

# Information and Guidelines for Authors

## Manuscript submission

Manuscripts and all attached files (tables and illustrations) should be submitted in electronic form, using the on-line manuscript submission system Editorial Manager available for Romanian Journal of Laboratory Medicine at <http://www.editorialmanager.com/rrlm>.

Please note that general reviews and course notes are invited by the editor. Questions may be directed to Editor of this Journal at [minodora.dobreanu@rrml.ro](mailto:minodora.dobreanu@rrml.ro).

## Submission documents

At the time of submission, the *Romanian Journal of Laboratory Medicine* requires an explicit statement (**License to publish**) by the corresponding author warranting that the manuscript, as submitted, has been reviewed by and approved by all named authors; that the corresponding author is empowered by all of the authors to act on their behalf with respect to the submission of the manuscript; that the article does not infringe upon any copyright or other proprietary right of any third party; that neither the text nor the data have been published previously (abstracts excepted); and that the article or a substantially similar article is not under consideration by another journal at that time. Upon submission of the manuscript, the corresponding author must provide the Editorial Board with documents proving that all those quoted for personal communications or listed in the *Acknowledgement* section have agreed to their inclusion. Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and send an authenticated copy of the permission to the Editorial Board.

Each author must provide a clear **statement on potential conflicts of interest** in which he or she may be involved. The statement should include sources of funding, including internal support or grants from non-commercial institutions. The absence of funding should also be declared. The statement on conflicts of interest will be published at the end of the paper. Scanned copies sent electronically and fax submissions are not acceptable.

## Authorship

All named authors should meet the criteria for authorship as stated in the „Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication” issued by the International Committee of Medical Journal Editors ([www.icmje.org](http://www.icmje.org)):

*„Authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3. [...]*

*All persons designated as authors should qualify for authorship, and all those who qualify should be listed.”*

The *Romanian Journal of Laboratory Medicine* considers all authors responsible for the content of the entire paper.

Authors are requested to describe their individual contributions to a study paper in a section that will be signed, attached to and sent by e-mail ([office@rrml.ro](mailto:office@rrml.ro)) together with the “**License to publish**” form, as soon as possible. The authors' contribution have to be inserted at the end of the manuscript at the time of submission (see the manuscript preparation and authors' contribution sections).

Individuals who supplied reagents, strains or facilities should not be listed as authors, but may be recognized in the *Acknowledgements* section. Individuals who gave advice on the manuscript should be acknowledged, but are not considered authors.

## Research involving human subjects or experimental animals

If the scientific project involves human subjects or experimental animals, authors must state in the manuscript that the protocol has been approved by the Ethics Committee of the institution within which the research work was undertaken. Experiments on live vertebrates or higher invertebrates must be demonstrated to be ethically acceptable and in accordance with institutional and national guidelines or regulations for laboratory animals. 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.

## Manuscript preparation

The following categories fit into the scope of the Journal: biochemistry, general clinical chemistry, cell biology, cytology, genetics, histology, immunology, microbiology (bacteriology, virology, parasitology and mycology), molecular biology, morphology, physiology, epidemiology, infectious diseases, experimental laboratory and clinical studies, medical informatics, laboratory organization, automation, quality control and evidence based laboratory medicine, analytical techniques.

The following article types are accepted, with their formatting limitations: Review, Original research article, Original professional paper, Short Communication, Case study / Series case studies, Course Notes, and Letter to the Editor. Advertisements, news, and special issues are also acceptable as non-indexed publications.

Article type	Manuscript word limit	Maximum number of references	Maximum number of figures and tables	Abstract (max 250 words)	Supplemental data (online only)
Review	5000	70	6	Yes	Yes
Original research article	3500	40	6	Yes	Yes
Original professional paper	3000	30	5	Yes	Yes
Short Communication	2500	25	4	Yes	No
Case study / case series	2000	25	3	Yes	No
Course Notes	2000	15	3	No	No
Letter to the Editor	1500	10	1	No	No
Editorial	2000	10	1	No	No

Manuscripts must be written in English and prepared in conformity to the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication" issued by the International Committee of Medical Journal Editors ([www.icmje.org](http://www.icmje.org)).

Authors should consult someone proficient in the English language, if they feel it is necessary. If the manuscript is not conforming to accepted standards of English usage, the manuscript will be rejected.

Articles must be written in Microsoft Word, Style: Normal + Justified, Font: Times New Roman, font size 12. All manuscripts must be typed double-spaced. Original source files, not PDF files, are required. In text editing, authors should not use spacing with spacebar, tab or paragraph mark, but use the indentation and spacing options in Format → Paragraph. Automatic paging is preferred.

