

# **Instructions to Authors**

## **Submission Preparation Checklist**

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in Microsoft Word, RTF, or WordPerfect document file format.
3. Where available, URLs for the references have been provided.
4. The text adheres to the stylistic and bibliographic requirements outlined in the Manuscripts section.
5. If submitting to a peer-reviewed section of the journal, the instructions in Ensuring a Blind Review have been followed.

## **Privacy Statement**

The names and email addresses entered in this journal site will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

## **Length of contributions**

The types of manuscript accepted to be published in MIH are represented by:

### **Editorial**

The editorials of MIH are written in house by the journal's editorial-writing team (members of the MIH Scientific Committee). Editorial should be about 900 words (up to 1 page).

### **Interview**

The interview section is a permanent section of MIH journal; for each issue, the members of the editorial team will decide on the subject and person interviewed; the subject will be choose among the main current aspects/issues in the public health and management and will cover within journal about 2 pages.

## **Papers**

The main type of papers published in MIH is represented by original research in the field of public health and management in health; theoretical or methodological paper is also accepted. The reports' results of original quantitative or qualitative public health research are also accepted. Paper should be about 4-8 pages of journal (see section Manuscripts and Uniform requirements).

## **Letters**

Letters to the editor should be about 450 words and do not need an abstract. However, a short heading should be suggested.

## **Permissions**

Authors are reminded that it is their responsibility to comply with copyright laws. It is essential to ensure that no parts of the submission have or are due to appear in other publications without prior permission from the copyright holder and the original author. Materials, e.g tables, taken from other sources must be accompanied by a written statement from both author and publisher giving permission to the MIH for reproduction.

## **Patients' consent and permission to publish**

Studies on patients or volunteers require ethics committee approval and informed consent, which should be documented in your paper. Where there is an unavoidable risk of breach of privacy - eg, in a clinical photograph or in case details - the patient's written consent, or that of the next of kin, to publication must be obtained. The authors have to send a signed consent form before publication. Consent must be obtained for all Case Reports and Clinical Pictures.

## **Authorship**

All persons designated as authors should qualify for authorship. The order of authorship should be a joint decision of the coauthors. Each author should have participated sufficiently in the work to take public responsibility for the content. Information identifying the author should appear only on the title page of the manuscript.

Authors should state whether they had assistance: participating investigators and other persons who helped developing the work, and do not qualify as authors (according to the URM guidelines) should all be listed in the Acknowledgement section of the manuscript.

## **Manuscripts and uniform requirements**

Any materials submitted to the author must be in English\* in order to be considered for publication. British spelling conventions (Oxford Dictionary) are used. Examples: standardise (not standardize), colour (not color), paediatrics (not pediatrics), foetal (not fetal), etc.

\* the Romanian authors must send also the version in Romanian.

The materials must be submitted only in electronic format, Microsoft Office Word (Arial,12, line space – 1 raw), including references and tables, with margins of at least 2.5 cm; the number of characters must be up to 15000-16000 (about 10-15 pages in word).

The text should be left justified and not hyphenated. Number pages consecutively, beginning with the title page. Begin each of the following sections on separate pages in the following order: title page, abstract and keywords, text, acknowledgements, references, tables (each table on a separate page, complete with title and footnotes).

Do not use pdf format or other format which does not allow us to use the information.

#### **Title page\* (begin on a separate page)**

The title page should contain: a) the title of the article, which should be concise but informative; b) first name, middle initial, and last name of each author, with highest academic degree(s) and institutional affiliation; c) name of department(s) and institution(s) to which the work should be attributed if not already stated under b); d) disclaimers, if any; e) name, address, telephone and fax numbers of author responsible for correspondence about the manuscript; f) a word count of the whole manuscript.

#### **Abstract and keywords (one separate page)**

Provide on a separate page a structured abstract of not more than 300 words under the following headings: Background, Methods, Results, Conclusion. We are aware that not all manuscripts, e.g. qualitative papers, can be structured according to this principle.

Add three to five key words or short phrases to the bottom of the abstract page, which will assist us in indexing the article and which may be published with the abstract. Use terms from the Medical Subject Headings (MeSH) list of Index Medicus when possible.

#### **Text (begin on separate page)**

The text should usually be divided into the following sections: Introduction, Methods, Results and Discussion.

#### **Tables and illustrations**

Symbols, lettering, and numbering should be clear and large enough to remain legible after the figure has been reduced to fit the width of a single column, i.e. 7 cm.

A maximum of six tables/graphics/illustrations is allowed:

- any graphic, or image will be separately included in an Excel file (any sheet will include only one graphic; name the sheet according with the reference in text); please write the title and the source of data for table, graphic or image and put the reference in the text (eg: Graph 1 here; Graph 1. Distribution of ...; Source of data: ...).

- the table can be put in the end of the Word file (please be sure that data does not contain any formulas).

Three-dimensional figures are not allowed.

Photocopied figures are not acceptable; however, laser prints are usually of acceptable quality.

## **References**

References must be numbered consecutively as they are cited.

The system accepted for references is the Vancouver style (eg: [1]), and put in the References section: 1. ...; see sample references below)

Please limit to a maximum of 20 references titles (with references in the text, Vancouver\* Style).

References first cited in tables or figure legends must be numbered so that they will be in sequence with references cited in the text. Authors are discouraged from citing material that is not commonly available, e.g., databases, patents, computer files etc. Numbered references to personal communications, unpublished data and manuscripts in preparation or submitted for publication are unacceptable. The style of references is that of Index Medicus. List all authors when there are five or fewer; when there are six or more, list the first three, then "et al". Identify references in text with Arabic numerals in square brackets [1].

