ Manuscript in Microsoft Word program (containing title page, abstract on a separate page, manuscript text, references, figure legends and tables).

b/ Cover letter with links to the corresponding author and special circumstances you wish to communicate to Editors. Please, state any conflicts of interests and persons or institutions you do not wish to be involved in the review process.

c/ Figures in TIFF or JPG format (high-resolution figures assembled as expected in printed form, size up to 5 MB, flattened to one layer).

d/ Complete version of the article in PDF format.

2/ Log on Prague Medical Report Online Submission System. Click on New manuscript.

3/ Fill in the manuscript title, add your files using the command Browse, click on the square Figures if figures are included. You can attach a message up to 250 characters to the message window.

4/ Click on Add manuscript.

In case of successful submission, the article status should read submitted and the corresponding author shall receive a computer-generated message.

5/ Communications to authors and manuscript status.

The manuscript status is visible in the first window. Communications from Editors including Reviewers' notes for authors are visible in the window Communications to authors or Result of the review.

If authors' action is required, an e-mail is sent to the corresponding author.

II. ADDITIONAL INFORMATION

INSTRUCTIONS TO AUTHORS

Articles issued in the journal:

a/ Primary scientific studies on the medical topics (not exceeding 30 pages in standardized A4 format – i.e. 30 lines and 60–65 characters per line – including tables, graphs or illustrations).

b/ Short communications

c/ Case reports

d/ Reviews

e/ Lectures or discourses of great interest

f/ Information about activities of the First Faculty of Medicine and other associated medical or biological organizations

Layout of the manuscript:

a/ Title of the study (brief and concise, without abbreviations)

b/ Information about the author(s) in the following form:

- surname and the first letter of author's names (without scientific titles)

- institution(s) represented by the author(s)

- full corresponding (mailing) author's reference address (including first name, surname and scientific titles, postal code, phone/fax number and e-mail)

c/ Abstract (maximum 250 words)

d/ Key words (4–6 terms)

e/ Running title (reduced title of the article that will appear at the footer (page break), not

more than 50 typewritten characters including spaces)

f/ Introduction

- The use of abbreviations should be restricted to SI symbols and those recommended by the IUPAC-IUB. Abbreviations should be defined in brackets on first appearance in the text. Standard units of measurements and chemical symbols of elements may be used without definition.

g/ Material and Methods

h/ Results

i/ Discussion

j/ Conclusion

k/ References

- All the sources of relevant information for the study should be cited in the text (citations such as „personal communication“ or „confidential data“ are not accepted).

- It is not permitted to cite any abstract in the References list.

- References should be listed alphabetically at the end of the paper and typed double-spaced on separate pages. First and last page numbers must be given. Journal names should be abbreviated according to the Chemical Abstract Service Source Index. All co-authors should be listed in each reference (et al. cannot be used).

Examples of the style to be used are:

Yokoyama, K., Gachelin, G. (1991) An Abnormal signal transduction pathway in CD4–CD8– double-negative lymph node cells of MRL *lpr/lpr* mice. *Eur. J. Immunol.* **21**, 2987-2992.

Lloyd, D., Poole, R. K., Edwards, S. W. (1992) *The Cell Division Cycle. Temporal Organization and Control of Cellular Growth and Reproduction*. Academic Press, London.

Teich, N. (1984) Taxonomy of retroviruses. In: *RNA Tumor Viruses*, eds. Weiss, R., Teich, N., Varmus, H., Coffin, J., pp. 25-207, Cold Spring Harbor Laboratory, Cold Spring Harbor, New York.

References in the text should be cited as follows: two authors, Smith and Brown (1984) or (Smith and Brown, 1984); three or more authors, Smith et al. (1984) or (Smith et al., 1984).

Reference to papers by the same author(s) in the same year should be distinguished in the text and in the reference list by lower-case letters, e.g. 1980a, or 1980a, b.

l/ tables, figures, illustrations, graphs, diagrams, photographs, etc. (incl. legends)

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a) Manuscripts (in UK English only) must be delivered in the electronic form via Online

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- b) Text should be written in MS WORD only. We accept only documents that have been spell-checked with UK English as a default language.
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- d) Text should be justified to the left, with no paragraph indent (use Enter key only); do not centre any headings or subheadings.
- e) Document must be paginated-numbered beginning with the title page.
- f) Tables and graphs should represent extra files, and must be paginated, too.
- g) Edit tables in the following way: Make a plain text, indent by Tab (arrow key) all the data belonging to a line and finish the line by Enter key. For all the notes in table, use letter x, not *.
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- i) Deliver illustrations and pictures (in black-and-white) in TIFF or JPG format only. The coloured print is possible and paid after agreement with the Prague Medical Report Office.
- j) Mark all the pictures with numbers; corresponding legend(s) should be delivered in an extra file. Mark the position of every picture (photo) in the manuscript by the corresponding number, keep the order 1, 2, 3...

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