Please do not import tables or figures into the text document, but only specify their insertion in text (e.g. *Table No3 insertion*) and their caption. They have to be sent in separate files. Files should be labeled with appropriate and descriptive file names, **without diacritics** (e.g. *Imunofluorescenta.doc*, *Imunofluorescenta Fig1.tiff*, *Imunofluorescenta Table2.doc*). **The file names must not contain any self-revealing information** (e.g. authors' name).

Charts and tables should be designed in black and white or in greyscale, unless color reproduction is essential for the understanding of the message.

The preferred format for all digital image files is TIFF (Tagged Image File Format). PNG format is also acceptable. Resolution of images must be at least 300 dpi at the size they will appear in the print. Any special instructions regarding sizing should be clearly noted. Scanned images should be free of technical faults (e.g. shadows, wrong orientation). Authors should state the coloration technique and the magnification factor of all images of microscopic samples. Test your figures by sizing them to their intended dimensions and then printing them on your personal printer. The result should not look fuzzy, jagged, pixelated, or grainy.

## Revisions of the submitted papers

We require that the revised manuscript to be clearly marked, to indicate each change made in response to the peer review report. In Microsoft Word, use the track changes function or highlight the relevant text. Use a short file name, such as revised for your new manuscript file.

## Manuscript organization

The text of original papers will be organized in one document, in a so-called "IMRAD" structure: introduction (no more than 25% of the text), material and methods, results, comments or discussions and acknowledgements. **The manuscript content and filename must not include any self-revealing information.** All information about the author(s), affiliation, contact, as well as the abstract and keywords, will be provided only within the online submission process.

**Material and methods** have to be described in enough detail to permit reproduction by other teams. The same product names should be used throughout the text (with the brand name in parentheses at the first use). **Results** should be presented concisely. Tables and figures should not duplicate text. The **discussion** should set the results in context and set forth the major conclusions of the authors. Information from the Introduction or Results should not be repeated unless necessary for clarity. The discussion should also include a comparison among the obtained results and other studies from the literature, with explanations or hypothesis on the observed differences, comments on the importance of the study and the actual status of the investigated subject, unsolved problems, and questions to be answered in the future. In addition to the customary recognition of non-authors who have been helpful to the work described, the **acknowledgements** section must disclose any substantive conflicts of interest.

**Abbreviations** shall be preceded by the full term at their first apparition in text. A list of all abbreviations used shall be made at the end of the article.

**Separate documents:** tables, graphics, pictures and schemes will appear on separate documents. Tables will have a reasonable number of rows and columns. The tables, charts, schemes etc. should be sent in their original file format (for example, XLS files if they were created in Microsoft Excel), together with the main manuscript, via on line system (<http://www.editorialmanager.com/rrlm>).

**References** should be numbered consecutively in the order in which they are first mentioned in the text. Identify references in text, tables, and legends by Arabic numerals in parentheses. References cited only in tables or figure legends should be numbered in accordance with the sequence established by the first identification in the text of the particular table or figure. The titles of journals should be abbreviated according to the style used in *Index Medicus*. Consult the list of Journals Indexed for MEDLINE, published annually as a separate publication by the National Library of Medicine. Authors are responsible for the accuracy and completeness of all references and are also responsible for ensuring that references are not used out of context.

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e.g. Zimmermann MB, de Benoist B, Corigliano S, Jooste PL, Molinari L, Moosa K, et al. Assessment of iodine status using dried blood spot thyroglobulin: development of reference material and establishment of an international reference range in iodine-sufficient children. *J Clin Endocrinol Metab.* 2006 Dec;91(12):4881-7

For books or monographs: the names of the cited chapter's authors, chapter's title, the editors, the title of the book or monograph, the name and location of the publisher, the year of the appearance and pages.

**Acknowledgements and Authors' contribution:** inserted at the end of the manuscript, should be short and concise. Please state each author's contribution concisely (use CRediT taxonomy) and use initials to indicate author identity (Brand A, et al. Beyond authorship: attribution, contribution, collaboration, and credit. Learned Publishing. 2015;28(2):151-155):

Contributor role	Role definition
<b>Conceptualization</b>	Ideas; formulation or evolution of overarching research goals and aims.
<b>Methodology</b>	Development or design of methodology; creation of models
<b>Software</b>	Programming, software development; designing computer programs; implementation of the computer code and supporting algorithms; testing of existing code components.
<b>Validation</b>	Verification, whether as a part of the activity or separate, of the overall replication/reproducibility of results/experiments and other research outputs.
<b>Formal analysis</b>	Application of statistical, mathematical, computational, or other formal techniques to analyze or synthesize study data.
<b>Investigation</b>	Conducting a research and investigation process, specifically performing the experiments, or data/evidence collection.
<b>Resources</b>	Provision of study materials, reagents, materials, patients, laboratory samples, animals, instrumentation, computing resources, or other analysis tools.
<b>Data Curation</b>	Management activities to annotate (produce metadata), scrub data and maintain research data (including software code, where it is necessary for interpreting the data itself) for initial use and later reuse.
<b>Writing – original draft preparation</b>	Creation and/or presentation of the published work, specifically writing the initial draft (including substantive translation).
<b>Writing – review and editing</b>	Preparation, creation and/or presentation of the published work by those from the original research group, specifically critical review, commentary or revision – including pre- or post-publication stages.
<b>Visualization</b>	Preparation, creation and/or presentation of the published work, specifically visualization/data presentation.
<b>Supervision</b>	Oversight and leadership responsibility for the research activity planning and execution, including mentorship external to the core team.
<b>Project administration</b>	Management and coordination responsibility for the research activity planning and execution.
<b>Funding acquisition</b>	Acquisition of the financial support for the project leading to this publication.

