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## GUIDE FOR AUTHORS

### 1. Aims and scope

*Romanian Journal of Morphology and Embryology* publishes studies on all aspects of normal morphology and human comparative and experimental pathology.

The Journal accepts only researches that utilize modern investigation methods (studies of anatomy, pathology, cytopathology, immunohistochemistry, histochemistry, immunology, morphometry, molecular and cellular biology, electronic microscopy, etc.), and provides a medium for publication of the following articles:

- *Reviews* – specially commissioned by the EDITOR, may embrace the results of various workers/practitioners in a given area or may feature recent developments from the author's own laboratory (clinic);
- *Original Papers* – definitive reports on a full study, describing original research of high scientific level and timeliness;
- *Case Reports* – shorter pieces of work and report-limited studies of the same level as described in original papers;
- *Short Historical Review, Biomedical Research Ethics, Letter to the Editor, Conference Announcement, In Memoriam, and Book Review* – these sections appear in the Journal from time to time.

**To insure a timely publication process, authors are requested to read the following instructions carefully and to prepare their manuscript accordingly.**

**If possible, consult a recent issue of the Journal to become familiar with layout and conventions.**

### 2. Manuscript submission

Authors are invited to submit their manuscripts using the Journal online submission system.

**All manuscripts submitted are subject to peer review.**

The minimum requirements for a manuscript to qualify for peer review are to be prepared by strictly following the format and style of the Journal as mentioned, to be written in good English and to be complete.

Manuscript originality and quality are determined by at least two independent reviewers, which maintain the option of requesting that the authors to modify their texts.

**Manuscripts that have not fulfilled these requirements will not be accepted for publication.**

#### 2. 1. General procedures

Papers will be published in English.

Authors must include the following contact details on the title page of their submitted manuscripts: full institutional postal address, phone/fax numbers, and e-mail.

#### 2. 2. Electronic format requirements

No changes to the accepted version are permissible without the explicit approval of the EDITOR.

It is important that the file be saved in the native format of the Word processor used.

**The preferred software is MS Word (Times New Roman 10 pts., paragraph indent 0.5 cm) for text, Adobe Photoshop or Corel for figures or schemes, and MS Excel for charts.**

**Keep image files (\*.TIF, min. 300 dpi) separate from text.**

### 3. Manuscript format

Manuscripts should be typed single-spaced throughout, using **RJME Template**.

The text should be in single-column format. Keep the layout of the text as simple as possible.

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Most formatting codes will be removed and replaced on processing the article.

Do not break and hyphenate words.

Use the word processor's options only to justify or center text, bold face, italics, underline, subscripts, and superscripts.

Do not embed "graphically designed" equations or tables.

Do not import the figures or tables into the text file but, instead, indicate their approximate locations directly in the electronic manuscript.

Footnotes in text are not permitted.

Italics should be used for expressions of Latin origin, for example, *in vivo*, *in vitro*, *et al.*

Use decimal points (not commas); use a space for thousands (10 000 and above).

Abbreviations (except standard units of measurements) should be identified on first use.

**To avoid unnecessary errors you are strongly advised to use the "spell checker" function of your Word processor.**

Pages should be numbered consecutively and organized as follows: **Title**, **Abstract** and **Keywords**, **Main text**, **References**, **Conflict of interests**, **Acknowledgments**, **Tables** and **Figure captions**.

### **3. 1. Title**

The title page should include: (1) Title of the article, short and descriptive; (2) First name and last name of each author; (3) Position title and academic degree of each author; (4) Names of departments and institutions with which authors are associated; (5) Institutional postal address, phone/fax numbers, and e-mail of the corresponding author.

**Ensure that phone and fax numbers (with country and area code) are provided in addition to the e-mail and the complete institutional postal address.**

### **3. 2. Abstract and Keywords**

A concise abstract of no more 250 words is required. The abstract should state briefly the purpose of the research, the main results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand-alone.

Immediately after the abstract, provide 3–6 keywords, preferably taken from *Index Medicus* or *Excerpta Medica Index*.

### **3. 3. Main text**

The manuscript should be written clearly and concisely.

The authors are responsible for providing the correct nomenclature, which must be consistent and unambiguous.

The text should be arranged in the following order: **Introduction**, **Materials and Methods**, **Results**, **Discussion**, and **Conclusions**.

Each section should be clearly marked with a separate, numbered heading and may be numbered down to the third order.

The introduction should be a brief overview of the topic.

The body of the text should describe the topic in an orderly manner, using subheadings to divide the various sections.

A few summary paragraphs should conclude the paper.

### **3. 4. References**

Responsibility for the accuracy of bibliographic citations lies entirely with the authors.

Please ensure that every reference cited in the manuscript is also present in the reference list (and *vice versa*).

Any references cited in the abstract must be given in full.

Unpublished results and personal communications should not be in the reference list, but may be mentioned in the text.

Citation of a reference as "*in press*"/"online first view" implies that the item has been accepted for publication.

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**References (indicated by numbers in square brackets) should be cited in consecutive order of their appearance in the text. List names of all the authors.**

The complete references must be reproduced at the end of the manuscript.