\*Sample references:

- **Journal articles**

1. Smithline HA, Mader TJ, Ali FM, Cocchi MN. Determining pretest probability of DVT: clinical intuition vs. validated scoring systems. *N Engl J Med.* 2003 Apr 4;21(2):161-2.

- **Books and book chapters**

*Personal author:*

1. Carlson BM. Human embryology and developmental biology. 3rd ed. St. Louis: Mosby; 2004.

*Edited book:*

1. Brown AM, Stubbs DW, editors. Medical physiology. New York: Wiley; 1983.

*Chapter in a book:*

1. Blaxter PS, Farnsworth TP. Social health and class inequalities. In: Carter C, Peel JR, editors. Equalities and inequalities in health. 2nd ed. London: Academic Press; 1976. p. 165-78.

- **Conferences & Conference proceedings**

*Conference paper:*

1. Anderson JC. Current status of chorion villus biopsy. In: Tudenhope D, Chenoweth J, editors. Proceedings of the 4th Congress of the Australian Perinatal Society; 1986: Brisbane, Queensland: Australian Perinatal Society; 1987. p. 190-6.

*Conference proceedings:*

1. Harris AH, editor. Economics and health: 1997: Proceedings of the 19th Australian Conference of Health Economists; 1997 Sep 13-14; Sydney, Australia. Kensington, N.S.W.: School of Health Services Management, University of New South Wales; 1998.

- **Electronic sources**

- CD-ROM/DVD**

1. Collier L, Balows A, Sussman M, editors. Topley and Wilson's microbiology and microbial infections [CD-ROM]. 9th ed. London: Arnold; 1998.

- Journal article on the Internet**

1. Aylin P, Bottle A, Jarman B, Elliott, P. Paediatric cardiac surgical mortality in England after Bristol: descriptive analysis of hospital episode statistics 1991-2002. BMJ [serial on the Internet]. 2004 Oct 9; [cited 2004 October 15]; 329:[about 10 screens]. Available from: <http://bmj.bmjjournals.com/cgi/content/full/329/7470/825>

- **Book/Monograph on the Internet**

1. Donaldson MS, editor. Measuring the quality of health care [monograph on the internet]. Washington: National Academy Press; 1999 [cited 2004 Oct 8]. Available from: <http://legacy.netlibrary.com/>.

- **Web site**

- homepage**

1. HeartCentreOnline [homepage on the Internet]. Boca Raton, FL: HeartCentreOnline, Inc.; c2000-2004 [updated 2004 May 23; cited 2004 Oct 15]. Available from: <http://www.heartcenteronline.com/>

- part of a Homepage**

1. American Medical Association [homepage on the Internet]. Chicago: The Association; c1995-2002 [cited 2005 Apr 20]. Group and Faculty Practice Physicians; [about 2 screens]. Available from: <http://www.ama-assn.org/ama/pub/category/1736.html>

- **Other published material. Examples:**

1. Newspaper article Rensberger B, Specter B. CFCs may be destroyed by natural process. The Washington Post 1989 Aug 7; Sect A:2(col 5).
2. Audiovisual AIDS epidemic: the physician's role [videorecording]. Cleveland (OH): Academy of Medicine of Cleveland, 1987.
3. Legal material Toxic Substances Control Act: Hearing on S.776 Before the Subcomm. on the Environment of the Senate Comm. on Commerce. 94th Congr., 1st Sess. 343 (1975).
4. Map Scotland [topographic map]. Washington: National Geographic Society (US), 1981.
5. Dictionary and similar references Ectasia. Dorland's illustrated medical dictionary. 27th ed. Philadelphia: Saunders, 1988:527.
6. Classical material The Winter's Tale: act 5, scene 1, lines 13-16. The complete works of William Shakespeare. London: Rex, 1973.
7. Web page Department of Health. The NHS Health Technology Assessment Program. Available from: <http://www.hta.nhsweb.nhs.uk> [Accessed February 6, 2007]. (If there is no author of the citation or the organisation it belongs to, begin with the title of the webpage).

- **Unpublished material accepted for publication**

1. Lillywhite HD, Donald JA. Pulmonary blood flow regulation in an aquatic snake. Science, in press.

## **Abbreviations and footnotes**

Do not use abbreviations in the title or the abstract. Except for units of measurement, abbreviations are discouraged.

Use only standard abbreviations.

The first time an abbreviation appears it should be preceded by the words for which it stands.

Use lower case characters - a, b, c, etc. - to indicate each footnote.

## **Units of measurement**

Authors of articles must express all measurements in terms of the International System of Units (SI units), but they may include older conventional units in parentheses if they desire.

## **Numbers and percentages**

All numbers in the text should be written in numeric form except numbers 0-10 (one, two, three etc). Use % symbol instead of writing out the words per cent.

## **Acknowledgements (one separate page)**

A maximum of five printed lines (about 300 characters) are allowed for acknowledgements. All sources of funding for research must be explicitly stated. Other financial and material support, specifying the nature of the support, should be acknowledged as well. If the work has been presented orally previously, for example at a scientific meeting, then the name, place and date of the conference should be noted. Authors are responsible for obtaining written permission from persons acknowledged by name because readers may infer their endorsement of the data and conclusions.

## **b. E-MAIL SUBMISSION:**

Please send by e-mail the following materials in order to be considered for a possible publication in the MIH Journal:

- Content of paper: Microsoft Office Word document
- Graphics and Images: Microsoft Office Excel document

All these electronic files must be sent together to this address: [revista@snsrms.ro](mailto:revista@snsrms.ro); [mciutan@snsrms.ro](mailto:mciutan@snsrms.ro)

The content (structure, format, style etc) of these materials must comply the rules providing in the section  
a. Online submission.