### Editorial process and peer review

The whole peer-review workflow is performed in the Editorial Manager online system. Manuscript submitted should contain original work, focused on the aims of this journal, should be clearly and correctly written in English, and should contain all essential features of a scientific publication. Submitted manuscripts are screened for completeness and quality of files and will not enter the review process until all files are satisfactory. In order to evaluate similarities with scientific literature, specialized text-matching software is used to screen all manuscripts accepted for scientific evaluation. The Secretariat will announce the corresponding author about the receipt and the status of the manuscript.

Authors may suggest reviewers for their manuscript, whether invited to do so by the Editor or not. The Editor may choose to use one or more of these reviewers, but is under no obligation to do so. Authors may ask that certain people not be asked to review their manuscript, but Editors are not held to accept these requests either. The articles are sent to reviewers with expertise in the laboratory medicine area, without revealing the authors' names and positions. Also, the reviewers' identities are not known by the authors. Following the reviewers' recommendations, the Editors decide if a paper is published or not. Submissions may be declined without external review as deemed appropriate by the Editor-in-Chief and the members of the Editorial Board. The authors of the manuscripts that have been rejected or need revision will be announced. Revised manuscripts should be resubmitted as soon as possible, but not later than 6 weeks. Although unusual, a resubmission may be rejected after revision if the response to suggestions and requests is considered inadequate.

Authors will receive a pdf file with the edited version of their manuscript for final proofreading. This is the last opportunity to view an article before its publication. The purpose of the proof is to check for typesetting or conversion errors and the completeness and accuracy of the text, tables and figures. Substantial changes in content are not allowed without the approval of the Editor. After online publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

### Scientific misconduct / Corrections /Retraction Policy

Scientific fraud are rare events; however, they have a very serious impact on the integrity of the scientific community. Scientific misconduct is defined by the Office of Research Integrity as "fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting, or reporting research". In cases where there is a suspicion or allegation of scientific misconduct or fraudulent research in manuscripts submitted or published, the Editors reserve the right to impose sanctions on the authors, such as: immediate rejection of the manuscript, banning

author(s) from submitting manuscripts to the journal for a certain period of time, retracting the manuscript, bringing the concerns to the authors' sponsoring or funding institution or other appropriate authority for investigation.

If the Editorial Board uncovers possible evidence of such problems it will first contact the corresponding author in complete confidence, to allow adequate clarification of the situation. If the results of such interactions are not satisfactory, the Board will contact the appropriate official(s) in the institution(s) from which the manuscript originated. It is then left to the institution(s) in question to pursue the matter appropriately. Depending on the circumstances, the *Romanian Journal of Laboratory Medicine* may also opt to publish errata, corrigenda, or retractions.

Serious errors in a published manuscript and infringements of professional ethical codes will result in an article being retracted. This will occur where the article is clearly defamatory, or infringes others' legal rights, or where the article is, or there is good reason to expect it will be, the subject of a court order, or where the article, if acted upon, might pose a serious health risk. In any of these cases all coauthors will be informed about a retraction. A Retraction Note detailing the reason for retraction will be linked to the original article.

### **Publication fee**

A **processing fee of 50 EUR** (equivalent in RON) will have to be paid for articles accepted for evaluation by the editorial board of Romanian Journal of Laboratory Medicine (invited contributions excepted). Please note that the payment will only be required if your article and application passes the Technical check and is accepted for scientific evaluation (the article is "under Review"). The journal does not have article submission charges.

The **publication fee for accepted article is 150 EUR**, which have to be paid when article proof is sent to the correspondence author.

The author will bear the cost of publication for color illustrations, if their number exceeds two color figures (invited contributions excepted). The charge is 25 EUR (or equivalent in RON) for each color figure, starting with the third color illustration). The authors will also bear the cost of English supervision (if the manuscript needs assistance). If reasonable corrections are necessary, the charge is 10 EUR (or equivalent in RON)/supervised page. The total charge for color figures and English supervision will be communicated by the Editorial Secretariat upon acceptance of the manuscript for publication.

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