References should be typed in the following style:

PERIODICALS

[1] Li C, Ma C, Zhang W, Wang J. The immune function differences and high-risk human papillomavirus infection in the progress of cervical cancer. *Eur J Gynaecol Oncol*, 2014, 35(5):557–561.

BOOKS

[2] Hossler F. *Ultrastructure atlas of human tissues*. 1<sup>st</sup> edition, Wiley–Blackwell, Hoboken, New Jersey, 2014, 303–358.

CHAPTER IN AN EDITED BOOK

[3] Gordon RE. Liver: tissue handling and evaluation. In: Day CE (ed). *Histopathology: methods and protocols*. Vol. 1180, *Methods in Molecular Biology*, Humana Press–Springer Verlag, New York, 2014, 303–321.

### **3. 5. Conflict of interests**

Each author that has a financial or personal relationship with a third party, whose interests could be positively or negatively influenced by the article's contents, should disclose them in a handwritten and signed document.

### **3. 6. Acknowledgments**

Place acknowledgments, including information on grants received, before the references, in a separate section, and *not* as a footnote on the title page.

### **3. 7. Tables and Figures**

Tables and Figures' captions are to be typed, in this order, on separate pages at the end of the manuscript.

Ensure that each illustration or table has a caption attached, which should comprise a brief title and a description.

Keep text in the illustrations themselves to a minimum, but explain all symbols and abbreviations used.

**Tables** should be on separate sheets, one table per sheet, and should bear a short descriptive title. Number tables consecutively, with Arabic numerals, in accordance with their appearance in the text. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules and shading. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

**Figures** should be cited and consecutively numbered with Arabic numerals, according to their order of appearance in the main text. Mark the appropriate position of a figure/scheme in the text.

Figures should be professionally drawn and photographed, of high quality, ready for direct reproduction, any more than 5×7 centimeters overall size; all markings within the figure should be of sufficient size to be visible when the figure is reduced to column width.

**For color/grayscale images, use only TIF formats with a minimum 300 dpi resolution.** Photocopies are unacceptable as they give unsatisfactory results after final printing. Submit color illustrations as original photographs or high quality computer prints.

**Graphics and schemes are suitable for mention as figures.** Ensure that high-resolution graphic files are provided, even if the graphic appears as part of your normal word-processed text file.

## **4. Publication agreement**

Articles and any other material published in the *Romanian Journal of Morphology and Embryology* represent the opinions of the author(s) and should not be construed to reflect the opinions of the EDITOR and the PUBLISHER.

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as a part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of the PUBLISHER.

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The authors take all responsibility regarding the content of the article and its veracity, being original, and thus exonerate the *Romanian Journal of Morphology and Embryology* and its Editorial Board of any judiciary and moral responsibility, as per current legislation.

Contributions are accepted on the understanding that the authors have obtained the necessary authority for publication. Submission of multi-authored manuscripts implies the consent of each of the authors. The PUBLISHER will assume that the senior or corresponding author has specifically obtained the approval of all other co-authors to submit the article to this Journal.

The *World Health Organization* expects from the authors that they submit only data that have arisen from human or animal experimentation carried out in an ethically proper way by following guidelines as set. The EDITOR will not accept manuscripts that violate these principles.

Each author that has a financial or personal relationship with a third party whose interests could be positively or negatively influenced by the article's contents, shall disclose them in a dedicated form and at the end of the article.

### **5. Proofs**

Galley proofs will be sent to the corresponding author, unless otherwise indicated on the manuscript. These should be corrected and returned as quickly as possible.

### **6. Reprints**

Reprints are available for all published papers, and can be ordered in black and white or full color. The minimum order is 50 reprints. Authors can purchase reprints at a discounted price.

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## **PUBLICATION AGREEMENT**

**The Paper cannot be published until this signed Agreement is received.**

Paper title .....

Names of all authors (as they appear in the paper) .....

**We hereby declare on our own responsibility that this Paper is an original work, it has not been published before and it is not being considered for publication elsewhere in its final form either in printed or electronic form.**

**We, the authors, take all responsibility regarding the content of the article and its veracity, being original, and thus exonerate the *Romanian Journal of Morphology and Embryology* and its Editorial Board members of any judiciary and moral responsibility, as per current legislation.**

**Disclosures:**

The authors declare no conflict of interests.

The authors declare potential conflict of interests. Each author shall disclose potential conflict of interests separately on the distinct form (see detailed explanations on the next page of the agreement).

Signatures of all authors

Date .....

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## DECLARATION OF INTERESTS

Each author that has a financial or personal relationship with a third party, whose interests could be positively or negatively influenced by the article's contents, should take into account the following points and disclose them in a handwritten and signed document:

- Any financial relationships with companies directly or indirectly involved in the article (*i.e.*, pharmaceutical companies producing or distributing drugs or competitive products of drugs mentioned in the article);
  - Employment contracts;
  - Consultancy fees;
  - Shareholdings;
  - Receiving monetary or any other form of compensation for invited talks;
  - Reimbursements of travel expenses for conferences or courses;
  - Study sponsorships or other types of third party funding that may influence the results of the study;
  - Links to private or public health insurance funds, political entities or any interest groups;
  - Any personal conflict of interests exists (*i.e.*, author with personal relationships with someone whose economic or non-material interests are affected by the article – family, close partners, etc.).
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