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JOURNAL OF CZECH PHYSICIANS

Is published by the Czech Medical Association of Jan Evangelista Purkyně. It is a multidisciplinary journal, strictly scientific which brings review articles and original contributions from all fields of medicine. It also brings information on the meetings, congresses, abstracts, book reviews, chapters from the history of medicine, personal information, casuistics, articles about the pre- and postgraduate medical education, answers for specialized questions of readers etc.

This Instructions for Authors are in accordance with "Uniform Requirements for Manuscripts Submitted to Biomedical Journals" (3rd revision, 1988, Uniform Requirements for Manuscripts Submitted to Biomedical Journals – published in full translation in *Cas Lék Čes* 2000; 139(1): 31.

GENERAL REQUIREMENTS FOR THE LAYOUT OF THE MANUSCRIPT

Accepted for publication in the Journal of Czech Physicians can be only the **manuscript not simultaneously being considered by other journals**. Exception is the abstract from scientific conferences.

Manuscript should be submitted only in an electronic form. Files larger than 5 Mb should be mailed to the Editor in Chief (address see below) using an electronic medium. Electronic text should not be graphically formatted. Along with e-mail address of the corresponding author, the phone number should be added.

During proofreading authors cannot change or extend the text. **The corrected proofs should be send immediately (not later than the 8th day) back to the Editorial Office.** Retarded proofs cannot be considered.

UNITS OF MEASUREMENT

Results of the chemical, physical and clinical examination should be reported in SI form units (Système international d'Unités). Values of the heart rate, temperature, and blood pressure can be reported in conventional units.

NAMES OF DRUGS

Drugs should be referred to by their brand names along with their generic names.

ABBREVIATIONS AND SYMBOLS

When an abbreviation is first used, the word in full, followed by the abbreviation in parentheses should be given. Avoid using abbreviations in the title and abstract. Alphabetical list of abbreviations along with their explanation should be given at the end of manuscript.

TABLES

Extensive tables with many data will not be accepted. Include table title, footnotes and symbols of statistical evaluation. Tables should be numbered and the number should be referred in the corresponding part of the text.

FIGURES

Illustrations and photographs should reach the professional level. **Line drawings, photos and instrument outputs are acceptable only in file formats: TIF, EPS, JPG, and graphs from the Excel program processed for single-coloured print.** To preserve the quality, figures in JPG format should be of the highest resolution (the best is the compression rate 10-12). Titles of figure files should root from the author's name and the figure number (e.g. MACEK1.tif). **Names and initials of the referred patients have to be erased. Figures (graphs) should be numbered** and the number should be referred in the corresponding part of the text.

In the accompanying letter to the Editor in Chief, author has to state which figures should be in colour and for the above given Editor's address the written consent with the payment must be send. **Colour pages**, regardless how many figures they include, **must be covered by authors** (2000 Kc for a single printing page). The exact address of the payer should be included and payers of the physical or legal entity have to include their personal or VAT identification number. Figures not fulfilling the requirements will be published in blacked-white mode.

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Three to ten key words for indexing purposes should be supplied below the abstract. Use terms/phrases taken from Index Medicus (thesaurus MeSh)

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Only authentic sources referred to in text can be cited. No formal references should be included. **In the text, references should be cited using Arabic numerals in parentheses in the order in which they appear.** Avoid references to abstracts, unpublished data and personal communications. Authors are responsible for the accuracy and completeness of their references and for the correct text citation.

Examples of reference styles: from a book (1), chapter in a book (2), proceedings (3), journal article (4), online article (5).

1. **Dominik J, Záček P.** Chirurgie srdečních chlopní (... nejen pro kardiologii) ve 200 vyobrazeních. Praha: Grada Publishing 2008.

2. **Jiskra J.** Autoimunitní polyorgánové syndromy. In: Límanová Z, et al. Trendy soudobé endokrinologie, Stítná žláza. Praha: Galén 2006; 227–237.

3. **Dunovský J.** Úmluva o právech dítěte a práva dětí v České republice. In: Sborník z 1. mezinárodní konference o dětských právech. České Budějovice: Zdravotně sociální fakulta JU 2003; 5–15.

4. **Goetz P, et al.** Hrozí zneužití – diskreditace lékařské genetiky. *Čas Lék Čes* 2008;147: 159–161.

5. **Horák J.** Standardní diagnostický a terapeutický postup u genetické (hereditární) hemochromatózy. <http://www.ceska-hepatologie.cz/index.php?node=43>

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Author must disclose any funding from a company whose products were used in the study. Authors of the review articles on pharmacotherapy are expected not to have any financial interests (or a concurrency) in the company whose products are referred. All information provided to the Editors will be kept confidential.

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Title page: short concise name of the article, full name of author/authors; institutional affiliations, city and country.

Summary: identical Czech and English versions, maximal extend 200 words, no internal division, should be followed by 3 to 10 key words.

Text of the article – list of abbreviations – references.

Address of the corresponding author: full name and titles, address, fax number, e-mail address.

ORIGINAL ARTICLE, EXAMINATION METHODS

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Structured abstract: identical Czech and English versions, maximal extend 200 words, with the following headings:

Objective: 2 to 4 sentences providing the context or background for the study, 2 to 3 sentences characterizing the aim of the study

Methods and results: characteristics of the studied cohort, methods used, principal results expressed in the numeric form, the level of significance

Conclusions: should include an evaluation of the study and areas for further research

Key words: 3 to 10.

Text of the article – methods – results – discussion - list of abbreviations – references.

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In all types of manuscripts after the references information on the grant support (full name of the agency, number of the project) should be given together with the full address of the affiliate institution and home, and personal identification number.

Each manuscript is evaluated by the editorial board and reviewed by two expert reviewers. Not accepted manuscripts are commonly returned within 3 months.

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